

## **Rules of Study at the Faculty of Medicine in Pilsen of Charles University**

*The Academic Senate of the Faculty of Medicine in Pilsen, pursuant to Section 27 (1) (b) and Section 33 (2) (f) of Act No. 111/1998 Coll, on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended (hereinafter referred to as the "Act on Higher Education"), and pursuant to Article 17 of the Statutes of the Faculty of Medicine in Pilsen of Charles University, as amended, has adopted the following Rules of Study at the Faculty of Medicine in Pilsen of Charles University as its internal regulations:*

### **Article 1**

#### **Introductory provisions**

These Rules of Study at the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as "the Faculty") determine, in compliance with Article 19, paragraphs 2 and 3 and related provisions of Code of the Study and Examination of Charles University (hereinafter referred to as "the Code of Study and Examination"), the requirements of study programmes or fields of study, offered at the Faculty, and they stipulate the details of organization of study of the Faculty.

### **Article 2**

#### **Programmes of Study**

1. The faculty provides tertiary education in accredited master's degree programmes, both in an accredited master's degree programme that follows a bachelor's degree programme (hereinafter referred to as "follow-up master's degree programme") and in accredited master's degree programmes that do not follow a bachelor's degree programme (hereinafter referred to as "non-Follow-up Master's Degree Programmes").<sup>1</sup> The Faculty also provides university education in accredited doctoral degree programmes.
2. Study at the Faculty is carried out in the non-continuing Master's degree programmes in General Medicine and Dentistry exclusively in full-time form. In the Follow-up Master's Degree Programme Imaging and Radiation Technology in Radiodiagnostics, Nuclear Medicine and Radiotherapy, study at the Faculty is carried out in both full-time and combined forms.
3. The administrative work associated with study in master's degree programmes and doctoral degree programmes in both Czech and English, as well as the administrative arrangements for the processing of student submissions are handled by the Vice-Deans of the Faculty authorised by the Dean and by subordinate staff of the Dean's office.

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<sup>1</sup> § Section 46(2) of the Higher Education Act

**Part I.**  
**Basic Provisions on Master's Degree Programmes**

**Article 3**  
**Units of Study**

The unit of study in all master's degree programmes offered at the faculty corresponds to a year.

**Article 4**  
**Minimum number of credits**

1. The minimum number of credits required for subsequent unit of study (year) in the programmes of study are as follows:
  - a) 40 credits for registration in the second unit of the study programme General Medicine, 42 credits for registration in the second unit of study in the Dentistry study programme and 55 credits for registration in the second unit of study in Imaging and Radiation Technology in Radiodiagnosis, Nuclear Medicine and Radiotherapy study programme,
  - b) 98 credits for registration in the third study unit of study in the General Medicine study programme, 104 credits for registration in the third study unit of study in the Dentistry study programme and 120 credits for registration in the third and each subsequent study unit of study in the Imaging and Radiation Technology in Radiodiagnosis, Nuclear Medicine and Radiotherapy study programme,
  - c) 179 credits for registration in the fourth unit of study in both General Medicine and Dentistry study programmes,
  - d) 227 credits for registration in the fifth unit of study in the General Medicine study programme and 229 credits for registration in the fifth unit of study in the Dentistry study programme,
  - e) 295 credits for registration in the sixth unit of study in the General Medicine study programme and 300 credits for registration in the sixth and each subsequent study unit of study in the Dentistry study programme,
  - f) 360 credits for registration in the seventh and each subsequent study unit of study in the General Medicine study programme.
2. Repeated registration in the next unit of study in non-continuing master's degree programmes on the basis of obtaining the minimum number of credits when not achieving a normal number of credits of study is precluded if such a procedure is applied for the second consecutive time.

**Article 5**  
**Proportion of Credits Acquired for Optional Subjects for the Purposes of Continuous Assessment of the Course of Study**

The proportion of the number of credits acquired by a student enrolled in a study programme for passing optional subjects to the normal number of credits relevant for a given continuous assessment of the course of study is fifteen per cent in non-continuing master's degree programmes and five per cent in continuing master's degree programmes; the Dean decides on the inclusion of credits acquired for passing optional subjects which exceed said ratio for the purposes of continuous assessment.

## **Article 6**

### **Individual Curriculum**

The application for an individual curriculum submitted by a student may be granted for the following reasons:

- a) proving extraordinary talent,
- b) concurrent studies at another faculty or higher education institution,
- c) if the curriculum makes it impossible, through setting prerequisites for the registration for further subjects, to acquire in the subsequent unit the minimum number of credits for registration in the next unit of study.

