

# