**Charles University, First Faculty of Medicine**

**Kateřinská 32, 121 08 Praha 2[[1]](#footnote-1)**

**Dean’s Order number 7/2024,**

to establish the rules for international traineeships for students in Bachelor and Master degree study programmes[[2]](#footnote-2)

Compiled by: Mgr. Eva Kačinová

In charge: International Office
 principal teachers of subjects
 Vice-dean for international relations
 Vice-dean for international studies in English language

**Part One**

**Introductory Provisions**

**Article I.**

1. Thereby, the rules for individual traineeships abroad, particularly clinical ones (thereinafter “traineeships abroad” or “traineeships abroad”), of students in Bachelor and Master degree study programmes provided by the First Faculty of Medicine of Charles University (thereinafter “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. 4th 5th and 6th years in General Medicine).
4. The traineeships abroad can take place
	1. under the auspices of the University according to agreements, e.g. Erasmus +; or
	2. under the Faculty’s rules that correspond to the University’s “Free movers” programme, particularly so
		* at a facility where the performance of training of students is enabled by a contract or other agreement, particularly between the Faculty and a foreign institution, allows the implementation of student training from the First Faculty of Medicine (hereinafter referred to as “cooperating 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.

**Part Two**

## Traineeships based on inter-university contracts, e.g. Erasmus +

##  Article II.

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

1. Výjezdy na stáže na základě meziuniverzitních smluv např. Erasmus+ se řídí předpisy Univerzity Karlovy a toto opatření se vztahuje pouze na posouzení stáže před výjezdem garantem předmětu (dále také jen „garant“) a uznání plnění stáže garantem po příjezdu.
2. Student je povinen před výjezdem na stáž předložit garantovi předmětu či jiné jím určené osobě sylabus předmětu plněného v rámci stáže na zahraniční univerzitě.
3. The principal of the subject shall, prior to the departure,
	1. 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;
	2. 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);
	3. sign the Learning agreement, thereby making his/her position binding in case of implementation of the traineeship.
4. Prior to the departure, the International Office shall check whether the Learning agreement is filled in correctly and whether the student falls in with the conditions of acknowledgement.
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 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.

## Part Three

## International Traineeships under the “Free Movers” Regimen

## Article III.

**Rules of international traineeships under the “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 according to the procedure outlined in Article V.
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
	1. the stature of the respective institution abroad;
	2. 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;
	3. 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 the accreditation of the study programme, always at the Faculty in the personal appearance.

## Part 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 the 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 International Office to be filed, not later than
	1. by 30th June in case of departures in the winter semester of the following academic year; and
	2. by 31st October in case of departures in the summer semester of the corresponding academic year.
2. A student who is not subject to the exemption under Article III, Subsection 3, is required to submit the syllabus of the course to be taken during the traineeship at the foreign institution along with the application.
3. The International Office shall, without undue delay upon receipt of the application, verify the information and documents submitted with the application.
4. Applications that are incomplete, incorrect, or otherwise defective will not be considered unless the student rectifies the defects within the appropriate deadline as per Subsection 1.
5. The International Office ensures the evaluation of a flawless application by the subject guarantor in accordance with Article III, Subsection 3. Applications are submitted to the guarantors no later than 30 days after the deadline mentioned in Subsection 1.
6. The approval of the internship is carried out by the relevant Vice-Dean by signing the application.
7. The International Office informs the student of the outcome of the evaluation and approval/rejection of the application no later than 30 days before the planned start of the foreign internship.
8. 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
	1. the principal teacher of each subject, and
	2. the International Office
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.

**Part Five**

**Common and final provisions**

## Article VII.

**Transitional Provision**

## Applications for international traineeships under the “Free Movers” regimen for the winter semester of the academic year 2024/2025, submitted before the effective date of this order, shall be processed according to the procedures outlined in this order, provided it is more advantageous for the student.

**Article VIII.**

**Final Provision**

1. Thereby, the previous Dean’s Order number 15/2022 is cancelled.
2. Inseparable part of this Order are its appendixes relating to traineeships abroad under “free movers” regimen:
	1. Annex 1 – Application for permission to go for traineeship;
	2. 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 and effective on the day it is signed.

In Prague on 16th of May 2024

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

1. *The translation into English is for informational purposes only.* [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)