

**CHARLES UNIVERSITY IN PRAGUE  
THIRD FACULTY OF MEDICINE  
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**DEAN'S DIRECTIVE no. 7/2011,  
Organisation of State Rigorous Examinations and State Final Examinations**

Article I

Subject Matter

In compliance with Section 45, Paragraph 3, and Section 46, Paragraphs 3 and 53 of the Act on Higher Education Institutions and Article 7 of the Charles University in Prague Study and Examination Rules, this Directive defines the procedure for organisation of State Rigorous Examinations (SRE) and State Final Examinations (SFE) at the Charles University in Prague Third Faculty of Medicine (the Faculty).

Article II

Announcement of Dates for SRE and SFE

1) The dates for the component parts of SRE and SFE are announced by a Dean's Order based on proposals by the respective department heads:

a) SRE component – internal medicine disciplines by proposal of the Head of the Department of Internal Medicine;

b) SRE component – surgery disciplines by proposal of the Head of the Department of Surgery;

c) SRE component – gynaecology and obstetrics by proposal of the Head of the Department of Gynaecology and Obstetrics;

d) SRE component – paediatrics by proposal of the Head of the Department of Children and Adolescents;

e) SRE component – neurobehavioral sciences by proposal of the Head of the Department of Psychiatry and Medical Psychology;

f) SRE component – preventive medicine by proposal of the Head of the Department of Preventive Medicine;

g) SFE – physiotherapy by proposal of the Head of the Department of Rehabilitation Medicine;

h) SFE – nutrition and preventive medicine by proposal of the Head of the Department of Preventive Medicine;

i) SFE – nursing by proposal of the Head of the Department of Nursing;

j) SFE – preventive stomatology and hygiene, parodontology, psychology, social science and rhetorics by proposal of the Head of the Department of Stomatology.

2) The Department heads listed in Paragraph 1 shall submit their proposals for dates to the Dean's Office Study Division no later than 8 weeks before the respective dates. Resit dates may be proposed along with regular examination dates. Without needless delay, the Dean's Office Study Division shall submit a draft Order announcing the dates of SRE components and SFE to the Dean for approval so that the dates can be published.

3) The SRE components and SFE dates shall be exclusively within the winter and summer terms.

### Article III

#### Student Signup for SRE and SFE Dates

1) Students shall sign up for the dates of SRE components and SFE via the Study Information System (SIS).

2) The Department that has announced dates for the SRE components and SFE shall inform students of the signup opening by email via the SIS application no later than 48 hours before the opening of the signup. The information on the announcement of dates shall be sent by group email to all students who have registered for the SRE component of SFE in question. The signup opening time must not be set for regular teaching hours, i.e., between 8:00 am and 3:00 pm.

3) The Department heads listed in Article I, Paragraph 1, Items a) – f) above shall arrange such a procedure for announcing the dates of the SRE components in the SIS so that only students doing a fellowship under a specified study programme in the respective Department may sign up during the first 24 hours from the announcement of dates for the specified study programme. All students shall be permitted to sign up after 24 hours. Concerning dates for the SRE component on neurobehavioral sciences, the aforesaid priority signup only applies to students in the 5<sup>th</sup> year of Masters' studies.

4) The Vice Dean for Undergraduate Education and Student Affairs may permit exemptions from the provisions of the above paragraph based on a written application.

### Article IV

#### Course of SRE and SFE

1) Examination – i.e., drawing of questions – for SRE components and SFE may start at 8:00 am at the earliest. Examination has to finish by 6:00 pm at the latest.

2) The course of a State Examination shall be managed by a Chairperson of the Committee.

3) Each student shall provide their Record Book; they shall provide another proof of identity if asked by the Chairperson of the Committee.

- 4) On principle, students obtain questions for the SRE and SFE by drawing them. The drawing of questions shall be done either by choosing question numbers or choosing slips of paper with a question each. Tokens with numbers and slips with questions have to be secured in a way that their text is not visible before the drawing is finished.
- 5) The drawing shall always take place in the presence of at least one academic, Member of the Committee. Management of the drawing by other persons is impermissible.
- 6) Immediately after a question is drawn, its assignment shall be written in an SRE or SFE Progress Report. The entry shall be signed by all Committee Members, and the signature of each shall be accompanied with identification details.
- 7) Having drawn questions, each student shall have adequate time (at least 30 minutes) for preparation. If they make written preparations, they shall do so exclusively on paper issued by the Department and identified with its stamp. The student shall decide the order of answering the questions before commencing the answers.
- 8) All communication with students of the English curriculum and communication among Committee Members during their examination shall be exclusively in the English language.
- 9) Arrangement of any form of refreshments for Examination Committee Members by students or acceptance of any such refreshments by Examination Committee Members is impermissible.
- 10) The Committee shall maintain a report on the course of each SRE component or SFE. The report shall contain a list of the Committee Members, the questions drawn, the marks awarded, the date, and signatures of all the Members; the Committee may also record other information on the course of the examination that it may deem important in the report. Corrections in the report shall be made by striking over the original text (which has to remain legible) and appending new text with an explanation that it is a correction and the signature of the person who makes the correction.
- 11) If a student apologises for being absent from a SRE component or SFE on the day of the examination, they shall do so via telephone directly with the Secretariat of the respective Department.

## Article V

### State Final Examination

A State Final Examination shall proceed as follows:

- a) in the General Nurse field of study, the SFE shall comprise an oral examination in nursing and defence of the Bachelor's thesis;
- b) in the Physiotherapy field of study, the SFE shall comprise a practical examination in physiotherapy, an oral examination in physiotherapy, and defence of the Bachelor's thesis.

Should the student fail to prove their knowledge in the first part of the SFE, i.e., the practical examination, and should the practical examination be marked with "failed", their SFE shall not proceed any further.

c) in the Public Healthcare field of study, the SFE shall comprise an oral examination in nutrition, an oral examination in preventive medicine, and defence of the Bachelor's thesis;

d) in the Dental Hygienist field of study, the SFE shall comprise a practical and an oral examination in preventive stomatology and dental hygiene, a practical and an oral examination in parodontology, an oral examination in psychology, social science and rhetorics, and defence of the Bachelor's thesis.

Defence of the Bachelor's thesis is the final part of each State Final Examination.

## Article VI

### Course of the 2<sup>nd</sup> resit for SRE and SFE

1) The Chairperson of the Committee for a student's 2<sup>nd</sup> resit for SRE and SFE has to be a different person than at their regular and 1<sup>st</sup> resit examinations.

2) The Vice Dean for Undergraduate Education and Student Affairs, or a person specified by the Vice Dean, shall be a Committee Member for each student's 2<sup>nd</sup> resit examination. As a rule, the Secretariat of the respective Department shall inform the Head of the Faculty Dean's Office Study Division about the fact that the respective students' examination is their 2<sup>nd</sup> resit no later than 2 weeks before the examination date. Students doing their 2<sup>nd</sup> resit shall always be registered as the first ones for each respective date. In case a student doing their 2<sup>nd</sup> resit unregisters from the examination, the Secretariat of the respective Department shall inform the Head of the Faculty Dean's Office Study Division thereof without needless delay.

## Article VII

### Final Provisions

1) This Directive does not annul any existing internal regulations.

2) This Directive shall enter into force on 29 September 2011 and into effect on 1 October 2011.

Elaborated by: MUDr. David Marx, PhD., Vice Dean for Undergraduate Education and Student Affairs

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Dean of the Third Faculty of Medicine