DEAN’S DIRECTIVE No. 1/2013

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

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 in Prague (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 1st year free of charge. Should the Logbook be lost, the Study Division will issue a replacement for 50,- CZK.

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).

Article IV

Transitional provisions

For the academic year 2012/2013, the following is valid:

a) The use of the Logbook is mandatory for students of the 1st to 4th year, for students in the 5th and 6th year the use of the Logbook is voluntary.

b) For students of the 3rd and 4th year, the total amount of required skills in each field is reduced by 20%.

c) The Logbook shall be issued at the beginning of the summer semester.

Article V

Final Provisions

1) This Directive is effective from the 25th of February, 2013.

2) This Directive repeals all provisions relating to the Master’s degree in Dean’s order No. 15/2008.

3) 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

Prof. Michal Anděl, M.D., Ph.D.

Dean of the Third Faculty of Medicine