

DEAN'S MEASURE NO. 4/2016
**on Study and Examination Regulations and Organization of
Studies at the Faculty of Medicine, Masaryk University**

According to § 28 par. 1 of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (The Higher Education Act) as amended (hereinafter referred to as "Higher Education Act"), I hereby issue this Directive.

Part One

Art. I

Introductory Provisions

- (1) The Masaryk University Study and Examination Regulations in force from June 10, 2013 regulate the rules of the study programmes accredited by Masaryk University and carried out at its Faculties.
- (2) This Directive is issued by the Dean of the Faculty of Medicine, Masaryk University (hereinafter "FM MU") for the purpose of implementing the provisions of the Study and Examination Regulations and Organization of Studies at the Faculty of Medicine, Masaryk University.
- (3) Provisions of this Directive are consistent with the Study and Examination Regulations of Masaryk University and the Higher Education Act.
- (4) When applying this directive, no discrimination or exclusion shall occur based on gender, age, race, language, origin, nationality, religion, or beliefs.

Part Two

Study and Examination Regulations

Art. II

Completion of Courses

(To Section 16 et seq. of MU Regulations)

- (1) Completion of a course according to the Study and Examination Regulations of the Masaryk University constitutes meeting the course requirements in one of the following ways:
 - (1) Credit,
 - (2) Colloquium,
 - (3) Examination,
 - (4) Graded credit.
- (5) The assessment associated with completing a course with a credit and graded credit shall be carried out by the academic staff of the FM MU authorized to make such a decision by the course supervisor.
- (6) The assessment associated with completing a course with a colloquium and examination shall be carried out by habilitated academic staff of the MF MU; exemption may be granted by the dean. Academic staff of the FM MU without habilitation can only serve as examiners on the basis of an exemption approved by the dean if proposed by the course supervisor.
- (7) In order to register for a colloquium and an examination, it may be necessary to pass a credit test and/or fulfil other requirements. The results of the assessment of such requirements may be included in the assessment of the colloquium and examination.

- (8) The examination may be written and/or oral and it may consist of a theoretical and a practical part. All parts of an examination are usually held in the course of a single day, otherwise all dates of all parts of the examination must be announced in advance.
- (9) In the case of an oral examination, a student shall choose questions by lot from a set of questions which evenly cover the whole range of required knowledge.
- (10) Should a student fail to pass the colloquium or examination on the regular date, he/she is entitled to a remedial date (re-sit date) set in accordance with the provisions of section 16, subsection 5 of the Study and Examination Regulations. A student enrolled in a course for the first time may make use of two remedial dates while a student repeating a course may only make use of one remedial date.
- (11) The second remedial date in the case of the first enrolment and the first remedial date in the case of the second enrolment in a course shall be held before a two-member commission which shall consist of the examiner and another teacher of the same specialisation.
- (12) In the case of a written form of an examination, students are prohibited from making copies of the examination instructions in any form, in particular by copying or photographing. Should this provision be breached, then:
 - a) The student shall receive the grade Fail (F) for the respective date of the examination and he/she will be subject to disciplinary action in accordance with the valid and effective Disciplinary Code of the Faculty of Medicine, Masaryk University in the event that the breach is discovered while the examination is in progress;
 - b) The student will be subject to disciplinary action in accordance with the valid and effective Disciplinary Code of the Faculty of Medicine, Masaryk University in the event that the breach is discovered after the examination.
- (13) During examinations students are prohibited from using cheat sheets, any electronic devices or information sources except those expressly permitted by the examiner. Should this provision be breached, the student shall receive the grade Fail (F) and he/she will be subjected to a disciplinary action in accordance with the valid and effective Disciplinary Code of the Faculty of Medicine, Masaryk University.
- (14) While the written examination is in progress, the person supervising the examination is entitled to perform an inspection of a student and his/her personal belongings if there are reasonable grounds for suspecting any form of cheating, prompting, and/or use of electronic devices during the examination. Such inspection shall be performed only to the extent necessary to ensure that the written examination is carried out in accordance with the above-mentioned regulations, and the student is obliged to provide all necessary cooperation.
- (15) The person conducting the inspection according to the preceding paragraph is obliged to ensure that the dignity of the student is maintained. The student is entitled to require that the inspection be conducted in the presence of a witness from the students' community. In the event that a student refuses to undergo the inspection, he/she shall be excluded from the respective date of the written examination without further recourse. This examination date shall not be evaluated and counted into the maximum number of attempts (re-sits) for the execution of the examination, credit or colloquium.

