

Rules for the Organisation of Studies at the Faculty of Medicine in Pilsen, Charles University

Pursuant to Section 27(1)(b) and Section 33(2)(f) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter the “Higher Education Act”), the Academic Senate of the Faculty of Medicine in Pilsen, Charles University, has adopted these Rules for the Organisation of Studies at the Faculty of Medicine in Pilsen, Charles University, as an internal regulation of the Faculty:

PART ONE General Provisions

Art. 1 Introductory Provision

These Rules for the Organisation of Studies at the Faculty of Medicine in Pilsen, Charles University (hereinafter the “Rules”), pursuant to Art. 1(2) of the Study and Examination Rules of Charles University (hereinafter the “Study and Examination Rules”), lay down requirements for study programmes implemented at the Faculty of Medicine in Pilsen, Charles University (hereinafter the “Faculty”) and regulate details of the organisation of studies at the Faculty.

Art. 2 Study Programmes

1. The Faculty provides higher education in Master’s study programmes, both in a Master’s study programme following on from a Bachelor’s study programme (hereinafter the “follow-up Master’s study programme”) and in Master’s study programmes not following on from a Bachelor’s study programme (hereinafter the “long-cycle Master’s study programmes”).¹ The Faculty also provides higher education in doctoral study programmes.
2. Studies at the Faculty in the long-cycle Master’s study programmes General Medicine and Dentistry are offered exclusively in full-time form. In the follow-up Master’s study programme Imaging and Radiation Technology in Radiodiagnostics, Nuclear Medicine and Radiotherapy, studies at the Faculty are offered in both full-time and combined forms.
3. The agenda associated with studies in Master’s and doctoral study programmes in both Czech and English, as well as the administrative processing of student submissions, is handled by vice-deans authorised by the Dean and by the Dean’s Office staff subordinate to them.

¹ Section 46(2) of the Higher Education Act

PART TWO
Studies in Master's Study Programmes

Art. 3
Units of Study Programmes

The units of study of all Master's study programmes implemented at the Faculty are academic years.

Art. 4
Enrolment of Applicants in the First Unit of Study

1. Enrolment in the first unit of study takes place in person. At enrolment, admitted applicants present an identity card or passport and complete the required documents in accordance with the instructions of the Study Department.
2. The Card Issuing Centre issues admitted and enrolled students with a student identity card upon request (a university card or a card with an ISIC licence).
3. Students enrolled in the first unit of study of a study programme taught in English are charged a tuition fee for study in a foreign language by decision of the Dean.²

Art. 5
Enrolment in a Subsequent Unit of Study

1. Enrolment in a subsequent unit of study takes place electronically. The conditions for electronic enrolment are published on the public part of the Faculty website.
2. Before enrolling in a subsequent unit of study, the student is required to perform an electronic check of fulfilment of the curriculum in the "Student Information System (Student)" (hereinafter the "SIS"). The student submits a request in the SIS for verification of completed study requirements.
3. The Study Department verifies the student's completed study requirements and, if the student has fulfilled the study requirements necessary for progression to the subsequent unit of study, electronically enrolls the student in that unit.
4. On the basis of a written application by the student, the Dean may permit enrolment on a date other than that specified in the academic year schedule for reasons worthy of special consideration, provided that all study requirements for progression to a higher unit of study have been fulfilled.
5. Students enrolled in a subsequent unit of study of a study programme taught in English are charged a tuition fee for study in a foreign language by decision of the Dean.³
6. A student must submit an application for enrolment in a subsequent unit of study no later than the last day of the academic year.

² Section 68(1)(f), as applicable, Section 58(4) of the Higher Education Act, Article 24 of the Constitution of Charles University, and Article 5 of Appendix No. 2 to the Constitution of Charles University entitled "Fees Associated with Study".

³ Section 68(1)(f), as applicable, Section 58(4) of the Higher Education Act, Article 24 of the Constitution of Charles University, and Article 5 of Appendix No. 2 to the Constitution of Charles University, as amended.

Art. 6
Matriculation

1. The date of matriculation for first-year students is published on the public part of the Faculty website by the relevant Study Department. All first-year students attend matriculation except those who have already undergone matriculation at any faculty of Charles University.
2. At matriculation, students sign the matriculation oath.