## **Article 7**

### **Right to Register for a Subject**

The right to register for a subject taught at the Faculty is affected by:

- a) the curriculum of a study programme offered at the Faculty, if the curriculum makes the registration a given subject subject to conditions or precludes it under Article 7(5)(a), (b), (c) or (e) of the Code of Study and Examination, provided that the subject concerned is included in the given study programme as a compulsory or elective one,
- b) capacity reasons under Article 7(8) of the Code of Study and Examination; in such cases, priority to register for a given subject is always given to students who are registering for it in compliance recommended curriculum; subjects, along with their particular capacity restrictions, are listed in the Student Information System (“SIS”),
- c) failure to submit, within a time period set out by the Dean, a medical certificate of competence, including vaccination against hepatitis B and measles to participate.

## **Article 8**

### **Repeated Registration for a Subject**

1. In the course of study in a master's programme, it is possible to register for a compulsory or elective subject only twice, and solely in immediately successive units of study. However, a second registration for a compulsory subject is made conditional on the fact that a student so registering acquired, when previously registered for the subject, a minimum number of credits in the given unit of study under Article 4, and was granted course credit where the assessment of study consists of a course credit and an exam.
2. Repeated registration for a completed subject that has been classified as an optional subject for a given study programme is precluded unless otherwise stated in the subject syllabus published in the SIS.

## **Article 9**

### **Control of the Study of the Subject**

The assessment of study of a subject registered in a given unit of study may not be carried out later than 15th September of the academic year in which a student studied in the given unit of study.

**Article 10**  
**Course Credit**

For subjects taught at the Faculty, the course credit always represents a prerequisite for taking an exam in a given subject. A student may acquire the course credit for a registered subject on one regular date and two resit dates. Detailed conditions for the awarding the course credit are provided in Part II hereof.

**Article 11**  
**Recognition of the Fulfilment of Subject Study Control**

1. A student may apply for recognition of the fulfilment of subject study control. The Dean may grant such an application, provided a similar study obligation has been fulfilled at Charles University, unless more than the standard period of study in the study programme in which recognition is considered, extended by two years, has passed since the fulfilment of the similar study obligation on the date of filing the application.
2. If the obligation has been fulfilled at different higher education institution in the Czech Republic or abroad, the dean may, depending on the syllabus of the subject, grant recognition under the previous section, or he may make such recognition conditional upon taking the bridging examination.

**Article 12**  
**Taking Parts of the State Rigorous Examination**

1. Parts of the State Rigorous Examination are taken separately.
2. The number of credits required for the taking of a part other than the last part of the State Rigorous Examination in the non-continuing master's study programme General Medicine is 295, for Dentistry 229.

**Article 13**  
**Total number of credits for compulsory and elective Subjects**

The total number of credits corresponding to all compulsory subjects for taking the individual parts of the State Rigorous Examination or the State Final Examination within the programmes of study implemented at the Faculty together with the minimum number of credits from elective subjects, shall not differ from the number of credits determined in Article 9(10) of the Code of Study and Examination, with exception of programmes of study that are subject to healthcare regulations, in which case the said number shall be set at 95%.

**Article 14**  
**Requirements for Graduation with Distinction**

1. An additional requirement for graduating with distinction from all programmes of study accredited by the Faculty is the acquisition of the regular number of credits in each continuous

assessment of the course of study within a period not exceeding the standard length of study by more than one year.

2. Students graduate with distinction if, for the entire duration of study, they have achieved only the grades "excellent" ("výborně") and "very good" ("velmi dobře") in exams, they have fulfilled all assessments of study of subjects on regular dates, their average result for the entire duration of study has not exceeded 1,5, they have not re-taken any part of the State Examination on a resit date, and they have received grades of "excellent" in all parts of the State Examination.

### **Article 15**

#### **Dealing with student submissions in matters of study organisation**

The Vice-Dean is competent to process students' submissions regarding the organisation of study. The Dean is competent to review the processing of such submissions.

### **Part II.**

#### **Details on the organisation of studies in non-continuing master's degree programmes**

### **Article 16**

Cancelled

### **Article 17**

#### **Enrolment of applicants in the first study section**

1. Enrolment in the first section of the course is by attendance. Accepted applicants shall present their ID card or passport at the enrolment in the first study section and fill in the necessary documents (Protocol on the principles of occupational safety and health and fire protection) according to the instructions of the study department.
2. The Card Issuing Centre will issue a student card to admitted and enrolled applicants according to their application (university or ISIC-licensed).
3. Students who enrol in the first section of a study programme in English are assessed a fee for study in a foreign language by decision of the Dean.<sup>2</sup>

### **Article 18**

#### **Enrolment in the next study section**

1. Enrolment in the next study section is done electronically. The conditions of electronic enrolment are published in the public part of the Faculty's website.
2. Before enrolling in the next section of study, the student is obliged to carry out an electronic check of the fulfilment of the study plan in SIS. The student sends a request in SIS to check the fulfilled study obligations.
3. The Study Department checks the student's fulfilled study obligations and, if the student has fulfilled the study obligations necessary for advancement to the next study section, electronically enrolls the student in the next study section.

