



**Measure of the Dean of the Faculty of Medicine of Masaryk
University No. 3/2020**

**to the Study and Examination Regulations of Masaryk
University and to the Organization of Studies**

(as amended with effect from **1.5.2020**)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue the following measure.

Part One

Article 1

Introductory provisions

1. The Study and Examination Regulations of Masaryk University, as amended effective from 2 February 2019, regulate the rules of study in study programmes accredited by Masaryk University and implemented by its faculties.
2. This measure is issued by the Dean of the Faculty of Medicine of Masaryk University (hereinafter referred to as LF MU) in order to implement the provisions of the Study and Examination Regulations of Masaryk University and to organise studies.
3. The provisions of this measure follow in particular the Study and Examination Regulations of Masaryk University and the Higher Education Act.
4. There shall be no discrimination or exclusion in the application of this Directive, in particular on grounds of sex, age, race, language, origin, nationality, religion or belief.

Part Two Study

and Examination

Regulations

Article 2

Completion of the course

(on Article 16 et seq. of the CPR)

1. Completion of a course is defined by the Study and Examination Regulations of Masaryk University as fulfilling its requirement in one of the following ways:
 - a) by credit,
 - b) colloquia,
 - c) by exam.
2. Academic staff authorised by the course guarantor are entitled to decide on the final assessment of courses completed by credit. The result of the course completion may also be entered into the MU Information System (hereinafter referred to as IS MU) by academic officers

or another employee authorised by the course guarantor.

3. For Master's degree programmes, habilitated academic staff are entitled to decide on the final assessment of courses completed by colloquium and examination. Non-habilitated staff members may examine only on the basis of an exemption approved by the Dean on the proposal of the course supervisor. Academics designated by the course guarantor are entitled to decide on the final evaluation of courses completed by colloquium and examination for Bachelor's and Master's degree programmes.
4. A condition of registering for a colloquium or examination is that credit or other requirements must be met. The results of the assessment of these requirements may be included in the assessment of the colloquium or examination.
5. The examination is written or oral and may consist of a theoretical and practical part. All parts of the examination shall normally be held on the same day, otherwise the dates of all parts of the examination must be published in advance.
6. In the case of the oral form of the examination, the student chooses questions by lot from a set of questions evenly covering the entire range of required knowledge.
7. If a student fails to pass a colloquium or examination in the regular term, he/she may repeat it in a make-up term in accordance with the provisions of Article 16(4) and Article 19 of the Study and Examination Regulations, up to a maximum of two times in the case of a course registered for the first time, up to a maximum of one time in the case of a repeated course. The second marking period of the oral examination for the first enrolment in the course and the first marking period for the re-enrolment shall be held before a board of at least two members in which, in addition to the examiner, one teacher of the same specialisation is present.
8. Students are prohibited from using unauthorized written materials, any electronic devices, or information resources during a credit, examination, or colloquium except as expressly permitted. Making copies of assignments in any form is prohibited. In the event of a violation of this provision, the examination, credit or colloquium will be terminated, the student will be graded with a classification grade of F and disciplinary proceedings will be initiated in accordance with the current and effective Disciplinary Regulations of the Faculty of Medicine of Masaryk University.
9. During the written form of the examination, the person supervising the examination has the right to inspect the student and his/her personal belongings if there is reasonable suspicion of any form of cheating in the examination, use of aids or electronic devices. This is only to the extent relevant for the purposes of ensuring the written examination is conducted in accordance with the regulations, and the student is obliged to provide all necessary cooperation.
10. The person carrying out the inspection under the previous paragraph shall be obliged to ensure that the dignity of the student is preserved. The student has the right to request that the inspection be conducted in the presence of a witness from the student body. If the student refuses to submit to the inspection, his/her examination will be terminated.
11. The course sponsor is entitled to change the method of course completion and the method of course assessment during the semester only if a legal regulation or an MU internal standard so provides.

