

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY
OF UNIVERZITA KARLOVA (CHARLES UNIVERSITY), FIRST FACULTY OF
MEDICINE (THE) (OPE ID 03300400)**

APPLIES TO STUDENTS RECEIVING US FEDERAL LOANS (DL PROGRAM)

34 C.F.R. (Code of Federal Regulations) Sec. 668.32 subsection (f) states that:

A student is eligible to receive title IV HEA program assistance if the student

“Maintains satisfactory progress in his or her course of study according to the institution’s published standards of satisfactory progress that satisfy the provisions of Sec. 668.16(e), and, if applicable, the provisions of Sec. 668.34.”

Sec. 668.16 subsection (e) (1) “considers an institution’s standards to be reasonable if the standards are the same as or stricter than the institution’s standards for a student enrolled in the same educational program who is not receiving assistance under a Title IV HEA program.”

These standards are met by the “SECOND CONSOLIDATED CODE OF STUDY AND EXAMINATION OF CHARLES UNIVERSITY” as amended, registered on 20th August 2019 under Ref. No. MŠMT-28177/2019-1 (Amendment No. 3) legally in effect from the first day of the academic year 2019/2020, and by the “RULES FOR ORGANIZATION OF STUDIES AT THE FIRST FACULTY OF MEDICINE” effective from 8th of June 2016. The Regulations and Rules are available on the web-pages of the Charles University (<https://cuni.cz/UKEN-726.html>) and the First Faculty of Medicine at <https://en.lf1.cuni.cz/internal-regulations-2018> in the Czech and English languages.

Starting from the academic year 2006/2007 the credit point system has been implemented in the study programs General Medicine and Dentistry. This policy applies equally to all students, not just US borrowers receiving Title IV loans. The studies in a study program are subdivided into particular sections of studies so that the progress of studies as well as enrolment for the next section can be regularly checked. The Rules of the Faculty state that the section of studies is a year.

Satisfactory academic progress is a number of credit points, which qualifies the student to enroll to the next section of studies. Both components, i.e., grades and pace of progression, are measured cumulatively. In addition, the student must pass ALL the compulsory subjects (which make 95% of credit points), since the school is using standardized curriculum. 34 C.F.R. Sec. 668.34 states that:

“A student is making satisfactory progress if, at the end of the second year, the student has a grade point average at least a “C” or its equivalent (good, passing grade – qualitative component).“

For the completion of graded courses, a complete, passing grade (C), must be always achieved for each course, otherwise the course must be repeated. This rule applies to all students including DL recipients

A pre-requisite of SAP is essentially passing ALL the prescribed mandatory subjects for the particular year of study, which gives the student 90-95% of the required credit points. According to the Higher Education Act, AT LEAST 5% of credit points MUST be from eligible subjects – so in effect the student can’t obtain more than 58 points each year from the mandatory subjects alone. Therefore, the student MUST take some eligible subjects, as it is not allowed to have less than the regular number of credit points (i.e., 60) two years in a row, and MUST have at least 360 credit points total to graduate.

Quantitative component: The curriculum of the study program, which is published on the regularly updated website of the First Faculty of Medicine (<https://en.lf1.cuni.cz/study-plans-for-academic-year-20192020>) for the respective academic year, specifies the recommended course of studies in such a way that will guarantee a student who has fulfilled all the study obligations in the given section of studies plus obtained 5% of credits from the eligible subjects sixty credit points. The **minimum** number of credit points necessary for enrolment for the next section of studies is equal to

the normal number of credit points minus ten credit points (i.e., **50**). Enrolment for the next section of studies based on gaining a lower-than-normal number of credit points in two successive terms is not allowed. Repeated enrolment for a subject which is set as compulsory one by the curriculum of the given study program is possible only once, and only in two sections of studies that are in immediate succession. For financial aid purposes only, U.S. borrowers can complete the program in 150% of the program's published length in credits, for example, a student can attempt 360 credits (150%) of a 240 credit program. The pace, which is the measurement by which a student can complete within the maximum timeframe, is 67% in this example. Pace is measured by courses completed divided by courses attempted.