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<sup>2</sup> § Section 68(1)(f) and, consequently, Section 58(4) of the Higher Education Act, Article 24 of the Statute of Charles University, Article 4 of Annex 2 to the Statute of Charles University entitled "Fees Associated with Studies".

4. Enrolment in a term other than the given term may be permitted by the dean on the basis of a written request from the student for reasons worthy of special consideration and after fulfilling all study requirements for advancement to a higher section of study.
5. Students who have enrolled in the next study section of a study programme in English are assessed a fee for study in a foreign language by decision of the Dean.<sup>3</sup>

**Article 18a**  
**End of enrolment**

Enrolment in the next study section is completed on the first day of the new academic year.

**Article 19**  
**Matriculation**

1. The date of matriculation of first-year students is published in the public part of the faculty's website by the relevant study department. The matriculation ceremony is attended by all first-year students except those who have already matriculated at any faculty of Charles University.
2. At matriculation, students sign the matriculation pledge.

**Article 20**  
**Credit**

1. The conditions for the award of credit are set by the course supervisor no later than at the beginning of the semester in a given academic year.
2. The credit is awarded to the student by the teacher who conducted the practical teaching or by the teacher who was entrusted by the course guarantor after the relevant study condition has been fulfilled or not.
3. The credits awarded are entered into the SIS by the lecturer or the course guarantor's authorised employee within the shortest possible time, within a maximum of 3 working days from the date of the relevant credit, indicating "credited", adding the date and signature.

**Article 21**  
**Exam**

1. If the study plan prescribes the final assessment "credit and examination", obtaining credit is a condition for passing the examination. The student must obtain credit no later than the day of the examination.
2. The course sponsor shall announce a sufficient number of examination dates so that the total examination capacity exceeds the number of students to be examined by at least 30% and shall also determine the maximum number of students who may register for a given date. The first sentence shall not give rise to a right to a special examination date. At the same time, the course guarantor shall determine any compulsory equipment to be provided to students for the examination.

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<sup>3</sup> § Section 68(1)(f) and, consequently, Section 58(4) of the Higher Education Act, Article 24 of the Statute of Charles University, Article 4 of Annex 2 to the Statute of Charles University, as amended.

3. When setting the dates of examinations, it is necessary to take into account the date determining the end of the examination period and the schedule of the academic year.
4. The student applies for one of the announced dates. This date is binding for both parties. A student who has failed to appear for an examination for serious reasons and who duly apologises may arrange a new examination date with the examiner. He/she has the right to make use of all other dates guaranteed by the Study and Examination Regulations. Failure to take an examination does not excuse a student from classes.
5. The student may withdraw from the examination without giving any reason no later than 7 days before the examination. This does not affect his/her right to use all examination dates guaranteed by the Study and Examination Regulations.
6. If a student fails to appear for an examination for which he/she is registered without a proper prior excuse or withdraws from the examination before the question is assigned, he/she is not classified and the examination date is forfeited. If he/she withdraws from the examination after the questions have been assigned, he/she is graded with a failing grade.
7. The student has the right to request the Dean to examine him/her before a committee. The composition of the committee is determined by the dean.
8. The examiner may be the course supervisor or an academic staff member authorised by the supervisor.
9. The examiner assigns examination questions to students by lot in oral examinations, and by randomly assigned test or by lot in written examinations. The assignment of questions is based on the range or list of examination questions published by the course sponsor in the SIS.
10. During the period from the assignment of questions to the end of the examination, the student does not leave the space designated for the preparation or performance of the examination.
11. The result of the successfully passed examination is entered by the examiner or the course guarantor's authorised employee into the SIS within 5 working days and further into the examination report, which is sent to the study department. The result is always recorded verbally, the date of the examination and the examiner's signature are added to the result. The student does not have the right not to accept the mark.
12. The examiner is obliged to ensure that the result of the examination, including the fail mark, is entered into the SIS within 5 working days. In the case of a failing grade, the student has not completed the appropriate form of study review.

## **Article 22**

### **State Rigorous Examination**

1. The dates of the state rigorosum examinations must not be announced in such a way as to disrupt the proper teaching of the students of a given study group in the following teaching block.
2. The classification of the state rigorosum examination or its part is decided by the committee at a closed meeting on the day of the examination. The grades used for classification are "excellent", "very good", "good", "failed". The committee decides by majority; in the event of a tie or failure to achieve the necessary majority, the student is classified with the classification more favourable to him/her.

