



UNIVERZITA KARLOVA
3. lékařská fakulta

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**DEAN'S MEASURE No. 30/2024 on the electronic recording of student attendance
and teaching load of teachers**

The aim of the measure is to simplify and clarify the records of students' attendance at classes and the teaching load of the teachers of the 3rd Faculty of Medicine of Charles University.

Article 1

Subject of modification

This measure sets out the procedure for recording the attendance of students in all undergraduate courses and master's degree courses at the attendance of all subjects (compulsory, optional and elective). It also specifies the method of recording the teaching workload of teachers.

Article 2

Records of student attendance at lessons

- 1) Recording of students' attendance is done in seminars, practical exercises and clinical placements. It is not carried out in lectures.
- 2) Registration at the seminars is done mainly by attaching the student card (ISIC) to the reader located in the respective teaching room by its holder. In case of non-functioning or unavailability of the reader, the lecturer will register the attendance in the timetable application (see <https://rozvrh.lf3.cuni.cz/napoveda/dochazka>). The registration using the reader can be done at the earliest 10 minutes before the start of a given teaching unit and at the latest 20 minutes after the start of the unit. Outside of this interval, registration can only be done by the teacher in the timetable application.
- 3) Registration in practical exercises and clinical placements is done by confirming the presence of the student by the teacher in the timetable application, especially using a tablet or smartphone.
- 4) In exceptional cases (if the procedure mentioned in the previous sentence is not possible for technical or operational reasons), the head of the department will arrange for the technical implementation of attendance registration in another way, but it is always the case that the only source for attendance registration is the electronic application (e.g. the teacher can hand over the list of present students to the secretary and she can register them in the system in bulk on the basis of this list, usually on the same day, or at the latest on the next working day).

5) Cheating in attendance registration (in particular the registration of the presence of an absent student by means of his/her ISIC card by another person) is considered a disciplinary offence within the meaning of Article 2 of the Disciplinary Regulations for Students of Charles University.

Article 3

Records of teaching workload of teachers

The teacher records his/her presence at a given teaching unit either by attaching his/her teacher card (ITIC) to the reader or by entering his/her name in the electronic application for the given teaching unit.

This measure of the Dean is valid and effective from 04.09.2024

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