

Charles University, the First Faculty of Medicine
Kateřinská 32, 121 08 Praha 2

Dean's Order No. 9/2018,
to provide the
Rules of recognition of examinations previously passed

Compiled by: Ing. Markéta Sochorová, head of Student Affairs Department
In charge: Student Affairs Department, Principal Teacher of the subject, Vice-Dean for Students' Affairs

Article I
Basic requisites for recognition

(1) According to Article 8 Subsection 16 of the Code of Study and Examination of Charles University (hereinafter "University Code"), a student can apply for recognition of the fulfilment of assessment of a subject. The dean may accept such application, provided that the student fulfilled a similar study obligation at a university or another higher education institution in the Czech Republic or abroad, unless more than ten years have passed since the fulfilment of the similar study obligation on the date of filing the application. The time limit for the recognition of assessment of study of a subject may be shortened by an internal regulation of the faculty according to Article 19 Subsection 2; however, it cannot be shorter than the standard period of study of the study programme in which the decision on recognition is made, plus two years.

(2) According to Article 8 Subsection 17, if the dean decides to recognize the fulfilment of assessment of study of a subject, the student, with the exception of students in a doctoral programme of study, acquires the appropriate number of credit points on the date of legal force of the decision.

(3) According to Article 10 of the Rules for Organization of Studies at the First Faculty of Medicine (hereinafter "Faculty Rules"), on a student's written application, the Dean can recognize fulfilment of an assessment of study progress in a subject on the provision that the student has fulfilled an analogous study obligation at the University or any other university-level school in the Czech Republic or abroad, if this was done within the time equal to the standard duration of studies in the study programme extended by two years prior to the filing of the application; in case of recognition the Dean will also decide on the number of respective credit points possibly granted.

Article II
Special requisites for recognition

By this Order it is provided that the Dean of the Faculty may recognize fulfilment of an assessment of study progress in for a student studying in a study programme implemented at the First Faculty of Medicine (hereinafter "Faculty") on the provision that:

- the subject is a compulsory or compulsory-elective one and registered in the student's given year of studies under the curriculum (study plan);
- the subject completed with an examination or a graded course credit was graded with "excellent" ("výborně") or "very good" ("velmi dobře"), or in a manner of evaluation corresponding to such grading by its nature;
- the subject matter and extension of tuition in the subject passed are identical with the subject taught at the First Faculty of Medicine in terms of requirements (i.e. the extent of the subject passed corresponds to the Faculty plan of the said subject to at least 90%) in case of subjects, or examinations and course credits passed/obtained within another curriculum / study field at the First Faculty of Medicine or passed at another university-level school;
- the subject has not been recognized for the student within the studies in any other study programme at the First Faculty of Medicine before.

Article III Period for placing the application

A student who has met the conditions under Articles I and II of this Order can apply for the recognition after his/her registration for the studies in the given year of studies, but not later than by 15th October of the respective academic year, and in the manner under Article IV. The period is held for preserved if the application is delivered to the Faculty by the set deadline.

Article IV Procedure of application for recognition of assessment of a subject previously passed (course credit, examination)

(1) In case of examinations and course credits passed at the First Faculty of Medicine within the same study programme/field:

- The application, filled in and signed, shall be handed in by the student at the Department of Students' Affairs of the Faculty or at the mail desk of the Dean Office.
- The application will be judged by the respective se Vice-dean for Students' Affairs.

(2) In case of examinations and course credits passed within a different study programme at the First Faculty of Medicine or examinations and course credits passed at another university-level school:

- The application, filled in and signed, shall be handed in by the student to the Principal Teacher of the subject with the following enclosures:
 - a) the report of study obligations, also called Transcript (i.e. the proof of examinations passed under Article 57 Subsection 1 Inset (d) of the Act # 111/1998 Coll., Schools of Higher Education Act in its current valid wording), issued and confirmed by the school where the student passed the subject and the corresponding examination and/or course credit;
 - b) the study record book ("Index"); and
 - c) the syllabus of the subject whose recognition the student is applying for.
- The Principal Teacher of the subject will assess the sameness of the subject matter and extent of tuition in the subject passed in comparison with the subject and requirements at the Faculty according to Article II Subsection 1 Point 3 (i.e. that the extent of the subject passed corresponds to at least 90 per cent of the Faculty

curriculum for the given subject, and he/she will or will not confirm recognition of the subject at the submitted application.

- The student shall hand in the application with the Principal Teacher's resolution and the documents according to the first point of Inset (a) of this at the Department of Students' Affairs of the Faculty or at the mail desk of the Dean Office.
- The application will be judged by the respective se Vice-dean for Students' Affairs.

Article V

Procedure of recognition of subjects passed during a study stay elsewhere

Recognition of study stays at other schools approved by the Faculty lies completely within the authority of the Principal Teacher of the subject, and the conditions provided by this Order will not apply.

Article VI

Cases worth of special consideration

When judging an application of recognition, the Dean of the Faculty may, irrespective of the conditions provided by this Order, consider the fact that continuity of successful study at the Faculty was not interrupted (as the student passed all the compulsory and compulsory elective subjects that he/she had registered for) or that the applicant has already graduated under a programme accredited at an identical or higher level of theoretical basis of the respective subject.

Article VII

Final provisions

(1) By this Order, the Dean's Order # 10/2016, providing the Rules of recognition of examinations previously passed, is superseded.

(2) This Order becomes valid on the date of signature and effective on the fifth day following the date of validity.

In Prague on

Prof. MUDr. Aleksi Šedo, DrSc.

Discussed at the Dean's Board on 4th June 2018