3. The chairperson of the committee draws up a report on the course and result of the state rigorosum examination, which is sent to the study department; at the same time, the subject guarantor or a staff member authorised by him/her enters the result into the SIS.
4. If a student fails to pass the State Rigorous Examination in the regular or first remedial term, he/she must take the State Rigorous Examination in the second remedial term before a committee with a different chairperson than in the two previous terms.

### **Article 23**

#### **Language of the exam**

If a student whose studies are conducted in English is being examined, all communication between the student and the examiner(s), including the setting of examination questions, and all communication between the examiners in the presence of the student, must be conducted entirely in English. Communication between students and patients during the practical part of the examination is always in Czech.

### **Part III.**

#### **Details on the organisation of studies in the follow-up Master's degree programme**

##### **Article 23a**

#### **Reasonable application of the provisions of Part II.**

The relevant provisions of Part II of these Rules shall apply mutatis mutandis to matters not covered by this Part.

##### **Article 23b**

#### **State Final Examination**

1. The state final examination consists of two parts, one of which is the defence of the thesis. The individual parts of the state final examination are taken by the student continuously during the course of studies.
2. The last part of the state final examination may be held if the student has fulfilled all the requirements set out in the study plan of the follow-up master's degree programme and has submitted the diploma thesis by the specified deadline.
3. The classification of the state final examination or part of it is decided by the board at a closed session on the day of the examination. The grades used for classification are "excellent", "very good", "good", "failed". The committee decides by majority; in the event of a tie or failure to achieve the necessary majority, the student is classified with the classification more favourable to him/her.
4. The chairperson of the committee draws up a report on the course and the result of the state final examination and sends it to the study department, at the same time the subject guarantor or a staff member authorised by him/her enters the result into the SIS.
5. If a student fails to pass the state final examination in the regular or the first make-up term, he/she must take the state final examination in the second make-up term before a committee that will have a different chairperson than in the two previous terms.



**Article 23c**  
**Diploma thesis**

1. The student enters the topic of the thesis (hereinafter referred to as "thesis") via SIS.
2. The basic department of the faculty lists the topic of the thesis based on the student's agreement with the potential supervisor. As a rule, the SIS also publishes a list of possible thesis topics to which the student can apply .
3. The supervisor of the thesis may be a person who is a graduate of a doctoral study programme. A thesis supervisor may supervise a maximum of 15 theses at the same time.
4. Further details regarding the thesis are regulated by the Dean's measure.

**Article 23d**  
**Requirements and submission of the thesis**

1. The thesis is usually submitted in the Czech language. The thesis can also be written in English. The indication that the thesis will be written in English must be part of the thesis assignment. The topic of the thesis must always be given in Czech and English, and the title of the thesis must be given in the language in which the thesis is to be submitted.
2. The thesis must have the appropriate formal requirements: a table of contents, a list of literature and other sources used, an abstract in Czech and English, keywords in Czech and English, or other requirements specified by the guarantor of the study programme.
3. Further details regarding the requirements and submission of the thesis are regulated by the Dean's measure.

**Article 23e**  
**Thesis defence**

1. The thesis defence is a part of the state final examination and is subject to all relevant provisions of the University's Study and Examination Regulations as well as the provisions of these Rules on the State Final Examination.
2. Further details regarding the thesis defence are regulated by the Dean's measure.

**Part IV.**  
**Details on the organisation of studies in doctoral study programmes**

**Article 24**  
**Basic provisions**

Studies in individual doctoral study programmes are monitored and evaluated by a disciplinary board established in accordance with the provisions of Section 47(6) of the Higher Education Act and Article 22(13) and (14) of the University Statutes.

**Article 25**  
**Branch Councils**

1. The members of the disciplinary council are appointed and dismissed by the Rector on the

proposal of the dean submitted together with the proposals of the deans of other participating faculties, submitted to him after mutual agreement and after the opinion of the scientific council of the faculty (hereinafter referred to as the "scientific council") and the scientific council of partner departments.

