



**CHARLES UNIVERSITY
THIRD FACULTY OF MEDICINE
Ruská 87, Praha 10**

Dean's directive no. 4/2016

Procedure for recognition of fulfilled assessments of study (credit, exam)

Art. 1

Subject of regulation

In accordance with Art. 6 of the Code of Study and Examination of Charles University this directive regulates procedure for recognition of assessments of study from studying at another university or college in Czech Republic or abroad (hereinafter "the recognition of assessment of study").

Art. 2

Submitting applications

- 1) Within the application for recognition of assessment of study, a student lists all colleges / universities where the study obligation was completed, the name of the acquired study obligation, its type (credit, exam) and the date of acquisition, if the obligation in question is an exam, it will also state the assessment of the exam, including assessment of unsuccessful attempts. Furthermore, in the application a student will list the study obligation for which recognition is sought at the Third Faculty of Medicine.
- 2) Student will attach a course syllabus with the application, which included the study obligation attended at given university or college in Czech Republic or abroad - this does not apply if student asks for recognition of study obligations completed during his/hers previous study at the Third Faculty of Medicine.
- 3) Student passes the application with its appendices to the guarantor of the study subject, which includes the study obligation, for which recognition is sought at the Third Faculty of Medicine. The guarantor then has up to two weeks to give their statement concerning the application (Recommendation to fully recognize/ partially recognize / disallow).
- 4) After the guarantor has reached a statement the application is forwarded via the Study Division for a final decision to the Dean, more precisely to authorized Vice-Dean for Undergraduate Education and Student Affairs.

Art. 3

Recognition of exams

The exam is recognized only if the arithmetic average of the evaluation of the study obligations is a maximum of 2.50 including unsuccessful attempts graded as "failed".

Art. 4

Deadlines for submitting applications

- 1) As per Art. 2 of the Directive the request is submitted at earliest after a successful enrollment in the given section of study.¹
- 2) The request is generally submitted at the very latest one month before the beginning of the study obligations for recognition of which the student asks.
- 3) Submitting an application at a later date is not a reason for a student not to attend the given study obligations until a decision is reached as per Art. 2, paragraph 4 of the Directive.

Art. 5

Final provisions

This directive comes into effect 15th November 2016.

Elaborated by:

MUDr. D. Marx, Ph.D.

Vice-Dean for Undergraduate Education and Student Affairs

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