DEAN’S DIRECTIVE No. 1/2011

Organisation of compulsory optional courses, optional subjects and Student Scientific Activity at the 3rd FM CU in Prague

with incorporated Addendums No. 1 and 2

Article 1

Subject

This Directive regulates the procedure employed during the course of tuition in the form of compulsory optional courses, optional subjects and Student Scientific Activity.

Article 2

Compulsory optional courses, optional subjects

1) Optional subjects (hereinafter also referred to as “OS”) are intended for students of all years of the bachelor and master studies. Optional subjects are taken by students at any time during the course of their entire study in a total volume of 5% of all credits attained during the course of their study (i.e. 9 credits for bachelor study, 18 credits for master study). Students may take each optional subject once only (except for subjects guaranteed by the Institute of Physical Education).

2) Compulsory optional courses (hereinafter also referred to as “COC”) are intended for students undertaking the 3rd and 4th years of master study in General Medicine and for students of bachelor study in the General Nurse field. A student can take each COC once only.

3) A compulsory optional course may also be posted as an optional subject.

Article 3

Announcement of courses and subjects

1) Optional subjects and compulsory optional courses are announced every academic year in respect of the upcoming academic year by 31 March of that current year, at the latest.

2) The announcement of a course or a subject is the responsibility of its guarantor. The guarantor shall always be the faculty’s academic employee. If the guarantor of a course or subject is not the faculty’s head of department, the guarantor shall request this person’s consent.
3) The guarantor of a course or a subject shall announce the course or subject by completing the form contained in the appendix to this Directive and sending it to the head of the Study Department of the Dean’s Office.

4) The Study Department shall publish the list of optional subjects and compulsory optional courses on the faculty’s website by 30 April of that current year, at the latest.

5) The Study Department shall enter all the posted optional subjects and compulsory optional courses into the Study Information System (hereinafter also referred to as the “SIS”) by 30 April of the current year.

6) Students shall be informed by e-mail of the posted COC and optional subjects, including their respective enrolment dates.

7) The guarantors of courses or subjects shall enter detailed information (i.e. annotations, objective of the subject, literature, methods of tuition, requirements to be checked, syllabus, entry requirements, minimum and maximum student number) about the announced course or subject into the SIS by 15 May of the current year, at the latest.

8) In the case of a course or subject taught in the English language, the guarantor shall also enter all the information stipulated in the preceding paragraph in the English language.

Article 4

Instructions for entry of compulsory optional courses

1) A 3rd year student of the master study programme of General Medicine shall enrol for 60 hours of COC, i.e. 4 credit points.

2) A 4th year student of the master study programme of General Medicine shall enrol for 90 hours of COC, i.e. 6 credit points.

3) A 3rd and 4th year student of a master study programme of General Medicine must enrol for at least one COC every semester.

4) A 1st year student of the bachelor study field of General Nurse shall enrol for 40 hours of COC, i.e. 2 credit points.

5) A 2nd year student of the bachelor study field of General Nurse shall enrol for 30 hours of COC, i.e. 6 credit points.

6) A 3rd year student of the bachelor study field of General Nurse shall enrol for 30 hours of COC, i.e. 6 credit points.

Article 5

Exemptions

1) A student who studies the 3rd or 4th year abroad shall enrol for the compulsory optional courses pursuant to the duration of his/her foreign stay as follows:

a) The student shall not enrol for any COC if he/she studies both semesters abroad;

b) The student shall enrol for only half the COC hours set for the relevant year (i.e. 3rd year – 30 hours, 4th year - 45 hours) if he/she studies one semester abroad.
2) Students who enrol for some of the topics of the Student Scientific Activity shall not enrol in any COC (an exemption may only be approved on the basis of a written application submitted to the Vice-Dean for Undergraduate Education and Student Affairs).

Article 6

Evaluation of compulsory optional courses

1) An evaluation shall be conducted at the conclusion of the compulsory optional courses in accordance with Dean’s Order No. 10/2005.

Article 7

Announcement of Student Scientific Activity

1) The topics for Student Scientific Activity (hereinafter referred to as “SSA”) are announced every calendar year in respect of the upcoming academic year by 31 March of the current year, at the latest.