2. The branch councils determine the content of the study and ensure its progress by:
  - a) propose to the Dean the composition of the admissions committees for each academic year,
  - b) propose a programme of lectures, courses and other forms of study in the given study programme in accordance with the content of the study programme,
  - c) review and approve the individual study plans of students in the doctoral programme,
  - d) approve changes to the individual study plan based on the opinion of the supervisor or consultant,
  - e) ensure that the topic of the dissertation is consistent with the programme of study that the PhD student is pursuing,
  - f) propose to the dean/deans the members of the committees for state doctoral examinations and dissertation defences after approval by the Scientific Council,
  - g) propose to the dean of the relevant faculty the appointment of supervisors in accordance with the programme being studied,
  - h) propose to the Dean of the relevant faculty the appointment of consultants, if necessary,
  - i) determine the requirements for state doctoral examinations in accordance with the content of the applicable accreditation,
  - j) monitor and evaluate the progress of individual students in the doctoral programme in writing at least once a year,
  - k) make proposals to the Dean for adjusting scholarships,
  - l) set out the specific content of the entrance examinations,
  - m) determine the number and content of continuous examinations,
  - n) determine the content of the state doctoral examination in accordance with the doctoral study programme,
  - o) appoint the members of the examination board for the intermediate examinations,
  - p) discuss the proposal of the training institute to cancel the doctoral studies.
3. The chair of the departmental board resolves any disputes between the doctoral student and the supervisor.
4. The Doctoral Programme Board shall have at least five members, at least two-thirds of the members of the Board must be associate professors or professors, at least one-third of the members of the Board must be persons other than members of the academic community of the relevant faculty or participating faculties, and at least one of them must be a person other than a member of the academic community of the University. The supervisor of the doctoral programme shall be the chair of the relevant subject board.
5. The dean or the relevant vice-dean shall convene all the chairpersons of the disciplinary boards at least once per academic year for consultations and evaluation of the progress of doctoral studies.
6. The Scientific Council is obliged to discuss and evaluate the activities of the disciplinary councils established at the Faculty once a year.

## **Article 26**

### **Educator**

1. Only a person who is an associate professor or professor can be a supervisor. The dean of the faculty may, in justified cases, on the proposal of the doctoral study programme's disciplinary board and after approval by the scientific board, appoint an academic staff member who does not meet the conditions under the first sentence as a supervisor.
2. The supervisor for a given student of a doctoral study programme is appointed and dismissed by the dean of the faculty on the proposal of the departmental board. The appointment or removal of the supervisor by the Dean must be filed in the file of the doctoral student.
3. A supervisor may supervise no more than 10 students in a doctoral programme at the same time.
4. The duty of the trainer is in particular:
  - a) assist the doctoral student in the preparation of an individual study plan, including the topic of the dissertation, and submit the individual study plan to the departmental board for approval within two months of the beginning of the academic year in which the applicant has enrolled,
  - b) continuously monitor the fulfilment of the study obligations of the student of the doctoral study programme and regularly consult with him/her on the results of his/her studies,
  - c) to approve the dissertation topic,
  - d) check that the content of the dissertation is consistent with the content of the programme of study that the PhD student is studying,
  - e) train, guide the PhD student, recommend literature (sources), teach him/her to move in a professional society, speak in public when presenting the results of his/her scientific work (soft skills), teach him/her to obtain financial resources to secure his/her projects, to help him/her to establish professional contacts at home and abroad, to join the international scientific community, to teach him/her to transfer knowledge in teaching to students, to enable him/her to teach to a reasonable and appropriate extent so as not to interfere with the approved individual study plan,
  - f) prepare an annual evaluation of studies for the departmental council.
5. The supervisor proposes to the Dean of the Faculty ways of providing material and financial support for the work of a student in a doctoral study programme in accordance with applicable legal regulations.
6. Partner institutions of the Academy of Sciences, other research institutes and schools, including foreign ones, may participate in the financial, organisational and personnel support of doctoral studies. The participation of these institutes and the form of participation must always be the subject of bilateral agreements between the faculty and the partner institute.
7. The supervisor may propose to the departmental board the appointment of a consultant from among the academic staff of the faculty or other institutions who, due to their special expertise or methodological and technical capabilities, is able to guide a student of the doctoral study programme within a specific subject or time period of his/her studies. The consultant is appointed by the dean on the proposal of the departmental board.

## **Article 27**

### **Admission to the doctoral studies**

The proposal for the focus of thesis topics for individual doctoral study programmes, the details of supervisors and supervising departments, the content of the entrance examinations and the proposal for the composition of the admissions committees will be communicated by the chairpersons of the field councils to the dean no later than one month before the application deadline. The Dean shall submit the above materials to the Scientific Council for consideration.

## **Article 28**

### **Individual study plan of a doctoral student**

1. The content of doctoral studies is determined by the individual study plan of the doctoral student, which is approved by the departmental board on the proposal of the supervisor. The approved individual study plan is binding for all persons and organisations involved in the doctoral studies. Its modification must be discussed in the same way as its approval.
2. The individual study plan of a student of a doctoral study programme includes:
  - a) a list of subjects in which the student of the doctoral study programme takes examinations. The teaching of these subjects takes place in the form of courses, lectures, seminars and individual consultations, as well as methodological guidance,
  - b) the title of the dissertation with an indication of the aim and the main methodological procedures, including a proposal of the procedure for solving the assigned task at the training institute,
  - c) the name of the state doctoral examination,
  - d) a plan for an internship abroad,
  - e) details and timing of doctoral studies and professional and scientific activities,
  - f) publishing activities according to the conditions of individual doctoral study programmes,
  - g) the obligation to actively participate in the Student Scientific Conference from the 2nd year of full-time study,
  - h) other duties at the suggestion of the supervisor.
3. The individual study plan of a doctoral student is entered into the SIS. The study plan is also stored in paper form at the relevant department of the Dean's Office.