Withdrawals are only allowed for the eligible subjects; all mandatory subjects **MUST** be completed. The academic progress is assessed yearly, at the end of summer semester in September, prior to the enrolment to the next section of study (i.e., the next academic year starting October 1st). If students do not meet the criteria of the SAP, they are either notified by the Study Department to apply for an Individual Study Plan (if eligible), or the termination proceedings are started.

The First Faculty of Medicine may determine that a student is making satisfactory progress even though the student does not satisfy the requirements of the preceding paragraphs. The student may appeal to the Dean for reinstatement of financial aid eligibility under following unusual circumstances:

- death of a relative of the student;
- personal injury or illness of the student;
- family issues such as divorce, serious personal problems.
- Other special circumstances.

Under such circumstances the student may apply for an individual study plan, which may include additional academic counseling.

The maximum time frame for the completion of the program for students eligible for FSA is 9 years (360 credits) for the General Medicine and 9 years for the Dental Medicine (300 credits) The official languages of instruction are English and Czech.

Credit points are awarded only for completed courses (Credits) and successfully passed evaluations (Exams). The system of progression is explained above. For transferring students, if admitted to the program, the credits for courses completed elsewhere may be recognized, if considered equivalent, and count towards student's academic progress as stated above. **Transfers** are only possible in the first three years of study, i.e., the students wishing to obtain a degree must complete at least half of their studies at the First Faculty of Medicine. According to the Dean's provision no. 9/2018 can be recognized only exams and marked credits which student passed with mark Excellent (A) or Very good (B), in percentage systems 80% or above. The final results from particular course/exam must not be older than 8 years for General Medicine and 7 years for Dentistry. Previously recognized subjects on our Faculty cannot be recognized again (i.e., any subject can only be recognized once). If a student successfully passes the entrance exam and accepts the offer, s/he will be enrolled automatically to the 1st year of studies. Her/his results from previous university needs to be recognized by the heads of institutes, which are responsible for particular subjects on 1st Faculty of Medicine. This is the reason, why the student must apply for recognition by the guarantors of the subject he/she wants to recognize during the first two weeks of a new academic year (including subjects from the 2nd or 3rd year). The FFM does not guarantee in which year will student ultimately start his/her study. To move to a higher year, it is necessary to have ALL compulsory subjects of higher year of the FFM study plan recognized by the respective teachers/subject guarantors. If a student is missing even one of the compulsory subjects from our study plan s/he has to stay in the 1st year. Thus, every student has to follow the admission procedure as a regular applicant and successfully pass the entrance exam.

Only students in good standing (i.e., those obtaining the required number of credits) are eligible for Title IV assistance. Those who obtain less the required 60 but more than 50 credits (by missing less

than two required subjects) may be eligible for the conditional continuation of studies, an equivalent of “academic warning”. These students in this situation are NOT eligible for the US loans. Their eligibility for FSA will be reinstated in the next section of studies following their completion of the missed mandatory subject from the previous year (period of “academic probation”, before they resume the standard course with regular pace of academic progress). This could happen only twice during the course of studies, and not twice in succession. Academic counseling and consultations are available to those students according to their needs to alleviate their deficiencies.

A student on individual study plan must complete all the prescribed obligations in the course of the respective academic year, after which he/she is eligible to continue with the studies according to regular schedule. These students are then again eligible for the financial aid, without any further stipulations.

The student who passes all the required subjects but achieves less than 60 credits (for example, in the first year, the number of credits from the required subjects is 58) must achieve the regular number of credit points (i.e., 60 or more) in the subsequent year to continue with his/her studies.

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Prof. Martin Vokurka, MD, CSc.,
Dean of the First Faculty of Medicine