

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

*Under sections 27 (1) (b) and 33 (2) (f) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (“the Higher Education Act”), as amended, and under Article 16 of the Constitution of the Faculty of Medicine in Pilsen of Charles University, as amended, the Academic Senate of the Faculty of Medicine in Pilsen has adopted the following Rules of Study at the Faculty of Medicine in Pilsen of Charles University as an internal regulation of the Faculty.*

### **Article 1 Introductory Provision**

These Rules of Study at the Faculty of Medicine in Pilsen of Charles University (“the Faculty”), determine, in compliance with Article 19 (2) and (3) and the related provisions of the Code of Study and Examination of Charles University (“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 the organization of study at the Faculty. \*

### **Part I Requirements for Master’s Programmes of Study under the Code of Study and Examination of the University**

#### **Article 2 Programmes of Study** *(under Article 2 (1) of the Code of Study and Examination)*

1. The Faculty provides tertiary education in accredited master’s programmes of study and accredited doctoral programmes of study. The instruction is carried out parallel in the Czech and English languages.
2. Study at the Faculty in the General Medicine programme of study and in the Dentistry programme of study is offered exclusively in the form of full-time study.
3. The administrative work associated with study in master’s and doctoral programmes of study in the Czech and English languages, as well as the administrative arrangements for the handling of students’ submissions are handled by Vice-Deans of the Faculty designated by the Dean, and by subordinate staff of the Dean’s Office.

#### **Article 3 Units of Study** *(under Article 4 (6) of the Code of Study and Examination)*

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\* Translator’s note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.

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

#### **Article 4**

##### **Minimum Number of Credits**

*(under Article 5 (6) of the Code of Study and Examination)*

1. The minimum number of credits required for registration in the subsequent unit of study (year) in the programmes of study are as follows:
  - a) 40 credits for registration in the second unit of study in the General Medicine study programme, and  
42 credits for registration in the second unit of study in the Dentistry study programme;
  - b) 98 credits for registration in the third unit of study in the General Medicine study programme, and  
104 credits for registration in the third unit of study in the Dentistry study programme;
  - c) 179 credits for registration in the fourth unit of study in both the 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 third 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 third unit of study in the Dentistry study programme;
  - f) 360 credits for registration in each subsequent unit of study in the General Medicine study programme.
2. Repeated registration in the subsequent unit of study based on acquisition of merely the minimum number of credits 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**

*(under Article 5 (8) of the Code of Study and Examination)*

The proportion of the number of credits acquired by a student enrolled in the study programme for passing optional subjects to the normal number of credits relevant for a given continuous assessment of the course of study is 15 percent; 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**

*(under Article 5 (10) of the Code of Study and Examination)*

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;
- d) another serious situation.

### **Article 7**

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

*(under Article 7 (2) of the Code of Study and Examination)*

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 for 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 with the 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 to participate in the instruction of a given subject.

### **Article 8**

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

*(under Article 7 (9) of the Code of Study and Examination)*

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 subject that has been classified as an optional subject for a given unit of study is precluded unless otherwise stated in the subject syllabus published in SIS.

### **Article 9**

#### **Assessment of Study of a Subject**

*(under Article 8 (3) of the Code of Study and Examination)*

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

### **Article 10**

#### **Course Credit**

*(under Article 8 (4) and (7) of the Code of Study and Examination)*

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 awarding the course credit are provided in Part II hereof.

### **Article 11**

#### **Recognition of the Fulfilment of Assessment of Study**

*(under Article 8 (16) of the Code of Study and Examination)*

1. A student may apply for recognition of the fulfilment of assessment of a subject. The Dean may grant such an application, provided that a similar study obligation has been fulfilled at Charles University, unless more than the standard period of study in the study programme in which the 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 a different higher education institution in the Czech Republic or abroad, the Dean may, depending on the syllabus of the subject, grant the recognition under the previous section, or he may make such recognition conditional upon the taking a bridging examination.

### **Article 12**

#### **Taking Parts of State Rigorosum Examinations**

*(under Article 9 (5) and (9) of the Code of Study and Examination)*

1. Parts of the State Rigorosum Examination are taken separately.
2. The number of credits required for the taking of a part other than last part of the State Rigorosum Examination in the General Medicine study programme is 295 credits, and 229 credits in the Dentistry study programme.

### **Article 13**

#### **Total Number of Credits for Compulsory and Elective Subjects**

*(under Article 9 (10) of the Code of Study and Examination)*

The total number of credits corresponding to all compulsory subjects for taking the individual parts of the State Rigorosum Examination within the programmes of study implemented at the Faculty together with the minimum number of credits for elective subjects does not differ from the number of credits determined in Article 9 (10) of the Code of Study and Examination, with the exception of

programmes of study that are subject to healthcare regulations, in which case said number is set at 95 %.

#### **Article 14**

##### **Requirements for Graduating with Distinction**

*(under Article 9 (13) of the Code of Study and Examination)*

1. An additional requirement for graduating with distinction from all programmes of study accredited at 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/or “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 Students’ Submissions Regarding the Organisation of Study**

*(under Article 17 (3) of the Code of Study and Examination)*

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 of Organisation of Study in Master’s Programmes of Study**

#### **Article 16**

##### **Registration in a Programme of Study**

1. Registration in a programme of study takes place at the Faculty. The dates of registration are determined by the Dean. These dates are published sufficiently in advance on the publicly accessible part of the website of the Faculty. Enrolment closes 10 days before the beginning of the academic year.
2. Registration on a different date than the determined one may be allowed by the Dean upon a written application by a student for reasons worthy of special consideration and upon the fulfilment of all study obligations required for the advancement to a higher unit of study.

#### **Article 17**

##### **Enrolment of Applicants in the First Unit of Study**

1. At enrolment, applicants admitted to study will produce their ID card or passport, and they will, according to the instructions given by the relevant Student Registry, fill out their Study Credit Books (“the Credit Book”) and all other documents (Statement of Principles of Health and Safety at Work and Fire Prevention).
2. The relevant Student Registry will issue a student identity card to enrolled applicants at their request (a university ID card or the one with the ISIC licence).
3. Students who are registering for the first unit of study, or subsequent units of study, in a programme of study implemented in English under Article 18 will be charged, by a Dean’s decision, a fee for study in a foreign language.<sup>1</sup>

### **Article 18**

#### **Registration for Subsequent Units of Study**

After fulfilling all study duties in a given unit of study, a student will submit the Credit Book and registration form to the relevant Student Registry. The relevant Student Registry will check that all study obligations have been fulfilled, whereupon it will register the student for the subsequent unit of study and will provide him with a registration coupon for the subsequent academic year to be attached to his student identification card.

### **Article 19**

#### **Matriculation**

1. The date of matriculation of first-year students is published on the publicly accessible part of the website of the relevant faculty by the Student Registry. All first-year students, except those who have already been matriculated at another faculty of Charles University, must attend the matriculation ceremony.
2. At matriculation, the students will be given their Credit Books and they will sign the matriculation oath.

### **Article 20**

#### **Course Credit**

1. Conditions for the awarding of course credit are determined by a guarantor of the subject no later than at the beginning of a semester in a given academic year.
2. A student is awarded course credit upon the satisfaction of the relevant study conditions either by the teacher who implemented the practical instruction or by a teacher designated by the guarantor of the subject. The teacher will record “credited” (“započteno”) in the student’s study credit book, along with the date and signature.
3. The head of the department or an employee designated by him will record all course credits awarded in the study records and in SIS.

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<sup>1</sup> Section 68 (1) (f) and section 58 (4) of the Higher Education Act, Article 24 of the Constitution of Charles University, Article 4 of Appendix No. 2 to the Constitution of Charles University – Fees for Study.

**Article 21**  
**Examination**

1. If the curriculum prescribes a final assessment in the form of “a course credit and examination”, the acquisition of the course credit is a prerequisite for the taking of the examination. A student is required to acquire the course credit no later than on the date of the examination.
2. The head of the department will publish a sufficient number of examination dates so that the capacity of the examination dates exceeds the number of students to be examined by at least 30%, and he will determine the maximum number of students who can register for any given date. The provision contained in the first sentence does not establish the right to have an extraordinary examination date published. At the same time, the head of the department will determine any possible equipment the students are required to bring to the exam.
3. When setting the examination dates, account must be taken of the date of the end of the examination period, as well as of the academic calendar.
4. A student will register for one of the published dates. This registration is binding on both parties. A student who fails to appear for the exam for serious reasons and who has duly excused himself may arrange a new examination date with the examiner. He has the right to use all other examination dates guaranteed by the Code of Study and Examination. The taking of an examination does not serve as an excuse for not attending regular instruction.
5. A student may withdraw from the examination without reason no later than 24 hours before the examination starts. His right to use all examination dates guaranteed by the Code of Study and Examination is not affected thereby.
6. If a student fails to appear for an examination for which he is registered without a prior reasonable excuse, or if he withdraws from the examination before the examination questions have been assigned, he is not graded and the examination date lapses. If a student withdraws from the exam after he has been assigned the exam questions, he is graded as “fail” (“neprospěl”).
7. A student has the right to apply to the Dean to be examined by an examination board. The composition of the board is determined by the Dean.
8. A person competent to act as an examiner is a guarantor of the subject or a member of the academic staff designated by the guarantor.
9. At an oral examination, the examiner assigns exam questions to students by drawing lots; at a written examination, the questions are assigned through a randomly allotted test or by drawing lots. The assigned questions are based on a list of examination questions published by the head of the department.
10. From the moment of the assignment of questions to the moment of the termination of the examination, a student is not allowed to leave the area intended for preparation for and taking of the examination.
11. The examiner, or a person designated by the head of the department, will record the result of a successfully passed exam in the student’s Study Credit Book, in SIS and in the records of the course of examination, and he will send the result to the relevant Student Registry. The result is always recorded in words; the date of the examination and signature of the examiner are attached to the grading. The student has the right not to accept the proposed grading.

12. The grade “fail” (“neprospěl/a”) is not recorded in the student’s Study Credit Book; the examiner will only record the date of the examination. The examiner is obliged to ensure that the results of the examination, including “fail” grades, be recorded into SIS without undue delay. Where a student has been graded as “fail”, he has not successfully passed the prescribed form of the assessment of study.

#### **Article 22**

#### **State Rigorosum Examination**

1. The dates of a State Rigorosum Examination may not be set in such a way as to interfere with the regular instruction of students of a given study group in the subsequent module of study.
2. The grades for a State Rigorosum Examination are decided about by an examination board in a closed session on the date of the examination. The grades used are as follows: “excellent” (“výborně”), “very good” (“velmi dobře”), “good” (“dobře”), or “fail” (“neprospěl”). The board decides by majority; if there is an equal number of votes or the required majority has not been reached, the student gets the more favourable grade.
3. A record of the course and result of the State Rigorosum Examination is made by the Chair of the examination board, who will send it to the relevant Student Registry; at the same time, the head of the department, or an employee designated by him, will record the result in the SIS.

#### **Article 23**

#### **Language of Examination**

When a student whose study is carried out in English is being examined, the entire communication between the student and the examiner(s), including the subjects of the exam, as well as any communication of examiners with one another while the student is present, must be carried out exclusively in the English language. Communication between students and patients during a practical part of the exam is always carried out in the Czech language.

### **Part III**

#### **Details of Organisation of Study in Doctoral Study Programmes**

#### **Article 24**

#### **Fundamental Provision**

Study in individual programmes of study is monitored and assessed by the Subject Area Board established under section 47 (6) of the Higher Education Act and Article 22 (13) and (14) of the Constitution of Charles University.

#### **Article 25**

#### **Subject Area Boards**

1. The members of a Subject Area Board are appointed and dismissed by the Rector upon the



proposal of the Dean, and upon the proposals of deans of other participating faculties, submitted to the Rector after mutual consent has been reached and after the Research Board of the Faculty (“the Research Board”) and research boards of co-operating faculties have expressed their opinion thereon.

2. The Subject Area Boards determine the content of study and safeguard the course thereof by way of:
  - a) making proposals to the Dean regarding the composition of Admissions Board for each academic year;
  - b) proposing the schedule of lectures, courses, and other forms of study in a given programme of study in compliance with the content of the programme of study;
  - c) assessing and approving individual curricula of students in doctoral programmes of study;
  - d) approving modifications to an individual curriculum on grounds of a supervisor’s, or as the case may be, advisor’s, statements;
  - e) monitoring that a topic of a dissertation thesis complies with the field of study which a student is studying in a doctoral programme of study;
  - f) proposing to the Dean/Deans, upon approval by the Research Board, members of boards for State Doctoral Examination and for Defences of Dissertation Thesis;
  - g) making proposals to the Dean of a relevant faculty for the appointment of supervisors in compliance with the programme studied;
  - h) making proposals to the Dean of a relevant faculty for the appointment of (thesis) advisors, should there be a need;
  - i) setting the requirements for the State Doctoral Examinations in compliance with the content of the valid accreditation;
  - j) monitoring and assessing in writing the course of study in individual doctoral programmes of study once a year at a minimum;
  - k) making proposals to the Dean for the review of rules for granting scholarships and bursaries;
  - l) determining the content of admissions exams;
  - m) determining the number and content of continuous assessment in the form of examination;
  - n) considering and approving the annual reports of supervisors;
  - o) determining, in compliance with a doctoral programme of study, the content of the State Doctoral Examination;
  - p) appointing members of examination boards for interim examinations;
  - q) considering proposals for the cancellation of doctoral studies made by doctoral training units.
3. The Chair of a Subject Area Board resolves disputes that may arise between a student in a doctoral programme of study and the supervisor.
4. A Subject Area Board of a doctoral programme of study consists of at least five members; at least two thirds of the members of the Subject Area Board must be from among associate professors and full professors, and at least one third of the members of the Subject Area Board must be composed of persons other than members of the academic community of the given faculty, or participating faculties; at least one member must be a person other than a member of the academic community of the University. The guarantor of the doctoral programme of study is the Chair of the relevant Subject Area Board.

5. The Dean, or a competent Vice-Dean, calls together all Chairs of Subject Area Boards for consultations and assessment of the course of doctoral studies at least once per academic year.
6. The Research Board is obliged to annually consider and evaluate the activity of Subject Area Boards established at the Faculty.

## **Article 26**

### **Supervisor**

1. A supervisor for a given student in a doctoral programme of study is appointed and dismissed by the Dean upon a proposal from the Subject Area Board. The appointment, or as the case may be dismissal, of a supervisor by the Dean must be recorded in a file of the student of a doctoral programme of study. The appointment as a supervisor is conditional upon written consent of the person to perform the office.
2. The supervisor is in particular obliged:
  - a) to assist the student in a doctoral programme of study in preparing his individual curriculum, including the topic of his dissertation thesis, and to submit the individual curriculum to the Subject Area Board for approval no later than two months after the beginning of the academic year in which the applicant is enrolled;
  - b) to continuously assess the fulfilment of study obligations by the student in a doctoral programme of study, and to regularly discuss with the student his study results;
  - c) to approve the topic of a dissertation thesis;
  - d) to check that the content of the dissertation thesis complies with the content of the programme of study in which the student in the doctoral programme of study is studying;
  - e) to supervise and guide the student in a doctoral programme of study, to recommend professional literature (sources), to teach him how to act in a professional community and how to act in public when presenting the results of his research work (soft skills), to teach the student how to obtain financial resources to fund his projects, to help the student make professional contacts both domestically and internationally when he enters the international research community, to teach him how to pass the knowledge on to students when teaching, to make it possible for the student to teach in a reasonable extent so that the teaching does not interfere with his approved individual curriculum;
  - f) to prepare an annual assessment of study for the Subject Area Board.
3. The supervisor makes proposals to the Dean regarding the ways of ensuring materially and financially the work of the student in a doctoral programme of study in compliance with effective legal regulations.
4. Doctoral studies may be ensured financially, organisationally, and personally in co-operation with departments of the Academy of Sciences, other research institutions and schools, including foreign ones. The extent of participation of these departments and institutions, as well as forms thereof, must be determined in bilateral agreements between the Faculty and the participating institution.
5. The supervisor may propose to the Subject Area Board that an advisor be appointed from among the members of the academic staff of the Faculty or other institutions, who is, owing to his special professional knowledge and methodological and technical skills, capable of guiding

the student in a doctoral programme of study within the framework of a particular subject-matter or temporal unit of his study. The advisor is appointed by the Dean upon the proposal from the Subject Area Board. The prerequisite for the appointment is the advisor's consent in writing.