## **Article 29**

### **Evaluation of the course of doctoral studies**

1. At the end of the academic year, the supervisor prepares an annual evaluation of the doctoral student's studies, which is decisive for the continuation of the doctoral studies and for possible adjustment of the individual study plan. The annual evaluation of studies shall be discussed and approved by the departmental board.
2. The departmental board may propose a change of supervisor on the basis of the annual evaluation of the study or on the basis of a request from a student in a doctoral study programme. The new supervisor shall be appointed by the Dean. In the case of a B evaluation (failure to fulfil some of the obligations according to the individual study plan), the dean may, on the proposal of the departmental board, award the student a doctoral scholarship for the next academic year in a lower amount or reduce the already awarded scholarship by up to 50%.

### **Article 30**

#### **Intermediate examinations for doctoral studies**

1. Interim examinations may be taken in any order within the time limits set by the individual study plan of the doctoral student.
2. The student of the doctoral study programme will take the mid-term examinations at the faculty. They shall be oral or written and their scope and content shall be determined by the relevant disciplinary board.
3. One continuous examination may be replaced by a documented presentation of the results of the original work by a student of the doctoral study programme at a national congress or at a congress with international participation. The possibility of substituting a midterm examination will be considered by the relevant disciplinary board and finally approved by the chair of the disciplinary board.
4. Intermediate examinations are conducted by the Chairman of the Examination Board or, in his absence, by a member of the Examination Board authorised by him.

### **Article 31**

#### **State Doctoral Examination**

1. The state doctoral examination verifies whether the student of the doctoral study programme has acquired the knowledge necessary to work on research tasks, whether he or she is able to synthesize knowledge from related fields of science and their practical application, and whether he or she has knowledge of general methodological procedures in the relevant field of doctoral study. The content of the state doctoral examination shall be determined by the relevant subject board in accordance with the doctoral study programme.
2. The State Doctoral Examination is oral and the student of the doctoral study programme takes it at the faculty. The course of the state doctoral examination is conducted by the chair of the examination committee. In the event of an emergency, the chair of the board may be replaced by a member decided by the examination board. The number of members of the examination board present during the state doctoral examination may not be less than three.
3. The State Doctoral Examination Board shall deliberate on the result of the examinations in closed session and shall reach a decision by a majority vote of the members present. In the event of a tie or failure to achieve a majority vote, the student shall be classified with the classification more favourable to him/her.
4. A record of the state doctoral examination and the voting shall be drawn up and signed by the chair of the state doctoral examination board and at least one other member of the board. The protocol, including the classification, shall be submitted by the chair of the state doctoral examination board to the dean through the relevant department of the dean's office within 10 days of the date of the examination.
5. If a student of a doctoral study programme is unable to attend the state doctoral examination on the specified date, he or she is obliged to apologise in writing to the chair of the state doctoral examination board.

6. The State Doctoral Examination must be taken before the defence of the dissertation and after the completion of the compulsory courses, intermediate examinations and the English language examination.

### **Article 32 Dissertation**

1. The student of the doctoral programme focuses on solving a specific research topic that is in line with the research focus of the department. The results obtained in the course of solving the given topic shall be prepared by the doctoral student in the form of a dissertation, which shall be submitted to his/her supervisor, who shall submit the dissertation with the prepared report to the departmental board of the respective doctoral study programme.
2. The scope and form of the dissertation shall be determined by the departmental board taking into account the requirements of individual doctoral study programmes. The dissertation not only verifies the prerequisites for independent creative scientific work, but must also bring new scientific knowledge.
3. The defence application is accompanied by:
  - a) a brief CV with basic information,
  - b) the supervisor's comments on the student and the dissertation,
  - c) a statement from the head of the department to the student,
  - d) list of publications,
  - e) dissertation,
  - f) summary (self-report),
  - g) protocol for evaluating the similarity of the dissertation.
4. The dissertation must be submitted for defence in Czech, Slovak or English.
5. The dissertation is divided into the following parts:
  - a) an overview of the current state of the subject of the dissertation and a review of the literature,
  - b) the aim of the dissertation,
  - c) the chosen processing method,
  - d) results of the dissertation with new findings,
  - e) Conclusions,
  - f) a list of the literature and other sources used, on which the PhD student has relied or responded to.
6. The dissertation must have the following formal requirements: a title page (with the author, title, English translation of the title, place of publication, year of publication, name of the department where it was defended) and the author's written consent to the lending of his/her work. The formalities are checked by the relevant department of the Dean's Office. The dissertation must be printed and bound. The number of copies to be submitted for defence is determined by the departmental board. The student of the doctoral study programme shall submit a self-reflection with the dissertation in the number determined by the departmental board.
7. An abstract is a summary of the dissertation. The abstract contains the title of the thesis, the aim of the thesis, methodology, results and conclusion of the thesis, list of publications of the author. The details may be determined by a measure of the Dean.
8. As a dissertation, a unified comprehensive treatise with a precise definition of one's own original

scientific results supported by original works that have been published or accepted for publication can be submitted. This treatise shall be accompanied by a comprehensive introduction to the subject and a commentary by the PhD student. All sources must be cited in the thesis. Specific requirements will be determined by the departmental committee.

