

Rules for registration and final examination at the Institute of Anatomy 2017/2018

Choosing an exam date

Examination dates (also called “terms”) will be set in the following periods:

- **Pre-terms:** *during week 15 of the semester (28th May – 1st June)*
- **Regular terms** during the official examination period: *every week 4th June to 29th June*
- **Terms during summer holidays:** *July 30 – August 3.*
- **Regular terms** in the second part of the official examination period: *3rd Sept – 12th Sept*

The number of dates is definitive and is much greater than specified by “Rules”. After these dates, it is not possible to apply to take further terms, even if a student has not taken the maximum number of terms and re-sits.

Registering for an exam date

Examination dates will be announced **on SIS before 23rd March**. They will be entered in SIS, and all possible examination dates will be listed.

Registration for pre-terms and regular examination dates (“terms” in June and July) will be open from **5th April, 8.p.m.**

Registration for specific examination dates (“terms”) will **usually be possible until Thursday 12pm noon on the week prior to examination.**

A student can only take the exam if registered for the term in SIS, and if all prerequisites for have been met.

Prerequisites for examination:

- Credit for Anatomy 1,2
- Anatomic dissections 1,2

A student who registers for an exam, but who fails to meet these prerequisites will be deleted from the list of students for the term and he/she will be notified by email before the examination. This deletion will not reduce the number of terms further available for the student.

Cancellation and failure to turn up for a term

Cancellation will **usually be possible until Wednesday 12pm noon on the week prior to examination.**

Terms for General Medicine students are usually organized on Mon-Wed.

Terms for Dentistry students are usually organized on Thu.

If a student fails to turn up to a term (or even a part of it) that he/she is registered for on SIS, the student will automatically receive a "4" mark and will lose one attempt at the examination. A written apology **MUST** be sent to the secretary of the anatomy institute (anat@lf1.cuni.cz) as soon as possible. It is then the decision of the examiner to consider the circumstances and reason for the absence. The student will be informed about acceptance of the apology, and if accepted will be deleted from the original list so that he/she can register for another date.

Re-takes

Every student has a maximum of 3 attempts at the examination. This means the student is entitled to two re-sit examinations after their first attempt. No further examinations after 3 attempts are permitted according to *Regulations, Article 6, Subsection 16*. Even if a student does not take all 3 attempts within the exam period, this does not entitle him/her to a special examination date personally appointed for them.

No examinations can be taken after the end of the second part of the examination period in September, or after the last date announced on SIS. "Deans terms" are not allowed.

The day of examination

There are three parts to the examination:

- a) Slide test: 21/30 is required to continue to the next stages of examination.
- b) Dissection: dissection of selected regions and demonstration of selected organs including X-rays, MRI and CT pictures.
- c) Oral: theoretical part based on the list of questions.

Satisfactory result of the slide test is a prerequisite for the admission to other parts of the exam. The exam can be terminated at any time i.e. after slide test, or after dissections, without commencing the oral part - the student has "failed".

If a student successfully passes the slide test and/or dissections but fails the oral, it is not necessary to retake these at a re-examination. It will only be necessary to retake the parts that were unsuccessful. Successful slide test and dissections are valid for any re-examination taken during the same exam period within a maximum of 4 months.

Prague, March 21, 2018

K. Smetana

REFERENCES: “**Regulations**” refers to *Studies and Examination Regulations of Charles University*

“**Rules**” refers to *Rules for Organization of Studies at the First Faculty of Medicine*