### **Article 27**

#### **Admissions Procedure to Doctoral Studies**

Proposals for the topics of a thesis for individual doctoral programmes of study, information about supervisors and the supervising entity, the content of admissions exams, and proposals for the composition of admissions boards are made by the Chairs of Subject Area Boards to the Dean no later than one month before the period for submitting applications for study. Each supervisor of a published topic is obliged to document the source of financing of the intended research work (a grant or a research intent) before it is considered by the Research Board. The Dean presents said documents to the Research Board for consideration.

### **Article 28**

#### **Individual Curriculum of a Student in a Doctoral Programme of Study**

1. The content of doctoral studies is determined in an individual curriculum of a student in a doctoral programme of study which is approved by the Subject Area Board upon the proposal from a supervisor. The approved individual curriculum is binding on all persons and institutions participating in doctoral studies. Modifications to the individual curriculum must be considered in the same way as is required for the initial approval thereof.
2. The individual curriculum of a student in a doctoral programme of study contains:
  - a) a list of subjects in which the student in the doctoral programme of study will take exams; the instruction of these subjects is carried out in the form of courses, lectures, seminars and individual consultations, and in the form of methodological guidance;
  - b) the title of a dissertation thesis, specifying the aim and main methods, including the proposal for the procedure of solving the assigned research task at the supervising entity;
  - c) the name of the State Doctoral Examination;
  - d) planned study stays and internships in the Czech Republic or abroad;
  - e) the details and time schedule of the doctoral study, as well as of scholarly and research activities;
  - f) requirements for works published:
    - I. one work published in a peer reviewed journal of which the student is the main author
    - II. two papers in an impact factor journal, in which case the order of authorship does not matter;
  - g) the obligation to actively participate in student scientific conferences as of the second year of the full-time form of study.
3. The individual curriculum of a student in the doctoral programme of study is recorded in the Doctoral Study Credit Book ("the Credit Book"), which is issued to a student in the doctoral

programme of study at enrolment. The curriculum is also filed with the relevant department of the Dean's office.

### **Article 29**

#### **Assessment of the Course of Doctoral Studies**

1. At the end of an academic year the supervisor will prepare an annual assessment of study regarding the course of a student's study in the doctoral programme of study, which is crucial for the continuation of the doctoral study and for possible modifications to the individual curriculum. The annual assessment of study is considered and approved by the Subject Area Board.
2. The Subject Area Board may, based on the annual assessment of study or upon an application by the student in the doctoral programme of study, propose that the supervisor be changed. A new supervisor is appointed by the Dean.

### **Article 30**

#### **Prescribed Examinations in Doctoral Studies**

1. Prescribed examinations may be taken in any order within the time limits determined in the individual curriculum of a student in a doctoral programme of study.
2. Prescribed examinations are taken by a student in a doctoral programme of study at the Faculty. These examinations may be either oral or written, and their scope and content are determined by the relevant Subject Area Board.
3. One prescribed examination may be substituted with a documentable presentation of the results of an original work given by a student in a doctoral programme of study at a national congress or at a congress with international participation. The possibility of substituting a prescribed examination will be considered by the relevant Subject Area Board and conclusively approved by the Chair of the Subject Area Board.
4. Prescribed examinations are directed by the Chair of the examination board, or, in his absence, by a member of the examination board designated by the Chair.

### **Article 31**

#### **State Doctoral Examination**

1. The State Doctoral Examination assesses whether a student in a doctoral programme of study has acquired sufficient knowledge to work on research tasks, whether he is capable of synthesising knowledge from related scientific fields and using it in practice, and whether he has knowledge of general methods in the relevant field of doctoral study. The content of the State Doctoral Examination is determined, in accordance with the doctoral programme of study, by the relevant Subject Area Board.
2. The State Doctoral Examination is oral, and a student in a doctoral programme of study takes the examination at the Faculty. The course of the State Doctoral Examination is directed by the Chair of the examination board. In extraordinary cases, the Chair may be substituted by a

member of the examination board on whom the board agrees. The number of members of the examination board present at the State Doctoral Examination must not be lower than three.

3. The results of examinations are discussed by the examination board in a closed session, and decided on by a majority of votes of members present. If there is an equal number of votes or the required majority has not been reached, the student gets the more favourable grade.
4. A report on the course of the State Doctoral Examination and voting is made and signed by the Chair and at least one more member of the State Doctoral Examination Board. The Chair of the State Doctoral Examination Board submits the report, including the grading, to the Dean via the relevant department of the Dean's Office no later than within 10 days of the date of the examination.
5. If a student in a doctoral programme of study cannot appear for the State Doctoral Examination on a given date, he is obliged to excuse himself in writing to the Chair of the State Doctoral Examination Board.
6. The State Doctoral Examination must be taken before the defence of a dissertation thesis and after compulsory courses have been completed, and prescribed examinations and an exam in the English language have been successfully passed.

### **Article 32**

#### **Dissertation Thesis**

1. A student in a doctoral programme of study focuses on the solving of a specific research topic which is in compliance with the research specialisation of the supervising entity. The results obtained by the student when solving the assigned topic will be processed by the student in a doctoral programme of study in the form of a dissertation thesis which he will submit to his supervisor, who will present it, along with his opinion thereon, to the Subject Area Board for the relevant doctoral programme of study.
2. The extent and form of the dissertation is determined by the Subject Area Board, taking the requirements of individual doctoral programmes of study into account. A dissertation thesis does not only assess the student's ability to do independent creative research work, but must also yield new scientific findings.
3. The application for defence of a dissertation must be filed with the following documents:
  - a) the certificate proving the passing of the State Examination;
  - b) the abridged curriculum vitae containing basic data;
  - c) the supervisor's comments on the student and the dissertation thesis;
  - d) the opinion of the head of the supervising entity on the student;
  - e) list of works published;
  - f) the dissertation thesis;
  - g) a summary;
  - h) a report on the assessment of the authenticity of the dissertation.
4. A dissertation thesis must be submitted for defence either in the Czech language, Slovak language, or English language.
5. A dissertation thesis is divided into the following parts:
  - a) an overview of current condition of the issues that are the topic of the dissertation and an

- overview of professional literature;
  - b) the aims of the dissertation;
  - c) the chosen procedural methods of;
  - d) the results of the dissertation with the introduction of new findings;
  - e) conclusions;
  - f) the list of literature used and other sources on which the student in the doctoral programme of study worked or to which he reacted.
6. A dissertation must satisfy the following formalities: the front page (stating the name of author, the title, English translation of the title, place of publication, year of publication, the name of entity where it was defended) and the author's consent in writing that his work may be lent and borrowed. The satisfaction of the formalities is checked by the relevant department of the Dean's Office. The dissertation thesis must be printed and bound. The number of copies to be submitted for defence is determined by the Subject Area Board. Along with the dissertation thesis, the student in the doctoral programme of study must submit a summary in the length determined by the Subject Area Board.
  7. The summary is an abridged version of the dissertation. The summary contains the title, aim of the work, methods, results and conclusions of the work, and the list of the author's published works. The details may be set out in a Dean's measure.
  8. What can be submitted as a dissertation is a single comprehensive treatise, accurately defining one's own original research results supported by original works that have been published or accepted for publication. The student in a doctoral programme of study must include in this treatise a comprehensive introduction to the issues and the commentary. The work must also state all sources. Specific requirements are determined by the Subject Area Board.
  9. If a student in a doctoral programme of study submits for the defence of dissertation results of a collective scholarly work of which he is a co-author, the parts of which the student in the doctoral programme of study is the author must be marked in the dissertation. At the same time the declaration of co-authors must be attached, in which they attest to the authorship of the marked parts of the student in the doctoral programme of study and appraise the student's share in the overall elaboration.
  10. What cannot be presented for defence of dissertation is the teaching texts, university textbooks, dictionaries, or any other educational aids.