Article 3

State examination

(on Article 16 et seq. of the CPR)

1. The State Rigorous Examination (hereinafter referred to as SRZ) in the Master's degree programme in General Medicine consists of five classified components. In the Master's degree programme in Dentistry, the SRZ consists of three classified components.
2. The individual components of the SRZ follow standard curricula and schedules

compiled by the study department on the proposal of the chairman of the state examination committee.

3. The Dílčl part of the SRZ from the subject Health, Prevention, Healthcare in the field of General Medicine can be taken at the end of the semester in which all requirements of the study plan have been fulfilled. The other sub-components of the SRZ in General Medicine and Dentistry are spread over the following two semesters of the final year.
4. A condition for admission to pre-promotional practice and access to the SRZ in the General Medicine and Dentistry programmes is the fulfilment of all requirements and the acquisition of all credits for the completion of compulsory and compulsory elective courses in the composition prescribed by the standard curriculum.
5. Pre-promotional practice for SRZ courses in the General Medicine programme is primarily performed at the Brno University Hospital or the University Hospital in the USA. These courses include a minimum of one week of compulsory internship in affiliated contract hospitals for students in the Czech study programme. Students in the English study programme may undertake pre-promotional practice outside the joint teaching facilities of the MU Faculty of Medicine through the Erasmus+ study abroad programme.
6. The student does not apply for SRZ courses that have a prescribed pFedpromotional practice, the date of the SRZ is set by the faculty. For courses that do not require pre-promotional practice, the student applies via IS MU.
7. SRZ usually has a practical and an oral theoretical part. A student whose result is assessed as "unsatisfactory" in a regular term in any part of the SRZ may retake the examination in a remedial term. Each part of the SRZ may be repeated no more than twice. The dates for repeating the SRZ components are set by the Dean on the basis of a proposal from the examination board.
8. The provisions of Article 22 of the aforementioned Study Regulations apply in full to the holding of the State Final Examination (hereinafter referred to as the SFE) in Bachelor's and Continuing Master's degree programmes. The dates for repeating parts of the final examination shall be set by the Dean on the proposal of the examination board.
9. A student always has the option of repeating the failed part of the SRZ or SZZ:
 - a) in the period set for the state rigorosum examinations in the immediately following semester or in the same semester if the dates are announced;
 - b) in the period set for the state final examinations in the immediately following semester, if the dates are announced. This right cannot be exercised by a student who has failed to defend his/her bachelor's or master's thesis. In this case, the student will take the final examination in the state examination period of the following academic year."

The student is obliged to take the remedial term of SRZ/SZZ no later than the end of the second immediately following semester.

10. A student whose result is assessed as "unsatisfactory" in the first remedial term for any part of the SRZ may request the Dean to change the examination board, if such a board is appointed.

11. The use of unauthorized written materials, electronic devices, and information sources is subject to rules analogous to the provisions of Article 2, including the right to inspect the student in the event of reasonable suspicion of any form of cheating.