Art. 7
Individual Study Plan

1. The vice-dean is competent to process student applications for permission to follow an individual study plan pursuant to Art. 89(2) of the Study and Examination Rules; review is within the competence of the Dean.
2. Upon a student's application, unless there are grounds for termination of studies or the student is entitled to study under an individual study plan, the vice-dean may permit the completion of one or more units of study under an individual study plan. The vice-dean shall at the same time determine its course and conditions.
3. In addition to the grounds laid down in Art. 15(2) of the Study and Examination Rules, an individual study plan may be permitted in particular for the following reasons:
 - a) demonstration of exceptional talent,
 - b) concurrent studies at another faculty or higher education institution,
 - c) where the curriculum, through conditions set for enrolment in further courses, makes it impossible to obtain in the following unit of study the minimum number of credits required for enrolment in the subsequent unit of study,
 - d) participation by the student in a study stay abroad, in particular under the Erasmus+ programme,
 - e) another serious situation; another serious situation may consist only of exceptional circumstances assessed individually which are not covered by points (a) to (d) and which have a substantial impact on the course of studies. The vice-dean decides whether a situation constitutes another serious situation.
4. An application for an individual study plan is submitted by the student before the beginning of the academic year. During the academic year, an application may be submitted only where an unexpected serious situation arises, in particular for the reasons laid down in Art. 15(2) of the Study and Examination Rules. The application must always be supported by documents substantiating the student's assertions on the basis of which the student applies for an individual study plan.
5. An individual study plan under paragraph 3(c) may be permitted where the student is re-enrolling in one or two courses.
6. An individual study plan may be permitted to a student no more than three times during the student's entire period of study at the Faculty.
7. Except where permitted for the reasons set out in Art. 15(2) of the Study and Examination Rules,

an individual study plan may be permitted by the vice-dean only for the unit of study in which the student is currently enrolled, or for that unit together with the immediately following unit of study.

8. Under an individual study plan, the following are adjusted in particular:
 - a) the duration of the unit of study, i.e. whether the requirements specified in the curriculum for the given unit of study may be completed over a shorter or longer period,
 - b) the organisation of compulsory courses, in particular the course of study and deadlines for completing assessments of courses enrolled in within the given unit of study, by agreement with the course guarantor.
9. An individual study plan does not affect the extent of studies that must be completed solely at the Faculty (laboratory work, dissection classes, clinical placements, etc.) or at healthcare facilities (compulsory practical training).
10. The rights and obligations of a student studying under an individual study plan remain unaffected; an individual study plan does not establish any rights other than those permitted by the vice-dean's notification approving the individual study plan.

Art. 8

Minimum Numbers of Credits

1. The minimum numbers of credits required for enrolment in a subsequent unit of study (academic year) in the study programmes are:
 - a) 40 credits for enrolment in the second unit of study in General Medicine, 42 credits for enrolment in the second unit of study in Dentistry, and 55 credits for enrolment in the second unit of study in Imaging and Radiation Technology in Radiodiagnostics, Nuclear Medicine and Radiotherapy,
 - b) 98 credits for enrolment in the third unit of study in General Medicine, 104 credits for enrolment in the third unit of study in Dentistry, and 120 credits for enrolment in the third and each subsequent unit of study in Imaging and Radiation Technology in Radiodiagnostics, Nuclear Medicine and Radiotherapy,
 - c) 179 credits for enrolment in the fourth unit of study in both General Medicine and Dentistry,
 - d) 227 credits for enrolment in the fifth unit of study in General Medicine and 229 credits for enrolment in the fifth unit of study in Dentistry,
 - e) 295 credits for enrolment in the sixth unit of study in General Medicine and 300 credits for enrolment in the sixth and each subsequent unit of study in Dentistry,
 - f) 360 credits for enrolment in the seventh and each subsequent unit of study in General Medicine.

Art. 9

Share of Credits for Elective Courses for Continuous Assessment of Studies

1. Only credits obtained by the student through completion of courses (hereinafter a "course") included in the curriculum of the relevant study programme are counted towards the minimum number of credits required for enrolment in a subsequent unit of study.
2. Where study requirements completed during an Erasmus+ mobility are recognised, credits

recognised on the basis of a previously approved individual study plan are counted towards the minimum number of credits required for enrolment in a subsequent unit of study. For compulsory courses, the number of credits counted is determined according to the curriculum of the relevant study programme and academic year in which the student undertakes the mobility. For elective courses, no more than the recommended number of credits prescribed for the relevant study programme and academic year may be counted.

3. The proportion of credits obtained by a student enrolled in a study programme for completing elective courses relative to the normal number of credits applicable to the relevant continuous assessment of studies, above which the Dean decides whether elective courses are counted for the purposes of that assessment, is 15% in long-cycle Master's study programmes and 5% in the follow-up Master's study programme.

