



**UNIVERZITA KARLOVA  
3. lékařská fakulta**

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**DEAN'S DIRECTIVE No. 2/2018**

**Central record of practical skills of students  
of the Third Faculty of Medicine, Charles University**

Article I

Subject of the Directive

This Directive regulates the procedure of the central recording of students' practical skills for students studying General Medicine (Master's degree) (hereinafter "Students") at the Third Faculty of Medicine, Charles University (hereinafter "Faculty").

Article II

- 1) The central recording of students' practical skills is done by the form of records in the record book named "Logbook" – see annexes to this Directive.
- 2) The Logbook is issued to students by the Study Division when enrolling in 2<sup>nd</sup> year free of charge. Should the Logbook be lost, the Study Division will issue a replacement for CZK 50.
- 3) Record of obtaining a practical skill is carried out by the responsible academic worker who was present when the student carried out the skill, or to whom the skill was demonstrated by the student. A valid record must contain the date, signature and stamp of the academic worker (if need be his/her surname in block capitals) next to the relevant skill.

Article III

- 1) Students submit their Logbook when enrolling into a higher year of study – the Study Division employee backs-up the acquired skills into the database. The Study Division employee will then print a Record of fulfilled skills, which the student shall undersign, thereby verifying the record.

- 2) Should the Logbook be lost, the Study Division will, based on records in the database, transfer acquired skills into the newly issued Logbook.
- 3) The Logbook is always presented at the last examination from a clinical subject (i.e. in fields terminated by a State examination at its respective part), with the completion of prescribed practical skills being a prerequisite for participation in the examination. The exact breakdown of skills for each individual exam is given on page 25 of the Logbook.
- 4) The Examiner (for subjects of the State examination the chairman of the committee) may for reasons worthy of special consideration waive a maximum of three skills; in which case this shall be recorded in the log of the State examination.
- 5) The capabilities of basic administrative skills (Chapter 7) shall be assessed within the State examination from HEPL (Hygiene, Epidemiology and Public Health), e. i. respective part of State examination in Preventive Medicine.

#### Article IV

- 1) This Directive is effective from the 7<sup>th</sup> March 2018 and repeals Dean's provisions No. 1/2013.
- 2) Exceptions to the provisions of this Directive are permitted by the Dean of the Faculty, after a statement from the Vice-dean for Undergraduate Education and Student affairs.

Processed by: David Marx, M.D., Ph.D., Vice-dean for Undergraduate Education and Student affairs

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Dean of the Third Faculty of Medicine

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