Articl
e 3a**Special provisions for distance electronic testing**

1. Credits, colloquia, examinations, their parts and continuous fulfilment of study obligations within courses can generally be completed by electronic distance learning (hereinafter referred to as distance learning) if this method of course completion is described and published at least 5 working days before the start of classes in a given semester in the course information within the IS MU, or if a special legal regulation or Masaryk University standard so allows.
2. For courses in which distance examinations are generally not used, the course sponsor may grant an exception to individual students and allow distance examinations where there is an objective obstacle to the student's physical presence (e.g. health condition, transport or visa restrictions, performance of tasks of general interest outside Brno).
3. State rigorosum or final examinations may be examined remotely in exceptional cases provided for by a special legal regulation or an internal standard of Masaryk University. A student has the right to refuse to take the state rigorous or final examination at a distance. In this case, an alternative attendance date will be set for the same semester or the student's studies will be interrupted until the attendance date or the student's participation in the examination is possible.
4. If an examination, state final examination, or state rigorosum examination (for the purposes of this paragraph referred to as "examination") that would otherwise be conducted orally is conducted remotely, the following requirements for the actual conduct of the examination must be observed:
 - a) The date of the examination will be published on the Faculty's website no later than 15 days before the date of the examination. The student must be demonstrably informed of the examination date, technical requirements and material requirements for taking the examination via the IS MU.
 - b) The exam is conducted using an application that allows continuous audio and video transmission between the student and the members of the committee.
 - c) The requirement for the public nature of the test must be ensured by making an audio and visual record of the test and its subsequent archiving for the purpose of additional control of the test. The record shall be kept for five years from the date of the examination.
 - d) Prior to the actual examination, an employee of LF MU, usually a technical employee of the Information Technology Centre, conducts a test of the sufficiency of the connection and the functionality of the technical equipment with the student and a distance committee member.
 - e) The questions that the student answers during the exam will be randomly generated on the computer.
 - f) The screen of the equipment used by the student will be shared remotely with the examiner or the Board throughout the entire distance examination, including the preparation period.
 - g) For the state final and rigorous examinations, the student is entitled to prepare with a word processor on the same device used for the examination. For other examinations, the subject supervisor decides on the right to preparation.
 - h) During the exam, the student answers the questions drawn. This is followed by a private evaluation by the examiners or the committee, after which the student may be asked additional questions. If a single examiner is examining, additional questions are asked immediately.
 - i) The student is informed of the result of the exam at the end of the video interview.
5. The student is responsible for the appropriate choice and proper setup and connection of the equipment he/she uses to take the exam. The student has the right to excuse himself/herself from the examination no later than the day before the examination if he/she considers that he/she is unable to obtain the appropriate equipment and its corresponding internet connection. In the event of a failure of the connection, video or audio transmission on

for more than 1 minute, **the test is terminated without evaluation. The student will not be classified with any grade (i.e., the term will not be terminated with a grade of "F" "X" or "11") and will not be reduced in the number of regular or make-up terms in the course and term.**

6. The student may not use any electronic device other than the one used to take the examination.

Article 4

Final thesis

(on Article 22 et seq. of the CPR)

1. Academic staff of LF MU are entrusted by the head of the guarantor department of the study programme to supervise the final theses in Bachelor's and Master's programmes.
2. Students can submit a bachelor's or master's thesis in Slovak.

Part

Three

Article 5

Certain provisions on the organisation

(on Article 3 of the CPR)

Late enrolment of self-paying students

1. Self-pay students studying in English who have met all the requirements for enrolment in the relevant semester, but:
 - a) have not shown proof of payment of tuition fees,
 - b) they have not provided proof of recognition (nostrification) of their secondary education if they have completed secondary school abroad,may be enrolled for study at a later date with the consent of the Dean, but no later than 30 October or 31 March.
2. A student under paragraph 1 is entitled to attend classes, but cannot be awarded credit and cannot take examinations. Academic obligations (e.g. attendance) fulfilled during the period up to late registration will be considered fulfilled in the respective semester after registration.

Part Four Final

Provisions

Article 6

Validity and effectiveness

1. The interpretation of the individual provisions of this measure and the updating of this measure is entrusted to the Study Department of the Faculty of Medicine of Masaryk University.

2. Compliance with this measure is monitored by the Vice-Dean for Teaching in Preclinical Fields of General Medicine and Admissions, the Vice-Dean for Development and Studies in Clinical Fields of General Medicine, the Vice-Dean for Dentistry, the Vice-Dean for Non-Medical Study Programmes and Information Technology, and the Vice-Dean for English Studies and Internationalisation.
3. This measure cancels and replaces the measure of the Dean of LF MU No.9/2017 "on the Study and Examination Regulations of Masaryk University and the Organisation of Studies".
4. This measure shall enter into force on the date of signature.
5. This measure shall enter into force on 20 April 2020 **and its current version shall enter into force on 1 May 2020.**

In Brno, 30 April 2020

prof. MUDr.artinRepko, Ph.O.

Dean of the Faculty of Medicine Masaryk University