### **Article 33**

#### **Defence of the Dissertation Thesis**

1. The Boards for the Defence of Dissertation are permanent boards appointed by the Dean for a period of five years.
2. In justified cases, particularly if the nature of the dissertation so requires, it is possible to establish, under the same principles, an ad hoc board for a single defence of dissertation.
3. An application for the defence of dissertation is filed by a student in a doctoral programme of study via his supervisor to the Chair of the relevant Board for the Defence of Dissertation.
4. If a student in a doctoral programme of study submits a dissertation for defence repeatedly, he must state the title of the original dissertation, and present the negative decision of the Subject

Area Board made on the defence of the original dissertation, as well as the statement of differences between the two dissertations.

5. Should the Chair of the Board for the Defence of Dissertation find out that the application for the defence of dissertation does not satisfy all prescribed formalities, he will invite the student in the doctoral programme of study to rectify the flaws within a set time limit.
6. Should the Board for the Defence of Dissertation find out that there are flaws of a professional nature in the dissertation, it will refer the case via the relevant Vice-Dean to the Dean, who will decide how to proceed.
7. Neither a supervisor of a student in a doctoral programme of study, nor the employees who participated in the creation of the dissertation as co-authors can be appointed reviewers of the dissertation. A person who is directly superior or inferior to the student in a doctoral programme of study cannot be appointed a reviewer either. One of the reviewers must not be a member of the academic community of the Faculty.
8. The reviewer will assess the dissertation and will prepare a written report which he will deliver to the relevant Chair of the Board for the Defence of Dissertation no later than within six weeks, or the reviewer will notify to the Chair of the Board within fourteen days of the receipt of the notice of being appointed a reviewer that he is not able to prepare the report. If the report has not been delivered within the said time limit, nor after the remainder and expiration of a reasonable period of time, or if the reviewer had notified that he would not be able to prepare the report, the Board for the Defence of Dissertation will appoint a new reviewer.
9. The reviewer's report should contain the analysis of strengths and weaknesses of the dissertation and it should not repeat what is contained in the dissertation. In the report, the reviewer will express his opinion on:
  - a) the chosen topic;
  - b) the chosen procedural methods;
  - c) the outcomes of the dissertation, including the statement of new findings;
  - d) whether the dissertation has achieved the aim pursued.
10. Each reviewer is obliged to prepare an independent report which must unequivocally conclude whether or not the reviewer recommends the work for defence. It is inadmissible that any of the reviewers would substitute his independent report with a statement that he is joining the report prepared by another reviewer.
11. If the reviewer's report does not satisfy the requirements under sections 9 and 10, the Board for the Defence of Dissertation will return it to the reviewer for completion or reworking, and will set a time limit for the submission. This time limit cannot exceed one month from the delivery of the returned report.
12. Reviewers who are at the same time members of the examination board have the right to vote when deciding about the results of dissertations.
13. Within a period not exceeding one month of the receipt of all reviewer's reports, or as the case may be of completed or reworked reports, the Dean will set the date and place for defending the dissertation.
14. The defence takes place no later than within six months of the date of the submission of application for the permission of the defence, with all documents enclosed, provided that all prescribed formalities and conditions for the defence have been satisfied.

15. The Chair of the Board for the Defence of Dissertation will, no later than four weeks before the date of the defence, notify, via the relevant department of the Dean's Office, the time and place of the defence to:
  - a) the student in the doctoral programme of study;
  - b) the head of the supervising entity;
  - c) the supervisor;
  - d) the members of the Board for the Defence of Dissertation;
  - e) the reviewers.
16. The defence takes the form of a scholarly debate among the student in the doctoral programme of study, reviewers, members of the Board, and other persons participating in the defence.
17. On one date, there may be no more than two defences before one and the same Board for the Defence of the Dissertation.
18. The defence is directed by the Chair of the Board for the Defence. In extraordinary cases the Chair of the Board may be substituted by a member of the Board on whom the Board agrees. Neither the reviewer nor the supervisor of the student in the doctoral programme of study can direct the defence, although they are the members of the Board.
19. At the defence of dissertation, the procedure is as follows:
  - a) the defence is opened by the Chair of the Board for the Defence of Dissertation with a brief introduction of the student in the doctoral programme of study; he presents the topic of the dissertation and the list of scholarly works presented and published by the student in the doctoral programme of study; he reads out the reports of the supervisor and the head of the supervising entity;
  - b) the student in the doctoral programme of study briefly explains the substance of the dissertation;
  - c) the reviewers present their reports; if a reviewer is absent, his report is presented by the Chair or another member of the Board for the Defence of Dissertation;
  - d) the student in the doctoral programme of study expresses his opinion on the reviewers' reports and on their comments and questions;
  - e) the Chair of the Board for the Defence of Dissertation familiarizes the persons present at the defence with any possible comments on the work that have been received, and he opens a discussion in which all persons present may participate;
  - f) at the end of the defence, the student in the doctoral programme of study will answer all questions raised by the persons participating in the discussion.
20. A member of the Board designated by the Chair of the Board for the Defence of Dissertation will prepare a report on the course of the defence, which is signed by the Chair and at least one other member of the Board.
21. After the defence is closed, there is a closed session of the Board at which only the members of the Board for the Defence of Dissertation may be present.
22. The voting is done by secret ballot. The members of the Board vote by crossing out one of the words "passed" ("prospěl/a") – "failed" ("neprospěl/a"). Any other way of voting makes the vote invalid.



23. The Board for Defence of Dissertation decides by majority; if there is an equal number of votes or the required majority has not been reached, the student in the doctoral programme of study gets the more favourable grade.
24. A record of the voting is made and signed by all persons who voted. The Chair of the Board for Defence of Dissertation delivers the records of the course of a successful defence and voting to the relevant Vice-Dean within fourteen days.
25. If the Board for the Defence of Dissertation gives the grade “failed” (“neprospěl/a”), it determines in a closed session whether it is necessary to rewrite or supplement the work. The conclusion arrived at by the Board is notified to the student in the doctoral programme of study in writing. The Chair of the Board for the Defence of Dissertation delivers its negative decision, along with the report on the course of the defence, to the Chair of the relevant Subject Area Board within thirty days of the defence. The defence of dissertation may only be repeated once.
26. The costs connected with the State Doctoral Examination and defence of dissertation, such as remuneration of reviewers, travel costs incurred by the members of the State Doctoral Examination Board, members of the Board for the Defence of Dissertation, and the reviewers, are paid for from the Faculty budget.

## **Part IV Transitional and Final Provisions**

### **Article 34 Transitional Provisions**

1. The rights and duties of students who commenced their studies before the effect of these Rules of Study at the Faculty of Medicine in Pilsen of Charles University are governed by these new Rules of Study at the Faculty of Medicine in Pilsen of Charles University.
2. Proceedings started before the legal effect of these Rules of Study at the Faculty of Medicine in Pilsen of Charles University, except proceedings regarding the recognition of the fulfilment of the assessment of study in cases under section 3, and proceedings regarding the termination of study in cases under section 4, will be completed under the new Rules of Study at the Faculty of Medicine in Pilsen of Charles University.
3. Article 11 of these Rules of Study at the Faculty of Medicine in Pilsen of Charles University does not apply to students who were admitted to study in the 2016-2017 academic year at the latest and who duly enrolled in study within the period determined by the Faculty.
4. Article 4 (12) of the Code of Study and Examination of Charles University does not apply to students in the General Medicine Master’s programme of study who were admitted to study in the 2016-2017 academic year at the latest and who duly enrolled into study within the period determined by the Faculty.

**Article 35**  
**Final Provisions**

1. The Rules of Study at the Faculty of Medicine in Pilsen of Charles University of 9<sup>th</sup> May 2007 are hereby repealed.
2. These Rules were approved by the Academic Senate of the Faculty of Medicine in Pilsen of Charles University on 29<sup>th</sup> May 2017.
3. These Rules come into force on the date of approval by the Academic Senate of Charles University.<sup>2</sup>
4. These Rules become effective on the first day of the 2017-2018 academic year.<sup>3</sup>

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Doc. MUDr. Tomáš Skalický, Ph.D.  
President of the Academic Senate of the Faculty

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

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

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<sup>2</sup> Section 9 (1) (b) (ii) of the Higher Education Act. These Rules were approved by the Academic Senate of Charles University on 2<sup>nd</sup> June 2017.

<sup>3</sup> The only legally binding regulations are those in the Czech language and the translations above are for informative purpose only.