

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

**Dean's Order number 15/2022,**  
to provide the rules of traineeships abroad for students in Bachelor and Master  
degree study programmes

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principal teachers of subjects  
Vice-dean for international relations  
Vice-dean for international studies in English language

**Article I.**

**Introductory provisions**

- (1) Thereby, the rules for individual traineeships abroad, particularly clinical ones (hereinafter "traineeships abroad" or "traineeships abroad"), of students in Bachelor and Master degree study programmes provided by the First Faculty of Medicine of Charles University (hereinafter "Faculty") that take place during the semester, excluding traineeships under Article II, are related to the content matter of core study subjects and can replace the obligatory tuition in the said subjects according to the schedule and curriculum of the student in the given year of study.
- (2) The subject according to Subsection (1) never means a summer vacation clerkship.
- (3) Traineeships abroad are meant, above all, for the clinical years of studies (e.g. 4<sup>th</sup> 5<sup>th</sup> and 6<sup>th</sup> years in General Medicine).
- (4) The traineeships abroad can take place
  - (a) under the auspices of the University according to agreements, e.g. Erasmus +; or
  - (b) under the Faculty's rules that correspond to the University's "*Free movers*" programme, particularly so
    - at a facility where performance of training of students is enabled by a contract or other agreement, in particular in form of a declaration of mutual understanding between the Faculty and a foreign institution (hereinafter "co-operating institution"); or
    - at a facility chosen entirely individually by the student.
- (5) Implementation of the traineeship is always subject to approval by the respective Vice-dean, which means the Vice-dean for international relations and/or Vice-dean for international studies in English language, to the extent of power delegated thereon by the Dean.

## **Article II.**

### **Rules of traineeships abroad under agreement between universities, such as Erasmus +**

- (1) Departures for traineeships under international agreements, such as Erasmus +, are subject to Charles University regulations, and ruler under this Order only pertain to assessment of the traineeship by the principal of the respective subject before the departure and acknowledgement of meeting the requirements of the traineeship after the arrival back home.
- (2) Prior to the departure, the student is obliged to submit the curriculum of the subject taken within the traineeship at a university abroad to the principal of the respective subject or to the person put in charge by the latter.
- (3) The principal of the subject shall, prior to the departure,
  - (a) assess the curriculum of the subject and check compatibility of the subject taken at the traineeship to the subject taught at the Faculty in terms of the extent and content matter;
  - (b) considering the curriculum submitted, assess, in particular, to what extent (*credit, graded credit, exam*) the passed subject will be acknowledged; if the subject cannot be acknowledged, the principal teacher shall substantiate his/her decision in the form (Application for permission);
  - (c) sign the Learning agreement, thereby making his/her position binding in case of implementation of the traineeship.
- (4) Prior to the departure, the Department of Science and Research and International Relations shall check whether the Learning agreement is filled in correctly and whether the student falls in with the conditions of acknowledgment.
- (5) Approval to the traineeship is given by the Dean though signing the Learning agreement.
- (6) Following the arrival back home, the student shall submit the traineeship certificate of passing the subject at the university abroad to the principal of the respective subject or to the person put in charge by the latter. If passing the subject at the university abroad corresponds to the agreed extent and content matter of training, passing the subject will be acknowledged in compliance with the Learning agreement. Non-acknowledgement of a subject is not presumed, and the principal teacher must always give relevant grounds for such a decision.

## **Article III.**

### **Rules of traineeships abroad under “free movers” regimen**

- (1) Each traineeship abroad under the “free movers” regimen, excluding traineeships at co-operating institutions abroad according to Article IV, must be approved by the principal teacher of the respective subject prior to the departure.
- (2) Making arrangements with the foreign institution is entirely the student’s responsibility, without any participation or liability on the Faculty’s part. Liability insurance is the student’s responsibility as well as coverage of expenses related to the travel.
- (3) The principal of the subject shall, prior to the departure, assess
  - (a) the stature of the respective institution abroad;
  - (b) the syllabus of the subject in question, and checks compatibility of the subject passed at the traineeship to the subject taught at the Faculty in terms of extent and contents matter;

- (c) whether and to what extent, following the arrival back home, the traineeship can be acknowledged if reliably evaluated (*the principal of the respective subject will decide whether the traineeships abroad will only be counted as hours/days for credits while the student's knowledge will be checked again, or he/she acknowledges the credit in case of reliable evaluation by foreign teachers*). The subject principal's role is non-negotiable and cannot be delegated to the Vice-dean.
- (4) The exam and/or graded credits shall always be taken by the student at the Faculty.
- (5) The State Final Examination or its part shall always be taken by the student in compliance with accreditation of the study programme, always at the Faculty in the personal appearance.