Art. 10

Minimum Capacity of an Elective Course

1. The period designated for enrolment in elective courses ends
 - a) on 30 September before the beginning of the winter semester,
 - b) in the final week of the examination period before the beginning of the summer semester.After the end of this period, the Faculty checks the number of students enrolled in individual elective courses.
2. The minimum capacity of an elective course is stated in the SIS.
3. If, on the basis of the check under paragraphs 1 and 2, the Dean decides to cancel an elective course, the Dean shall at the same time designate one or more elective courses of the same type with at least the same credit value which the student is entitled to enrol in additionally.
4. The student is informed without delay that the elective course has been cancelled.
5. The student may choose a course or courses for additional enrolment under paragraph 3 within 30 days of the beginning of teaching in the relevant semester. The Study Department of the Faculty shall enrol the course or courses under the first sentence without delay after the student communicates the choice.

Art. 11

Enrolment in a Course, Cancellation and Replacement of Course Enrolment

1. A student has the right to enrol in a course taught at the Faculty during the period specified by a measure of the Dean.
2. The right to enrol in a course taught at the Faculty is subject to:
 - a) the curriculum of the study programme implemented at the Faculty, if, for the course concerned, the curriculum makes enrolment conditional upon or excludes enrolment under Art. 22(3)(a), (b), (c) or (e) of the Study and Examination Rules, where the course is classified as compulsory or compulsory elective in the relevant study programme,
 - b) capacity reasons under Art. 21 of the Study and Examination Rules; in such a case, priority in enrolment in the course is always given to students enrolling in accordance with the recommended course of their studies; courses with specific capacity restrictions are specified

in the SIS,

- c) failure to submit, within the deadline set by the Dean, a medical certificate confirming fitness to participate in the teaching of the course, including vaccination against hepatitis B and measles.
3. Course enrolment may be cancelled during the period specified by a measure of the Dean, provided that teaching of an elective or compulsory elective course has not yet begun and the student has not requested its replacement by another course under paragraph 5.
4. An enrolled course may be replaced by another course after re-enrolment following an interruption of studies where:
 - a) during the interruption of studies, the curriculum under which the student studied was changed,
 - b) an elective course in which the student had been enrolled is no longer taught at the Faculty.
5. At the student's request, an enrolled course may be replaced by another course during the period specified by a measure of the Dean, provided that teaching of the elective or compulsory elective course has not yet begun.

Art. 12

Repeated Enrolment in a Course

1. During Master's studies, repeated enrolment in a compulsory or compulsory elective course is permitted only once and exclusively in the immediately following unit of study. Repeated enrolment in a compulsory course is, however, conditional on the student having obtained, during the previous enrolment in that course, the minimum number of credits for the relevant unit of study under Art. 8 and a course credit where assessment of the course consists of both a course credit and an examination.
2. Repeated enrolment in a completed elective course which is elective for the relevant study programme is excluded unless otherwise stated in the course description in the SIS.

Art. 13

Assessment of a Course

1. Assessment of a course enrolled in within a given unit of study may take place no later than 15 September of the academic year in which the student studied in that unit of study.
2. A student may withdraw from a scheduled course assessment no later than two working days before the day on which the assessment begins.

Art. 14

Oral Examination before an Examination Board

If so provided in the description of a compulsory or compulsory elective course under Art. 19 of the Study and Examination Rules, the student takes all attempts at the oral examination before an examination board composed of at least two examiners.

Art. 15

Course Credit

1. Where, under the curriculum, a course is completed by successfully obtaining a course credit and passing an examination, obtaining the course credit is always a prerequisite for taking the examination. The number of resit attempts to obtain the course credit is not limited.
2. The student must obtain the course credit no later than on the day of the examination.
3. The course credit is assessed by the teacher who conducted the practical instruction or by a teacher authorised by the course guarantor.
4. The teacher, or a staff member authorised by the course guarantor, records the course-credit assessment in the SIS as soon as possible, and no later than three working days after the relevant course-credit assessment, stating “pass” or “fail” and adding the date and signature.

Art. 16

Examination

1. The course guarantor shall announce a sufficient number of examination dates so that the total examination capacity exceeds by at least 30% the number of students to be examined, and shall also determine the maximum number of students who may register for each date. The first sentence does not create an entitlement to a special examination date. At the same time, the course guarantor shall specify any mandatory equipment students must bring to the examination.
2. When examination dates are determined, account must be taken of the date marking the end of the examination period and of the academic year schedule established by a measure of the Dean.
3. The course guarantor may announce one examination date outside the designated examination period; a request for such a date must be submitted to the relevant vice-dean for study affairs at least 30 days in advance.
4. Examination dates within block teaching must not be scheduled in a manner that disrupts the regular teaching of students in the relevant study group in the following teaching block. Block teaching is an organisational form of instruction in which the content of a course is concentrated into a continuous period (block) and delivered intensively over a shorter time instead of regular teaching distributed throughout the semester.
5. The course guarantor may decide that a repeatedly enrolled course whose assessment is scheduled by the curriculum for the summer semester may also be completed during the examination period of the winter semester; this does not apply to students with an individual study plan.
6. The student registers for one of the announced dates. This date is binding on both parties. A student who, for serious reasons, fails to attend the examination and duly excuses the absence may agree a new examination date with the examiner. The student is entitled to use all further dates guaranteed by the Study and Examination Rules. Taking an examination does not excuse the student from teaching.
7. No later than two working days before the examination begins, the student may withdraw from the examination without stating a reason. This does not affect the student's right to use all examination attempts guaranteed by the Study and Examination Rules.

8. If a student fails to attend an examination for which the student is registered without a proper prior excuse, or withdraws from the examination before a question is assigned, the student is not graded and the examination attempt is forfeited. If the student withdraws after the questions have been assigned, the student is graded “fail”.
9. A student has the right to ask the Dean to be examined before a board. The composition of the board is determined by the Dean.
10. The examiner may be the course guarantor or an academic staff member authorised by the guarantor.
11. For an oral examination, the examiner assigns examination questions to students by lot; for a written examination, either by a randomly assigned test or by lot. The questions are based on the range or list of examination questions published by the course guarantor in the SIS.
12. From the assignment of questions until the end of the examination, the student may not leave the designated area intended for preparation or for taking the examination.
13. The result of a successfully completed examination is recorded in the SIS by the examiner or a staff member authorised by the course guarantor, no later than three working days for an oral form of assessment and no later than ten working days for a written form of assessment, and also in the examination record, which is sent to the Study Department. The result is always recorded in words and is accompanied by the examination date, a stamp bearing the examiner’s name, and the examiner’s signature. The student is not entitled to refuse the grade.
14. The examiner is required to ensure that the examination result, including a grade of “fail”, is entered in the SIS no later than three working days for an oral form of assessment and no later than ten working days for a written form of assessment. A student graded “fail” has not successfully completed the relevant form of assessment.

Art. 17

Recognition of Completion of Course Assessment

1. A student may apply for recognition of completion of a course assessment. The Dean may grant such an application where an equivalent study requirement was completed at Charles University, provided that, on the date of application, no more time has elapsed since completion of the equivalent study requirement than the standard period of study of the programme in which recognition is being decided, plus two years.
2. If the requirement was completed at another higher education institution in the Czech Republic or abroad, the Dean may, on the basis of the course syllabus, decide to recognise it under the preceding paragraph or may make recognition conditional on passing a differential examination.
3. A student must submit an application for recognition of completion of a course assessment no later than before first registering for assessment of that course in the current studies. Once the student has taken the course assessment, including an unsuccessful attempt, the application for recognition cannot be granted.

Art. 18

Total Number of Credits for Compulsory and Compulsory Elective Courses

The total number of credits corresponding to all compulsory courses required for taking individual parts of the state rigorous examination or the state final examination in study programmes implemented at the Faculty, together with the minimum number of credits from compulsory elective courses, is not set differently from the number specified in Art. 38(3) of the Study and Examination Rules, except for study programmes preparing students for a regulated healthcare profession, for which this number is set at 95%.

Art. 19

Additional Conditions for Graduation with Distinction

1. Students graduate with distinction if, throughout their studies, they have received only the grades “excellent” and “very good” in examinations, have completed all course assessments on the regular date, have achieved a grade average of 1.5 or better, have not taken any part of the state examination on a resit date, and have been graded “excellent” in all parts of the state examination.
2. A further condition for graduation with distinction in all study programmes accredited at the Faculty is obtaining the normal number of credits at each continuous assessment of studies within a period not exceeding the standard period of study by more than one year.

Art. 20

Processing Student Submissions Concerning the Organisation of Studies

The vice-dean is competent to process student submissions concerning the organisation of studies; review is within the competence of the Dean.

Art. 21

Transfers

1. The Faculty does not permit transfers.
2. Transfer between study programmes implemented in different languages of instruction is not possible.

PART THREE

Further Details of Studies in Long-Cycle Master's Study Programmes

Art. 22

State Rigorous Examination

1. The individual parts of the state rigorous examination are taken separately.
2. The number of credits required to take any part other than the final part of the state rigorous examination in the long-cycle Master's study programme General Medicine is 295, and in Dentistry 229.

3. Dates of state rigorous examinations must not be scheduled in a manner that disrupts the regular teaching of students in the relevant study group in the following teaching block.
4. The grade for the state rigorous examination or a part thereof is decided by the board in a non-public session on the day on which it is held. The grades “excellent”, “very good”, “good” and “fail” are used. The board decides by majority vote; in the event of a tie or failure to achieve the required majority, the student is awarded the more favourable grade.
5. A record is made of the course and result of the state rigorous examination and is maintained in the SIS. The chair of the board is responsible for its proper preparation. The result of the state rigorous examination is entered in the SIS by the course guarantor or a staff member authorised by the guarantor.
6. If a student fails the state rigorous examination on the regular attempt and on the first resit attempt, the student must take the second resit attempt before a board whose chair is different from the chairs in the two previous attempts.

Art. 23

Language of the Examination

If the student being examined studies in English, all communication between the student and the examiner or examiners, including the assignment of examination questions, and all communication among the examiners themselves in the presence of that student, must take place exclusively in English. Communication between students and patients during the practical part of the examination always takes place in Czech.

PART FOUR

Further Details of Studies in the Follow-up Master's Study Programme

Art. 24

State Final Examination

1. The state final examination consists of two parts, one of which is the defence of the diploma thesis. The student takes the individual parts of the state final examination progressively during the course of study.
2. The final part of the state final examination may be taken if the student has fulfilled all requirements laid down in the curriculum of the follow-up Master's study programme and has submitted the diploma thesis by the prescribed deadline.
3. The grade for the state final examination or a part thereof is decided by the board in a non-public session on the day on which it is held. The grades “excellent”, “very good”, “good” and “fail” are used. The board decides by majority vote; in the event of a tie or failure to achieve the required majority, the student is awarded the more favourable grade.
4. The chair of the board prepares a record of the course and result of the state final examination and sends it to the Study Department; at the same time, the course guarantor or a staff member authorised by the guarantor enters the result in the SIS.
5. If a student fails the state final examination on the regular attempt and on the first resit attempt, the student must take the second resit attempt before a board whose chair is different from the

chairs in the two previous attempts.

Art. 25

Diploma Thesis

1. The student enters the topic of the diploma thesis (hereinafter also the “thesis”) through the SIS.
2. A basic workplace of the Faculty announces a thesis topic on the basis of an agreement between the student and a prospective thesis supervisor. As a rule, it also publishes in the SIS a list of possible diploma-thesis topics for which a student may apply.
3. A thesis supervisor may be a person who has graduated from a doctoral study programme. A thesis supervisor may supervise no more than 15 diploma theses at the same time.
4. Further details concerning the diploma thesis are regulated by a measure of the Dean.

Art. 26

Requirements for and Submission of the Diploma Thesis

1. As a rule, the thesis is submitted in Czech. It may also be written in English. The determination that the thesis is to be written in English must form part of the thesis assignment. The thesis topic must always be entered in both Czech and English, and the title of the thesis must be entered in the language in which the thesis is to be submitted.
2. The thesis must meet the relevant formal requirements: a table of contents, a list of literature and other sources used, an abstract in Czech and in English, keywords in Czech and in English, and any other requirements determined by the study programme guarantor.
3. Further details concerning the requirements for and submission of the diploma thesis are regulated by a measure of the Dean.

Art. 27

Defence of the Diploma Thesis

1. The defence of the diploma thesis is part of the state final examination and is subject to all relevant provisions of the Study and Examination Rules as well as the provisions of these Rules.
2. Further details concerning the defence of the diploma thesis are regulated by a measure of the Dean.

PART FIVE

Studies in Doctoral Study Programmes

Art. 28

General Provision

Studies in individual doctoral study programmes are monitored and evaluated by a Subject Area Board established pursuant to Section 47(6) of the Higher Education Act and Art. 22b(1) and (2) of the Constitution of Charles University.

Art. 29
Subject Area Board

1. The appointment and removal of members of the Subject Area Board is governed by the Constitution of Charles University.
2. The Subject Area Board determines the content of studies and ensures their course, in particular by:
 - a) proposing to the Dean the composition of the examination board for entrance examinations for each academic year,
 - b) proposing a programme of lectures, courses and other forms of study in the relevant study programme in accordance with the content of the study programme,
 - c) assessing and approving individual study plans of students in the doctoral study programme,
 - d) approving changes to an individual study plan on the basis of the opinion of the supervisor or, where applicable, the consultant,
 - e) ensuring that the topic of the dissertation is consistent with the study programme in which the doctoral student is enrolled,
 - f) proposing to the Dean the composition of boards for the state final examination and boards for the dissertation-topic discussion,
 - g) proposing to the Dean of the relevant faculty the appointment of supervisors in accordance with the programme studied,
 - h) proposing to the Dean of the relevant faculty, where necessary, the appointment of consultants,
 - i) monitoring and evaluating the course of study of individual doctoral students at least once a year,
 - j) submitting proposals to the Dean for adjustments to scholarships,
 - k) determining the specific content of entrance examinations,
 - l) determining the number and content of interim examinations,
 - m) appointing members of examination boards for interim examinations,
 - n) considering a proposal from the training workplace to terminate doctoral studies.
3. The chair of the Subject Area Board resolves any disputes between a doctoral student and the supervisor.
4. A Subject Area Board of a doctoral study programme has at least five members. At least two-thirds of its members must be associate professors, professors, or persons who have attained a comparable status abroad. At least one-quarter of its members must not be employees of the University assigned to the relevant faculty or, where applicable, participating faculties, and at least one member must not be employed by the University at all. The guarantor of the doctoral study programme is the chair of the Subject Area Board of that programme.
5. At least once in each academic year, the Dean or the relevant vice-dean convenes all chairs of Subject Area Boards for consultations and evaluation of the course of doctoral studies.

Art. 30
Course Assessments

1. Assessment of an enrolled course may take place no later than 30 September of the relevant academic year.
2. A student may withdraw from a scheduled course assessment no later than two working days before the day on which the assessment begins.
3. The results of examinations and other course assessments for students in doctoral study programmes are graded “pass” or “fail”. Successful completion of an examination or other course assessment means receiving the grade “pass”. No grade average is calculated in doctoral study programmes.
4. A doctoral student may take a course assessment no more than twice, i.e. is entitled to one resit attempt. An extraordinary resit attempt is not permitted.
5. A doctoral student takes a resit attempt at an oral examination before an examination board composed of at least two examiners.
6. If a doctoral student fails, even on the resit attempt, a course assessment that forms part of the individual study plan, the chair of the Subject Area Board shall decide that an evaluation of fulfilment of the individual study plan will be conducted outside the dates for preparation of the annual evaluation, so that this evaluation takes place within one month of the unsuccessful resit attempt.

Art. 31
Supervisor

1. A supervisor of a doctoral student may only be a person who is an associate professor, professor or extraordinary professor, or another expert holding a scientific degree or the academic degree of “doctor” who carries out creative activity corresponding to the subject matter of the dissertation and who has been approved by the Scientific Board of the Faculty (hereinafter the “Scientific Board”). In justified cases, on the proposal of the Subject Area Board of the doctoral study programme and after approval by the Scientific Board, the Dean of the Faculty may appoint as supervisor an academic staff member who does not meet the conditions under the first sentence.
2. The supervisor of a particular doctoral student is appointed and removed by the Dean of the Faculty on the proposal of the Subject Area Board. The Dean’s appointment or removal of the supervisor must be placed in the doctoral student’s file.
3. As a rule, a habilitated supervisor supervises five dissertations at the same time, but no more than ten; a non-habilitated supervisor may supervise no more than three.
4. The duties of the supervisor include in particular:
 - a) assisting the doctoral student in preparing the individual study plan, including the dissertation topic, and submitting the individual study plan to the Subject Area Board for approval within two months of the beginning of the academic year in which the applicant enrolled,
 - b) continuously monitoring fulfilment of the doctoral student’s study requirements and regularly discussing the study results with the student,
 - c) approving the dissertation topic,

- d) ensuring that the content of the dissertation is consistent with the content of the study programme in which the doctoral student is enrolled,
 - e) preparing regular evaluations of the student's studies for the Subject Area Board.
5. The supervisor proposes to the Dean of the Faculty the arrangements for substantive and financial support of the doctoral student's work in accordance with applicable legal regulations.
 6. Partner workplaces of the Academy of Sciences, other research institutes and educational institutions, including foreign institutions, may participate in the financial, organisational and staffing arrangements for doctoral studies. Such participation and its form must always be the subject of bilateral agreements between the Faculty and the partner workplace.
 7. The supervisor may propose to the Subject Area Board the appointment of a consultant from among academic staff of the Faculty or other institutions who, owing to specialised expertise or methodological and technical capabilities, is able to guide the doctoral student during a particular substantive or time-limited part of the studies. The consultant is appointed by the Dean on the proposal of the Subject Area Board.

