



Faculty of Medicine
and Dentistry

FACULTY OF MEDICINE AND DENTISTRY POLICY

LF-B-18/01

DIRECTIVE OF THE DEAN OF THE FACULTY OF MEDICINE AND DENTISTRY OF PALACKÝ UNIVERSITY TO IMPLEMENT THE STUDY AND EXAMINATION CODE OF PALACKÝ UNIVERSITY OLOMOUC

Contents: This Directive implements the Study and Examination Code of Palacký University Olomouc, as amended, at the Faculty of Medicine and Dentistry of Palacký University Olomouc.

Responsibility: : Faculty of Medicine and Dentistry of Palacký University, Dean of the Faculty

Date the policy comes into force: As of the date of signing

Date the policy comes into effect: As of the date of its publication

After consideration by the Academic Senate of the Faculty of Medicine and Dentistry of Palacký University Olomouc (hereinafter referred to as the "Faculty") and in accordance with the Study and Examination Code of Palacký University, as amended (hereinafter referred to as the "Code"), the Dean of the Faculty issues this directive to implement the Code:

Article 1

Study Administration

The Head of the Faculty's Students' Office is responsible for the data intended for processing of study records in the electronic study system in accordance with the Code to be kept up-to-date, complete and accurate.

Article 2

Student's Obligations regarding the Organisation of Study

1. Once courses have been included in the personal study plan for the respective academic year, students enrolled in study programmes at the Faculty of Medicine and Dentistry (hereinafter referred to as "students") must attend such courses. It is obligatory to attend any practical seminars, seminars, field trips and hands-on training.
2. During classes at the clinical departments, students are obliged to wear a name tag (identification card) visibly displayed.
3. Students are obliged to use their study credit book for the purposes of records related to their study plan, and cooperate, as necessary, during classes; the obligations include, without limitation, producing their study credit book if invited to do so by a member of the academic staff or employees of the Faculty's Students' Office.

Article 3

Academic Year

The time division of the academic year is defined by the Academic Calendar published on the official notice board of the Faculty.

Article 4

Auditing the Course of Study

1. The timetable for auditing the fulfillment of study requirements is annually published on the official notice board of the Faculty not later than 2 months before the audit starts.
2. Students are obliged to submit to the Students' Office their study credit book as well as a list of registered courses for the following academic year. After the fulfillment of study requirements has been audited and a note thereof has been made by the competent Students' Office staff member in the study credit book, students are not allowed to register for other obligatory courses.
3. The date of the main audit of the fulfillment of study requirements corresponds to the date when the teaching period starts under the respective Academic Year Calendar. Failure to undergo the audit by the student will constitute a breach of the Code.

Article 5

Credit System

1. In the first year of study, students are obliged to register for all obligatory courses in their respective field of study.
2. If the curriculum designates an obligatory course to be completed in the first year of study, such a course can be registered for only once and students must obtain credits for it in the first year of study. Failure to meet this requirement will be deemed to be failure to acquire the required number of credits for an academic year, or a block or phase of studies, pursuant to the Code.
3. Two courses at the Faculty may be related as follows:
 - a) no relationship – registration for a course is not subject to any conditions;
 - b) conditioned by registration – students may register for the course if they have simultaneously registered for or previously completed the prerequisite course. However, students are obliged to complete the prerequisite subject first, no matter what the form of completion of the course is (course credit, examination, colloquium);

- c) conditioned by completion – students may register for the course only if they have completed the prerequisite course;
 - d) preclusive – during the course of their studies students may only register for one of the courses in question.
4. In one academic year, students are obliged to register for courses totalling a minimum of 40 and a maximum of 90 credits.
 5. Credits acquired during previous study are included in the total number of credits only if the student applies for their recognition and the Dean of the Faculty so approves. If credits from previous study are recognized, the decision on the recognition must include the total number of credits that the student must acquire to advance to the following year of study.
 6. Only courses listed on the official notice board of the Faculty for the respective academic year may be enrolled from optional courses listed in the study programmes of other faculties of Palacký University (hereinafter referred to as “UP”) or in an all-university list of courses.
 7. The total of credits acquired from courses completed at other UP faculties must not exceed 2 credits in one academic year, i.e. a total of 10 credits for the whole period of study.
 8. The minimum number of credits which the student shall acquire for obligatory, elective and optional subjects is defined by the student’s respective study plan. Acquisition of these credits is a necessary precondition to sit for the State Final Examination.