#### **Article IV.**

##### **Special provisions on traineeship abroad at a co-operating institution under "free movers" regimen**

- (1) If the Faculty has received offers of traineeships abroad from co-operating institutions, the student can make use of their offers to implement a traineeship abroad.
- (2) The list of co-operating institutions is available in the public access part of the Faculty's Department of Science and Research and International Relations web pages.
- (3) Approval of the traineeship at the institution abroad and assessment of the syllabus by the principal teacher of the subject according to Article III Subsection (3) are not required.
- (4) The principal of the respective subject shall accept the traineeship at the extent of teaching hours/days as passed if the student, after the arrival back home from the co-operating institution abroad, submits to him/her the Traineeship certificate as well as duly entered and confirmed records of procedures in the Logbook. The principal is advised to acknowledge the credits as well if the student submits a proof of reliable evaluation.
- (5) The exam and/or graded credits shall always be taken by the student at the Faculty. If the student stays abroad, this will be judged as an objective obstacle to examination in the personal appearance, and the principal teacher can use the distance form of examination according to Article 8 Subsection 11 of the Code of Study and Examination of Charles University.
- (6) The State Final Examination or its part shall always be taken by the student in compliance with accreditation of the study programme, always at the Faculty in the personal appearance. Requisites and conditions of acknowledgement of a Clerkship before State Examination shall be set exclusively by the principal teacher of the subject, and special provisions of this Order shall not apply to them.
- (7) Other rules according to Articles III, V and VI of this Order are not affected.

#### **Article V.**

##### **Placing the applications for traineeships abroad under "free movers" regimen**

- (1) The written application of permission for traineeships abroad under "free movers" regimen, on a prescribed form, shall be delivered by the student to the Department of Science and Research and International Relations to be filed, not later than
  - (a) by 30<sup>th</sup> June in case of departures in the winter semester of the following academic year; and

- (b) by 31<sup>st</sup> October in case of departures in the summer semester of the corresponding academic year.
- (2) The student's departure will be recorded in the Student Information System, in compliance with the application submitted, and the student's name in the subject registered will be labelled with "traineeship abroad".

## **Article VI.**

### **Finishing the traineeship abroad under "free movers" regimen**

- (1) Having completed the traineeship abroad, the student is obliged to deliver the proof of completion of the traineeship abroad (Traineeship certificate) to
  - (a) the principal teacher of each subject (a duplicate copy), and
  - (b) the Department of Science and Research and International Relations (the master copy).
- (2) The proof of completion of the traineeship abroad (Traineeship certificate) according to Subsection 1 as well as the duly filled and confirmed Logbook to be evaluated by the principal teacher of the subject according to Article IV Subsection 4 shall be submitted within 30 days following completion of the traineeship but not later than 10 days before the end of the examining period of the academic year when the traineeship took place.
- (3) If the traineeship abroad is taken at one of the co-operating institutions according to Article II Subsection 3, then – with the subject principal's consent – a document issued by the respective co-operating institution can be accepted as the Traineeship certificate on the provision that the said document contains the data provided in the Faculty's prescribed form.
- (4) If the documents of passing the traineeship abroad are judged by the subject principal as incomplete, he/she will decide on the manner of the supplementing.