9. If a doctoral student submits for the defence of his/her dissertation the results of a collective scientific work of which he/she is a co-author, the dissertation must indicate the parts that the doctoral student has worked on as an author. At the same time, the co-authors must attach a statement from the co-authors in which they confirm the authorship of the doctoral student for the marked parts and evaluate his/her contribution to the overall elaboration.
10. Teaching texts, scripts, dictionaries and other pedagogical aids cannot be submitted for the defence of the dissertation.

### **Article 33**

#### **Defence of the dissertation**

1. Examination committees for the defence of dissertations are permanent and are appointed by the Dean for a period of five years.
2. In justified cases, especially if the nature of the dissertation so requires, an examination committee may be established according to the same principles only for an individual defence of the dissertation.
3. The application for the defence of the dissertation is submitted by the student of the doctoral study programme through the supervisor to the chair of the relevant examination committee for the defence of the dissertation.
4. If a student in a doctoral study programme submits a dissertation for defence repeatedly, he/she must state the title of the original dissertation, submit the negative decision of the departmental board issued on the defence of the original dissertation and point out the differences between the two dissertations.
5. If the chairperson of the examination committee for the defence of the dissertation finds that the application for the defence of the dissertation does not meet the prescribed requirements, he or she shall invite the doctoral student to remedy the deficiencies within a specified period of time.
6. If the examining committee for the defence of the dissertation finds that the thesis has basic deficiencies of a professional nature, it will forward the matter through the relevant vice-dean to the dean, who will decide on further action.
7. Neither the supervisor of the doctoral student nor the staff who participated in the preparation of the dissertation as co-authors can be appointed as opponents. Neither can anyone who is directly superior or subordinate to the doctoral student be appointed as an opponent. One of the opponents must not be a member of the academic community of the faculty. If requested by the student's supervisor, the number of opponents may be higher, subject to the above conditions. Each additional opponent must also not be a member of the faculty's academic community.
8. The opponent shall examine the dissertation and prepare a written report, which shall be handed in to the relevant chair of the dissertation defence examination committee within six weeks at the latest, or the opponent shall notify the chair of the committee within 14 days from the date of receipt of the report on the appointment of the opponent that he/she is unable to prepare the report. If the report has not been submitted within that period, even after the reminder and after a further

reasonable period of time has elapsed, or if the opponent has indicated that he or she is unable to produce the report, the dissertation committee shall appoint a new opponent.

9. The report should contain an analysis of the strengths and weaknesses of the dissertation and should not repeat the content of the dissertation. The referee shall comment in the report:
  - a) to the chosen topic,
  - b) to the chosen processing methods,
  - c) on the results of the dissertation, indicating what new findings it has brought,
  - d) whether the dissertation has met its objective.
10. Each opponent is obliged to prepare a separate opinion, the conclusion of which must be an unambiguous statement whether the opponent recommends the thesis for defence or not. It is not permissible for an opponent to replace a separate opinion with a statement that it joins the opinion of another opponent.
11. If the opinion of the opponent does not meet the conditions under the provisions of paragraphs 9 and 10, the dissertation defence examination committee shall return it to the opponent for completion or revision with a deadline for submission. This time limit may not be longer than one month from the receipt of the returned opinion.
12. The opponents, who are also members of the examination committee, have the right to vote when deciding on the outcome of the dissertation defence.
13. The Dean shall determine within a period of no longer than one month after receiving the opinions of all opponents, or after their completion or reworking, the time and place of the dissertation defence.
14. The defence shall take place no longer than six months from the date of the request for authorisation of the defence, supported by all documents, provided that all the requirements and conditions of the defence have been met.
15. The chair of the defence committee, through the relevant department of the dean's office, shall announce the time and place of the defence at least four weeks before the date of the defence:
  - a) a student in a doctoral programme,
  - b) to the head of the training centre,
  - c) to the supervisors,
  - d) members of the examination committee for the defence of the dissertation,
  - e) opponents.
16. The defence takes place as a scientific debate between the doctoral student, the opponents, the members of the committee and other participants of the defence.
17. The defence is conducted by the chairman of the defence committee. In the event of an emergency, the chairman of the committee may be replaced by a member decided by the examining committee. The opponent or supervisor of a doctoral student cannot chair the defence, even if they are members of the committee.
18. The following procedure is followed during the dissertation defence:
  - a) the chair of the dissertation defence examination committee shall open the defence by presenting a brief curriculum vitae of the doctoral student, announcing the topic of the dissertation and an overview of the doctoral student's presented and published scientific works, and reading the opinions of the supervisor and the head of the training institute,
  - b) the student of the doctoral study programme shall briefly explain the essence of the dissertation,
  - c) the opponents shall present their opinions; in the absence of an opponent, the chairperson or