Art. 32

Individual Study Plan of a Doctoral Student

1. The content of doctoral studies is determined by the doctoral student's individual study plan, which is approved by the Subject Area Board on the proposal of the supervisor. The approved individual study plan is binding on all persons and organisations participating in the doctoral studies. Any amendment must be considered in the same manner as its approval.
2. The individual study plan of a doctoral student contains:
 - a) a list of courses in which the doctoral student takes examinations. Teaching in these courses is provided in the form of courses, lectures, seminars and individual consultations, as well as methodological guidance,
 - b) the title of the dissertation, stating its objective and principal methodological procedures, including a proposed procedure for addressing the assigned task at the training workplace,
 - c) a discussion of the dissertation topic,
 - d) a plan for a study stay abroad,
 - e) details and a timetable of doctoral studies and professional and scientific activities,
 - f) publication activity in accordance with the conditions of the individual doctoral study programmes,
 - g) the obligation to participate actively in the Student Scientific Conference for students in the full-time form of study, in accordance with the conditions of the Subject Area Board,
 - h) other obligations proposed by the supervisor.
3. The doctoral student's individual study plan is entered in the SIS.

Art. 33

Interim Examinations in Doctoral Studies

1. Interim examinations may be taken in any order within the deadlines specified in the doctoral

student's individual study plan.

2. The doctoral student takes interim examinations at the Faculty. They are oral or written, and their scope and content are determined by the relevant Subject Area Board.
3. One interim examination may be replaced by a verifiable presentation by the doctoral student of the results of original work at a national conference or a conference with international participation. The possibility of replacing an interim examination is assessed by the relevant Subject Area Board.
4. Interim examinations are conducted by the chair of the examination board or, in the chair's absence, by a member authorised by the chair.

Art. 34

Discussion of the Dissertation Topic

1. The discussion of the dissertation topic (hereinafter the "discussion") is a discussion of the work completed to date in preparing the dissertation, its methodology, and preliminary research findings.
2. The discussion takes place before an examination board. The board is appointed by the Dean or the vice-dean for doctoral studies, habilitation and appointment procedures. The office of chair of the board is incompatible with the office of supervisor or consultant of the doctoral student.
3. At least three members of the board must be present when the discussion takes place.

Art. 35

Details of the Discussion

1. A doctoral student may take the discussion no more than twice, i.e. is entitled to one resit attempt.
2. The discussion begins with verification of the doctoral student's identity. Identity is verified by presentation of a student card or identity card, including an electronic application, or another personal identity document bearing a photograph.
3. A record of the discussion is prepared and signed by the chair of the board and at least one other member of the board.
4. The record of the discussion states in particular its course and grade and, where the grade is "fail", the reasons for that grade.

Art. 36

Conditions for Taking the Discussion

1. A doctoral student may take the discussion only after fulfilling the following obligations, if they form part of the doctoral student's individual study plan: completion of compulsory and elective courses, interim examinations, and the English-language examination.
2. A doctoral student must complete the discussion no later than by the end of the third year of study.

Art. 37
Principles for Evaluating the Discussion

1. Evaluation of the discussion is based on the professional standard of presentation of the dissertation topic, the student's ability to defend the chosen research approach, argue substantively, and respond to questions from members of the board. The board evaluates in particular:
 - a) clarity and professional standard of the presentation,
 - b) progress to date in preparing the dissertation,
 - c) appropriateness of the chosen methodology,
 - d) preliminary results and their interpretation,
 - e) ability to engage in substantive discussion.
2. The result of the discussion is graded "pass" or "fail".

Art. 38
Special Rules for the Discussion in Study Programmes Implemented by More Than One Faculty

Unless an agreement between the relevant faculties provides otherwise, these Rules apply.

Art. 39
Dissertation

1. A doctoral student focuses on addressing a specific research topic that is consistent with the research focus of the workplace. The results obtained while addressing that topic are processed by the doctoral student in the form of a dissertation, which the student submits to the supervisor; the supervisor then submits the dissertation, together with a written assessment, to the Subject Area Board of the relevant doctoral study programme.
2. The scope and form of the dissertation are determined by the Subject Area Board with regard to the requirements of the individual doctoral study programmes. The dissertation must demonstrate not only the prerequisites for independent creative scientific work but must also bring new scientific findings.
3. An application for the defence must be accompanied by:
 - a) a brief curriculum vitae containing basic information,
 - b) the supervisor's statement on the student and the dissertation,
 - c) the statement of the head of the workplace on the student,
 - d) a list of publications,
 - e) the dissertation,
 - f) a summary (author's abstract),
 - g) a report 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 issue addressed by the dissertation and a review of the