## **Article VII.**

### **Common and final provisions**

- (1) Thereby, the previous Dean's Order number 3/2021, in the wording of Annex 1, is cancelled.
- (2) Inseparable part of this Order are its appendixes relating to traineeships abroad under "free movers" regimen:
  - (a) Annex 1 – Application for permission to go for traineeship;
  - (b) Annex 2 – Traineeship certificate.
- (3) Forms and templates enclosed with this Order are part of the Faculty's efficient managing, and in their current valid wording they are available at the public access part of the Faculty's web pages at the address provided in Article III Subsection 2. The said forms and templates are binding. The Dean or the Bursar of the Faculty can modify, cancel or amend them as needed.
- (4) Principals of the Faculty's organization units and other managerial staff are thereby obliged to provably inform the employees who may be concerned and perform work duties at the organization unit they supervise.
- (5) This Order becomes valid on the day when signed and effective on 1<sup>st</sup> January 2023.

In Prague on 23<sup>rd</sup> December 2022

Prof. MUDr. Martin Vokurka, CSc.  
Dean of the Faculty

p.p. Assoc. Prof. Andrea Burgetová, Ph.D.  
Vice-Dean for Clinical Education



UNIVERZITA KARLOVA  
I. lékařská fakulta

Annex number 1

**ŽÁDOST O POVOLENÍ K VÝJEZDU NA ZAHRANIČNÍ STÁŽ**  
**APPLICATION FOR PERMISSION TO GO FOR TRAINEESHIP ABROAD**

<b>I. Žadatel /Applicant</b>	
Příjmení, <i>Last name</i>	*
Jméno, <i>First name</i>	
Adresa, <i>Address</i>	
Telefon, <i>Phone number</i>	
e-mail, <i>email address</i>	
Ročník, <i>Year of studies</i>	
Typ studijního programu, <i>Study programme</i>	
Studijní obor, <i>Field of Study</i>	

<b>II. Zahraniční stáž/Traineeship abroad</b>	
Účel pobytu, <i>Purpose of stay</i>	
Zahraniční pracoviště, <i>Organization abroad</i>	
Země, <i>Country</i>	
Začátek pobytu od, <i>Commencement of stay abroad</i>	
Ukončení pobytu do, <i>End of stay abroad</i>	

**III. Návrh studijního programu v zahraničí – Proposed study programme abroad**

Kód a název předmětu nebo oddělení nemocnice, kde se stáž uskuteční  
*Subject title or hospital ward where traineeship is taken*

Kredity  
*ECTS  
credits*

1. ....
2. ....
- 3.

.....to be continued on a separate sheet

<b>IV. Předměty na 1.LF, které budou nahrazeny studiem v zahraničí</b>				
<b><i>Educational components at First Faculty of Medicine to be replaced by the study abroad</i></b>				
<i>Kód předmětu Subject code</i>	<i>Název předmětu Subject title</i>	<i>Kredity ECTS credits</i>	<i>Zápočet musí být proveden na 1.LF ANO/NE Credit must be earned at the Faculty YES/NO</i>	<i>Podpis a razítko garanta, Signature and stamp of guarantee</i>

.....to be continued on a separate sheet



**V. Do 30 dní po ukončení stáže musí student dodat na Oddělení pro vědeckou činnost a zahraniční styky traineeship certificate jako potvrzení o stáži. The student must hand over traineeship certificate as confirmation of stay to the Department of Science and Research and International Relations within 30 days after the traineeship was completed.**

Datum, Date .....

Podpis studenta/Signature of student.....

**Rozhodnutí proděkana pro zahraniční vztahy / Vice-dean's decision:**

.....

Datum, Date .....

Podpis proděkana / Vice-dean's signature

.....



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**TRAINEESHIP CERTIFICATE**

**I. Name, address and period**

**Name of the trainee:**

**Date and place of birth:**

**Name of the receiving organisation:**

**Sector/hospital ward of the receiving organisation:**

1.....

2.....

.....

**Address of the receiving organisation:**

**website:**

**phone/email :**

**Start and end of the traineeship:**

from [day/month/year]

.....

till [day/month/year].....

**II. Detailed programme of the traineeship period:**

**III. Knowledge, skills (intellectual and practical) and competences achieved:**

**IV. Evaluation of the trainee:**

**V. Name and signature of the responsible person  
at the receiving organisation:**

Date:

Stamp: