DEAN'S ORDER No. 21/2012

Organisation of exams and credits in the academic year of 2012/2013

Article I

Subject Matter of the Order

This Order, pursuant to the Study and Examination Rules of Charles University in Prague and the Rules for the Organisation of Studies at the Third Faculty of Medicine, Charles University in Prague (hereinafter referred to as the "Rules") stipulates the detailed controlling procedures applicable to credits and exams in the academic year of 2012/2013. This Order does not apply to the organisation of the final state exams and final doctoral exams.

Article II

Tests to Obtain a Credit

1) The conditions for obtaining a credit shall be set by the guarantor of the subject on the first day of the subject's instruction in the given academic year ¹, at the latest, and shall be published in the Study Information System (SIS) and, for the subjects of the master's programme of general medicine for the 1st to 4th year of studies, also in the "Výuka" (Instruction) application.

2) If the credit may only be obtained under the condition of passing a test, the guarantor of the subject shall set the dates for taking the test three months before the first date at the latest and, simultaneously, shall determine how many times the test may be retaken if failed - the minimum number of repeated attempts is 2.

3) If the credit may only be obtained under the condition of passing an oral exam, the guarantor of the subject shall set the dates for taking this exam three months before the first date at the latest

¹ Article 18 (1) of the Rules
and, simultaneously, shall determine how many times the exam may be retaken if failed - the minimum number of repeated attempts is 2.

4) The record of awarding the credit is made by the authorised teacher without any unnecessary delay in the SIS and "University Studies Report".

Article III

Exams

1) The conditions for the exam (test questions, tested areas) and its form shall be set by the guarantor of the subject on the first day of the subject's instruction in the given academic year, at the latest, and shall be published in the SIS and, for the subjects of the master's programme of general medicine for the 1st to 4th year of studies, also in the "Výuka" application.

2) The exam dates shall be set by the guarantor of the subject on the first day of instruction in the semester the exam will take place, while ensuring the total exam capacity is at least 150% of the number of students with the respective study obligation in the 2012/2013 academic year. This does not affect the possibility to announce additional dates if needed.

3) When exams are retaken the guarantor of the subject shall ensure, based on the local conditions, that the student is tested by another examiner than the one who administered the first or second exam.

Article IV

Final Provisions

1) This Order does not amend any applicable internal regulation.

2) This Order becomes effective on 1 October 2012.

Processed by: MUDr. David Marx, Ph.D., Vice-Dean for Undergraduate Education and Student Affairs

prof. MUDr. Michal Anděl, CSc.

Dean of the Third Faculty of Medicine

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2 Article 19 (1) of the Rules