Article 6

Course of Study

1. Students are obliged to attend classes where 100% attendance is required. If a student fails to attend such classes due to health or other serious reasons, he or she must attend substitute classes provided that he or she has provided a satisfactory excuse. A maximum of one third of obligatory class time may be made up for. Whether the reason stated is serious enough and excusable shall be determined by the respective teacher. In

the event that the excuse has not been accepted, students may ask the head of the department which guarantees the course to have the situation reviewed.

2. Students from the Czech study programmes of General Medicine and Dentistry preparing to complete part of their studies abroad under an Exchange programme contract may, as part of their preparation, attend some courses in English, provided the capacity of the course in question allows so.
3. Any cheating or attempted cheating in fulfilling the study requirements will be dealt with by the Disciplinary Committee of the Faculty. The disciplinary proceedings will be based on the report under Appendix No. 1 hereto drawn up as soon as any cheating or attempted cheating has been discovered. The report must be submitted by the respective head of the department to the Faculty's Students' Office.
4. Heads of departments may prohibit the use of mobile phones during the practical seminars, seminars, lectures and examinations at their departments. Students must be advised of such a ban as soon as the teaching period starts. Any breach hereof will be recorded as an infraction in the Form attached as Appendix No. 1 hereto and the student will be expelled from the class and required to make up for the missed class. The form and date for making up for such a class will be determined by the teacher of the respective practical seminar or seminar. Any breach hereof during an examination will result in the F grade and will be recorded as cheating in the Form attached as Appendix No. 1 hereto. Any course credit or colloquium will not be granted and a record on cheating will be made.

Article 7

Interruption of Studies

A student who has been granted the interruption of studies is obliged to submit to the Students' Office the study credit book, the student's card as well as evidence showing that all obligations towards UP have been settled, not later than eight days after the studies have been interrupted. Should the student fail to meet this obligation, the interruption of studies may be cancelled.

Article 8

Course Completion

1. When completing a multi-semester course with course credit, the proper sequence of the courses must be followed. Students are obliged to complete classes and acquire credit from the previous semester first.
2. The head of the department which guarantees the course may extend the examination period for retakes until the deadline for the fulfillment of study requirements for the given academic year as defined in the respective Academic Calendar if the ensuing examination period was the examination period after the winter semester.
3. Examination dates shall follow immediately after the teaching period of the semester or immediately after the so-called block teaching has finished, no later than within 14 days. Students who have attended block teaching are entitled to sit for the examination at a date following the respective block. For courses taught regularly in a semester, regular examination dates must be announced within 4 weeks after the beginning of the teaching period, so that the registration date for the exam is announced at least 3 days in advance. The registration times for exams must be set at times outside standard teaching hours. The total capacity of examination dates, including the retake dates, in an academic year must be in agreement with the number of students registered for the course in the respective semester. In the event that the capacity of the scheduled examination dates is not sufficient, the Dean of the Faculty shall ask the head of the department which guarantees the course in writing that more examination dates be announced. The authorized employee shall enter the exam results in the electronic study records system not later than within 3 days after the examination date; if the examination is taken in the last week before the deadline, the authorized employee shall enter the results in the system not later than at 3 pm of the business day following the deadline.
4. In the electronic study records system, students may withdraw from an examination date not later than 7 days before the actual examination date. After such time, it is only possible to withdraw from the date at the respective department if the guarantor of the course deems the withdrawal to be justified.

5. If credit is granted, this is recorded by the teacher in the study credit book by writing “započteno” (“credit granted”) together with the date and teacher’s signature. If the credit is not granted, this will not be recorded in the study credit book.
6. If colloquium is passed, this is recorded by the teacher in the study credit book by writing “splnil(s)” (“passed”) together with the date and teacher’s signature. If the colloquium is not passed, this will not be recorded in the study credit book.

Article 9

Examination

1. The result of an examination will be recorded in the study credit book as well as in the electronic study records system by entering the letter designating the grade. Should the grade be F, then it is entered only in the electronic study records system. The examiner attaches his or her signature and marks the date on which the examination was passed in the study credit book.
2. Preparing for and sitting for an examination does not constitute an excuse to be absent from regular classes in other courses.

Article 10

Board Examination

1. In one academic year, students may not sit for an examination in a registered course more than 3 times.
2. If it is the first time the student has registered for the course, the second retake will take place before a board appointed by the head of the departments guaranteeing the course. If it is not the first time the student has registered for the course, then such a retake takes place before a board appointed by the Dean of the Faculty upon a proposal by the head of the departments guaranteeing the course.
3. If the course is registered for repeatedly, the second retake will be attended by a Vice-Dean, or as the case may be, an authorized member of the Vice-Dean’s Education Committee.

4. During the second retake, the report on the examination must be signed by all members of the board. The report on the examination must include the dates of the preceding examination dates on which the student has failed.
5. The board examination may be in the form of a test written in the presence of a minimum of one teacher. Members of the board participate in the assessment of the test.

Article 11

State Final Examination

1. Under Act No. 111/1998 Sb., on higher education institutions and on the amendment and modification of other acts, as amended ("the Higher Education Act"), the General Medicine and Dental Medicine study programmes are completed by State Comprehensive (Rigorosum) Examinations.
2. Students must sit for the State Comprehensive (Rigorosum) Examination not later than two years after they have met all the prerequisites for registering for the exam.
3. The State Comprehensive Examination may not be re-sat more than twice. The second retake of the State Comprehensive Examination is attended by a Vice-Dean, or as the case may be, by an authorized member of the Vice-Dean's Education Committee.
4. The course of the State Comprehensive Examinations will be regulated by a Dean's directive.

Article 12

Recognition of Course Credits, Colloquia and Examinations

1. Students admitted for study at the Faculty on the basis of admission proceedings, who have duly completed the respective years of study during a previous study in the same study programme at the Faculty (or in the corresponding lifelong education programme) may apply to the Dean of the Faculty to have the completed year, or years, recognized in accordance with the Code. Courses of the year of study in which the student is enrolled,

completed in previous study, will be recognized by the Dean of the Faculty on a student's request only if they have been duly completed with course credit, colloquium or an examination graded A to D.

2. If the student was awarded the course credit when registered for the course for the first time, the credit will be recognized even if the course is registered for repeatedly. During an audit of the fulfillment of the study requirements, the respective Students' Office staff member will enter "uznáno" ("recognized") in the student's study credit book.

Article 13

Subject-area Board

1. The Subject-area Board for the doctoral degree programme must have a minimum of 5 members, out of whom a minimum of two must not be members of the academic staff of the Faculty and a minimum of one must not be a member of the academic staff of Palacký University.
2. Only full professors and associate professors in the given or related field may serve on the Subject-area Board. In justified cases, academics holding Ph.D., DrSc. or CSc. degrees may also qualify for serving on the Subject-area Board.

Article 14

President of the Subject-area Board

1. In addition to the powers defined in the Code, the President of the Subject-area Board:
 - a) makes a proposal that a doctoral student's supervisor be appointed or removed, subject to prior approval of the Subject-area Board;
 - b) nominates the members of the Examination Board for the State Doctoral Examination, and proposes any changes in the composition of the Board if the respective doctoral degree programme has a permanent board, subject to prior approval of the Subject-area Board;
 - c) grants consent to writing the dissertation in a foreign language subject to prior approval by the Subject-area Board;

- d) nominates the members of the Dissertation Defence Board, subject to prior approval by the Subject-area Board.

Article 15

Doctoral Studies Students and Supervisors

1. Not later than by the end of September, doctoral students shall appear at the Faculty's Students' Office to have the fulfillment of the study requirements in the previous year audited, and shall produce an annual report on the past academic year together with their supervisor's assessment to be enrolled in the following year of study. Failure to do so constitutes grounds for termination of studies.
2. The report must include a concise and comprehensive list of courses completed in the previous academic year. The total credit value of these courses shall not be less than 40. The report must be consented to by the Supervisor, and approved by the Vice-Dean for the Doctoral Degree Programme.
3. Supervisors may not supervise more than 7 doctoral students at a time. If a supervisor supervises more than 7 doctoral students enrolled in studies before this Directive came into effect, he or she may continue to do so, but may not take on new students.

Article 16

Doctoral Studies Individual Curriculum and Auditing of Results

1. Students shall agree with their Supervisor to prepare their individual curriculum which will enable them to complete all obligatory and elective subjects as stated in Appendix No. 2 to the present Directive during the course of their studies.
2. The individual curriculum must be prepared in such a way that the total number of credits acquired by the student after fulfilling all requirements following from the individual curriculum is not less than 240.
3. The individual curriculum must be approved by the Vice-Dean for the Doctoral Degree Programme.

4. The Students' Office of the Faculty of Medicine and Dentistry and the Vice-Dean for the Doctoral Degree Programme are responsible for checking whether the student's individual curriculum is adhered to.
5. If studies are interrupted for reasons defined in the Code, students shall submit the report for the corresponding part of the academic year, during which they were students in the doctoral degree programme. The number of credits for such a part of the academic year must be in compliance with the prescribed minimum of 40 credits for the whole academic year.
6. Foreign nationals studying in the doctoral degree programme in the Czech language are required to pass an English language examination.
7. If a student passes an examination, this is recorded by the examiner in the student's study credit book by "splnil/a" (passed) together with the date of the examination and the examiner's signature. If a student passes the state doctoral examination, this is recorded by the president of the examination board in the student's study credit book by "splnil/a" (passed) together with the date of the examination and the examiner's signature. If a student is granted credit, this is marked by the Supervisor (or by the President of the Subject-area Board, as the case may be) in the student's study credit book by "započteno" (credit granted) together with the date of granting the credit and the signature.

Article 17

Withdrawal from Studies

After withdrawing from study, students shall settle all financial matters related to their doctoral studies.

Article 18

Application for the State Doctoral Examination

1. If all requirements following from the individual curriculum, with the exception of published works, have been fulfilled, the student may file an application for the State Doctoral Examination.

2. Upon a proposal by the President of the Subject Area Board, the Dean of the Faculty will determine the areas for the State Doctoral Examination not later than 2 weeks before the State Doctoral Examination is to take place.

Article 19

Examination Board for the State Doctoral Examination

The Dean of the Faculty appoints and dismisses the Examination Board for the State Doctoral Examination upon a proposal by the President of the Subject-area Board of the respective doctoral study programme and subject to approval by the Scholarly Board of the Faculty. The composition of the Board must be in accordance with the Code.

Article 20

Conditions for Announcing the Dissertation Defense

1. Along with an application for the Dissertation Defence, the student shall submit copies of a minimum of three scientific papers, of which he or she is the main author or co-author.
2. The submitted papers must be directly related to the topic of the dissertation and at least two of them must contain original research, and not be review articles. The student must be the first author of a minimum of one original research paper published in an impacted journal and at least one more paper. An impacted journal is a journal listed in any field-specific database of the "Journal Citation Reports" and its impact factor in the year of publication is other than zero. If any of the papers has more than one first author, it will be assessed on a case-by-case basis by the Subject-area Board of the respective doctoral degree programme.
3. The Subject-area Board may determine higher or stricter requirements for the student's publishing activity than those stipulated herein. Such a change will only apply to new students admitted for study.
4. To have a published work recognized, it is sufficient to present an editor's confirmation of its acceptance for print.

Article 21

Dissertation

1. The student submits a dissertation, which contains all parts defined in the Code, as well as a list of publications directly related to the topic of the dissertation. If the student is a co-author of a publication directly related to the dissertation, he or she is required to specify his or her contribution to the publication in question in accordance with the Code.
2. A set of annotated papers cannot be submitted as a dissertation.

Article 22

Dissertation Defense

The Vice-Dean for the Doctoral Degree Programme, or another Vice-Dean determined by the Dean of the Faculty, may also take part in the Dissertation Defence.

Final Provisions

1. The present Directive comes into force on the date it is issued, i.e. signed by the Dean of the Faculty, and becomes effective upon its publishing on the website of the Faculty.
2. Directive of the Dean of the Faculty of Medicine and Dentistry No. B3-2/2017-PN of 22 May 2017 is hereby repealed.

In Olomouc on 15 January 2018



Prof. MUDr. Milan Kolář, Ph.D.

Dean of the Faculty of Medicine and Dentistry of Palacký University Olomouc

Appendix No. 1
Report on infraction, cheating or attempted cheating

On at o'clock

....., a student of

..... study programme

during academic course work/ credit test/ colloquium/ examination in

.....
held at (department)

.....
was caught (please mark):

a) copying

b) having an unauthorized mobile device or a part thereof, e.g. headphones

c) interfering with the computer system, e.g. during a test

d) communicating with a person other than the instructor, examiner or an authorized invigilator

e) other

Teacher/examiner

Name of the witness(es) of the cheating or attempted cheating

.....

Statement of the person caught (please make a note if the person refuses to make a statement)

.....

Signature of the head of the department Date

Appendix No. 2

The credit system for the four-year doctoral degree programme at the Faculty of Medicine and Dentistry of Palacký University:

| Required minimum number of credits for the entire period of study: | | 240 |
|--|---|--|
| Required minimum number of credits for one academic year: | | 40 |
| Course category | Course and form of course completion: examination/course credit | Number of credits |
| A | Basic examination in the field of study (examination) | 25 |
| A | Foreign language (English/German) (examination) | 15 |
| A | Grant project – participation in the application process (course credit) | 0 |
| A | Teaching undergraduate courses ¹ (course credit) | 15 |
| A | State Doctoral Examination | 0 |
| A | Dissertation (defence) | 0 |
| A | Presentation at a conference with an abstract (main author) (course credit) | 8 |
| B | Elective course (examination) | 20 |
| B | Introductory course – Basic (course credit) | 2/seminar (minimum - 8 / maximum -16) |
| B | Original scientific paper in a reviewed journal | 10 |
| B | Review article | 8 |
| B | Original scientific paper in a journal with an impact factor | 20 |
| C | Additional course (examination) | may vary ² |
| C | Independent research (course credit) | 80 |
| C | Research internship (3 months) | 30 |
| C | Presentation at a doctoral students' conference | 8 |
| C | Presentation at a seminar on the respective field of study (course credit) | 5 |
| C | Specialized course (course credit) | see the course credit sheet |
| C | Implementation of a grant project (course credit) | 5 – 15 ³ |
| Total number of credits: | | a minimum of 240 |

Course categories:

- A - obligatory
- B - elective
- C - optional

¹ Teaching of undergraduates courses mean that the student has taught a minimum of 4 seminars/practical seminars for undergraduate students in a semester.

² The number of credits for additional courses is determined in the respective accreditation file of the doctoral degree programme.

³ Students shall only be awarded credits for implementation of such projects, in the application for which they took part during the course of their doctoral study. Credits are assigned on the following basis:

5 credits - the student applied for or implemented an IGA UP project (student grants of Palacký University);

10 credits - the student applied for and implemented a project other than an IGA UP project, which is not registered in the Central Register of Projects;

15 credits - the student applied for and implemented a project registered in the Central Register of Projects.