- relevant literature,
 - b) the objective of the dissertation,
 - c) the methods selected for processing the topic,
 - d) the results of the dissertation, including new findings,
 - e) conclusions,
 - f) a list of literature and other sources on which the doctoral student relied or to which the student responded.
6. The dissertation must meet the following formal requirements: a title page (stating the author, title, English translation of the title, place of publication, year of publication, and name of the workplace at which it was defended) and the author's written consent to lending the work. Compliance with the formal requirements is 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 the defence is determined by the Subject Area Board. Together with the dissertation, the doctoral student submits the author's abstract in the number determined by the Subject Area Board.
 7. The author's abstract is a summary of the dissertation. It contains the title of the work, the objective, methodology, results and conclusion, and a list of the author's publications. Details may be determined by a measure of the Dean.
 8. A coherent treatise may be submitted as a dissertation, precisely defining the student's own original scientific results supported by original papers that have been published or accepted for publication. The doctoral student supplements the treatise with a coherent introduction to the issue and commentary. All sources must be stated in the work. Specific requirements are determined by the Subject Area Board.
 9. If a doctoral student submits for defence, as the dissertation, results of collective scientific work of which the student is a co-author, the dissertation must identify the parts prepared by the doctoral student as author. The student must also attach a statement by the co-authors confirming the doctoral student's authorship of the identified parts and evaluating the student's contribution to the work as a whole.
 10. Teaching texts, course readers, dictionaries and other teaching aids may not be submitted for defence as a dissertation.

Art. 40

State Final Examination

1. The state final examination is held before a state final examination board (hereinafter the "examination board").
2. At least three members of the examination board must be present when the state final examination is held.
3. The chair and other members of the examination board are appointed by the Dean of the Faculty from among professors, associate professors, extraordinary professors and experts. Experts must be approved by the Scientific Board. Additional members of the examination board may be appointed by the Ministry. More than one examination board may be established for a single study programme.

4. The office of chair of the examination board is incompatible with the office of supervisor, consultant or reviewer.
5. The chair is a member of the examination board, and the supervisor is usually also a member. At least one member must not be a member of the academic community of the Faculty.
6. The chair is responsible for the activities of the examination board; in exceptional circumstances, a member agreed upon by the examination board may substitute for the chair in all of the chair's powers.
7. The examination board appoints two reviewers who prepare reviews of the submitted dissertation. The Rules for the Organisation of Studies may provide that, under certain conditions, more reviewers are appointed.
8. The composition of the examination board for a resit attempt is not identical to that for the regular attempt, unless this is impossible having regard to the available variants of board composition.
9. The course of the state final examination and the announcement of its results are public.
10. The state final examination begins with verification of the doctoral student's identity. Identity is verified by presentation of a student card or identity card, including an electronic application, another personal identity document bearing a photograph, or, where applicable, the student record book.
11. Electronic records are prepared of the state final examination and the voting; through the Student Information System, these are confirmed by the chair of the examination board and at least one other member of the board.
12. The record of the state final examination states in particular its course and grade and, where the grade is "fail", the reasons for that grade.
13. Through the Student Information System, a doctoral student may comment on the course of the state final examination within one day after confirmation of the record under paragraph 11; the examination board shall inform the student of the possibility of commenting.
14. Where justified or expedient, the state final examination may be held entirely remotely or partly remotely, provided that the identity of the doctoral student can be verified, compliance with the rules laid down for the state final examination can be ensured, and the requirement that the examination be public can be preserved.

PART SIX

Transitional and Final Provisions

Art. 41

Transitional Provisions

1. Proceedings commenced before the date on which these Rules take effect shall be completed in accordance with these Rules.
2. The rights and obligations of students who commenced their studies before these Rules took effect are governed by these Rules.
3. For students who enrolled in a doctoral study programme and whose first period of instruction within those studies began before 1 March 2025, the state doctoral examination and the defence

of the dissertation are governed by the previous Rules, as subsequently amended.

Art. 42

Final Provisions

1. Upon these Rules taking effect, the Rules for the Organisation of Studies at the Faculty of Medicine in Pilsen, Charles University, dated 2 June 2017, are repealed.
2. This regulation was approved by the Academic Senate of the Faculty of Medicine in Pilsen, Charles University, on 30 April 2026.
3. This regulation becomes valid on the date of its approval by the Academic Senate of Charles University.⁴
4. This regulation takes effect on the first day of the 2026/2027 academic year.⁵

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

.....
prof. MUDr. Milan Štengl, Ph.D.
Dean of the Faculty

.....
JUDr. Ing. Josef Staša, CSc.
Chair of the Academic Senate of the University

⁴ Section 9(1)(b), point 2 of the Higher Education Act. This regulation was approved by the Academic Senate of Charles University on 19 June 2026.

⁵ The only legally binding regulations are those in the Czech language and the translations above are for informative purpose only.