- another member of the examination committee for the defence of the dissertation shall read the opinion,
- d) the student of the doctoral study programme takes a position on the opinions of the opponents, their comments and questions,
  - e) The chair of the examination committee for the dissertation defence will acquaint those present with any comments received on the dissertation and open a discussion in which all present may participate,
  - f) at the end of the defence, the doctoral student answers all questions of the participants in the discussion.
19. A member of the committee appointed by the chairperson of the dissertation defence committee shall prepare a report on the course of the defence, which shall be signed by the chairperson and at least one other member of the committee.
  20. After the defence, a private meeting of the committee is held, which is attended only by the members of the defence committee.
  21. The classification shall be decided by a show of hands in closed session after deliberation. If any member of the Board so requests, voting shall be by secret ballot. Members of the Commission present may not abstain from voting. In the case of the use of ballot papers, the members of the committee shall vote by crossing out one of the words 'passed - failed'. Any other method of voting shall invalidate the vote.
  22. The examination committee for the defence of the dissertation decides by majority vote; in the event of a tie or failure to achieve a majority vote, the student of the doctoral study programme is classified with the classification more favourable to him/her.
  23. A record of the result of the vote shall be made and signed by all voters. The record of the successful defence and the voting protocol shall be handed over by the chair of the dissertation defence committee to the relevant vice-dean.
  24. If the examination committee for the defence of the dissertation has determined a classification of "failed", it will determine in a closed session whether the dissertation needs to be revised or completed. The committee's conclusion shall be communicated to the doctoral student in writing. The negative decision of the dissertation defence examination committee shall be sent by the chair of the committee together with the report of the defence within 30 days of the date of the defence to the chair of the relevant departmental board. The dissertation defence may be repeated only once.
  25. Costs related to the state doctoral examination and the defence of the dissertation, such as the remuneration of the opponents, the costs of business trips of the members of the state doctoral examination committee, the examination committee for the defence of the dissertation and the opponents, are covered by the faculty budget.

**Part V.**  
**Transitional and final provisions**

**Article 34**  
**Transitional provisions**

1. The rights and obligations of students who began their studies before the entry into force of these Rules for the Organisation of Studies at the Faculty shall be governed by the new Rules for the Organisation of Studies at the Faculty.
2. Proceedings initiated in accordance with the existing Rules for the Organisation of Studies at the Faculty, with the exception of proceedings for the recognition of the fulfilment of the study control in cases under paragraph 3 and proceedings for the termination of studies in cases under paragraph 4, shall be completed in accordance with the new Rules for the Organisation of Studies at the Faculty.
3. The provisions of Article 11 of these Rules for the Organisation of Studies at the Faculty do not apply to students who were admitted for the academic year 2016/2017 at the latest and enrolled in their studies within the time limit set by the Faculty.
4. The provisions of Article 4, paragraph 12 of the Study and Examination Regulations do not apply to students of the Master's degree programme of the Faculty of General Medicine who were admitted for the academic year 2016/2017 at the latest and enrolled in their studies within the time limit set by the Faculty.

**Article 35**  
**Final provisions**

1. The Rules for the Organisation of Studies at the Faculty of Medicine in Pilsen of 9 May 2007 are hereby repealed.
2. This regulation was approved by the Academic Senate of the Faculty of Medicine of Charles University in Pilsen on 29 May 2017.
3. These regulations shall enter into force on the date of approval by the Academic Senate of Charles University.<sup>4</sup>
4. These regulations shall come into force on the first day of the 2017/2018 academic year.<sup>5</sup>

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doc. MUDr. Tomáš Skalický, Ph.D.  
Chairman of the Academic Senate of the Faculty

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<sup>4</sup> § Section 9(1)(b)(2) of the Higher Education Act. This regulation was approved by the Academic Senate of Charles University on 2 June 2017.

<sup>5</sup> The only legally binding regulations are those in the Czech language and the translations above are for informative purpose only

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prof. MUDr. Boris Kreuzberg, CSc.  
Dean of the Faculty

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PhDr. Tomáš Nigrin, Ph.D.  
Chairman of the Academic Senate of the University