Art. III

Final State Examination

(To section 22 et seq. of MU Regulations)

- (1) The Advanced Master's Examination (hereinafter referred to as the AME) in the Master's degree programme of General Medicine consists of five graded parts. In the Master's degree programme of Dentistry, it is composed of three graded parts.
- (2) The individual parts of the AME are held in accordance with the standard study plans.
- (3) The individual part of the AME in Public Health in the General Medicine programme may be taken at the end of the semester in which all the necessary requirements were fulfilled. Other individual parts of the AME in the programmes of General Medicine and Dentistry are divided into the following two semesters.
- (4) In order to be eligible for pre-graduation practice and the AME in the programmes of General Medicine and Dentistry, students must obtain all credits for required and selective courses in accordance with the standard

study plan.

- (5) Students do not enrol for the parts of the AME which require pre-graduation practice. The date of such parts of the AME is determined by the faculty. Students enrol for the parts of the AME which do not require pre-graduation practice through IS.
- (6) Each AME usually consists of a practical and an oral theoretical part. A student who fails a part of the AME on the regular date may repeat the examination on a remedial date. Each part of the AME may only be repeated twice. The dates for repeating a part of the AME shall be determined by the dean on the basis of a proposal submitted by the examination committee.
- (7) Final state examinations (hereinafter referred to as FSE) in the Bachelor's and Master's study programmes are fully governed by the provision of section 22 of the above-mentioned MU Regulations. The dates for repetition of part of the FSE shall be determined by the dean on the basis of a proposal submitted by the examination committee.
- (8) Matters of cheat sheets, use of electronic devices, information sources and personal inspections of students during the FSE shall conform to the Provision in Art. II.

Art. IV

Final thesis

(To section 22 et seq. of MU Regulations)

- (1) The guidance of final theses in Bachelor's and Master's study programmes shall be provided by academic staff of MF MU who are appointed by the department head. Specialists who are not members of staff at MF MU may be appointed to provide guidance of final theses based on a proposal submitted by the department head of the respective department and approved by the Scientific Board of MF MU.
- (2) Students may submit their Bachelor or Master's thesis in Slovak.

Part Two

Some Provisions on Study Organization

Art. V

Late Enrolment of Self-Paying Students

- (1) Self-paying students who study in English and have fulfilled all requirements for enrolment into the respective semester but:
 - a) Did not submit the confirmation of the payment of the tuition fee,
 - b) Did not provide a confirmation of recognition of their secondary education in the event that they completed secondary education abroad,
 1. may be enrolled in studies with Dean's approval on a later date, but no later than October 30th or March 31st for the autumn and spring semester, respectively.
- (2) Such a student is, according to par. 1, entitled to participate in lessons, but he/she may not receive any credit and shall not be allowed to take examinations. Study obligations (such as attendance) completed in the period preceding the late enrolment shall be considered complete in the respective semester.

Art. VI

Individual Study Plan for Dentistry Study Programme

- (1) Graduates of the General Medicine study programme who are admitted to the Dentistry study programme may apply for an individual study plan and for recognition of selected courses which they attended during the preceding, successfully completed course of studies. Students may also apply for recognition of a set of courses according to section 14 par. (1) of the MU Study and Examination Regulations.

- (2) The rules for students of the type of study described in the preceding paragraph shall conform to the MU Study and Examination Regulations.

Part Three

Concluding Provisions

Art. VII

Commencement and Applicability

- (1) The Study Department of the Faculty of Medicine, Masaryk University, is authorised to interpret the individual provisions of this Directive and update it.
- (2) Oversight of compliance with this Directive is carried out by the vice-dean for clinic study areas, vice-dean for preclinic study areas, vice-dean for stomatology, and the vice-dean for non-medical study areas.
- (3) This Directive repeals and replaces the Dean's Measure no. 4/2012 "On Study and Examination Regulations and Organization of Studies at the Faculty of Medicine of Masaryk University".
- (4) This Directive enters into force on May 31, 2016.
- (5) This Directive takes effect on July 1, 2016.

In Brno
May 24, 2016

prof. MUDr. Jiří Mayer CSc., m. p.