2) The tutor shall be responsible for announcing the topic of the Student Scientific Activity. The tutor shall always be the faculty’s academic employee. If the tutor of a Student Scientific Activity is not the faculty’s head of department, the tutor shall request this person’s consent.

3) The tutor of a Student Scientific Activity shall announce the Student Scientific Activity by completing the form contained in the appendix to this Directive and sending it to the head of the Study Department of the Dean’s Office.

4) The Study Department shall publish a list of topics for the Student Scientific Activity on the faculty’s website by 30 April of that current year, at the latest.

Article 8

Student Scientific Activity

1) Students can select from the posted topics of the Student Scientific Activity instead of the compulsory optional course. The recognition of the SSA in lieu of course completion is conditional on performing the work on the selected topic during the course of the upcoming academic year under the supervision of the tutor and the presentation of the results of this work at the Student Scientific Conference of the Third Faculty of Medicine of Charles University in Prague in May of the current year.

2) The student shall collect an SSA application from the Study Department. After its completion, it shall hand it to his/her tutor, who shall confirm the acceptance of this student in writing, by which he/she shall also guarantee professional supervision and management of the student’s scientific activity. The student shall hand the confirmed application form to the head of the Study Department of the Dean’s Office by 31 August of the current year, at the latest.

3) Should a student be interested in an SSA the topic of which is posted for a year other than the one that the student is actually studying in the given academic year, a change is possible only after prior agreement and with the consent of the tutor who posted the given topic.

4) Should a student be interested in an SSA with a similar topic or with a topic other than that posted, it is possible to enrol in this SSA only after prior agreement and with the consent of the tutor within whose competence the SSA falls.
5) A 3rd year student shall receive 4 credits for his/her Student Scientific Activity. A 4th year student shall receive 6 credits for his/her Student Scientific Activity.

Article 9

Final provisions

1) This Directive does not repeal any existing internal regulation.
2) This Directive is effective as of 1 February 2011.

Authors:
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COMPULSORY OPTIONAL COURSE

1) Name of compulsory optional course:

2) Name, department and telephone number of the course’s guarantor:

3) Minimum number of participants:

4) Maximum number of participants:

5) Intended for students in year(s) and field:

6) Language of tuition:

7) Intended for semester(s): DESIGNATE
   a) One-semester course: winter OR summer
   b) One-semester course: winter AND summer
      (the same course is repeated in both semesters)
   c) Two-semester course

8) Number of hours per semester:

9) Number of hours per day:

10) Day on which course is held:

11) Place at which course is held:

12) Conditions of course recognition:

13) Concise subject syllabus:

In Prague, on .............................................. ...................................................

Signature of the COC’s guarantor

I agree with the announcement of this compulsory optional course.

................................................................. ...................................................
First name and surname of the head of department  Signature of the head of department
OPTIONAL SUBJECT

1) Name of subject:

2) Name, department and telephone number of the subject’s guarantor:

3) Minimum number of participants:

4) Maximum number of participants:

5) Intended for students in year(s) and field:

6) Language of tuition:

7) Intended for semester(s): DESIGorate
   a) One-semester subject: winter OR summer
   b) One-semester subject: winter AND summer
      (the same subject is repeated in both semesters)
   c) Two-semester subject

8) Number of hours per semester:

9) Number of hours per day:

10) Day on which subject is held:

11) Place at which subject is held:

12) Conditions of subject recognition:

13) Concise subject syllabus:

In Prague, on ..................  .................................................

Signature of the subject’s guarantor

I agree with the announcement of this optional subject.

................................................. ............................................
First name and surname of the head of department  Signature of the head of department
STUDENT SCIENTIFIC ACTIVITY

1) Name of the SSA:

2) Name, department and telephone number of the SSA tutor:

3) Number of participants in the SSA:

4) Intended for students in year(s):

5) Concise SSA syllabus:

In Prague, on .................... ..........................................................

Signature of the SSA tutor

I agree with the announcement of this topic of the Student Scientific Activity.

................................. ................................. .................................
First name and surname of the head of department Signature of the head of department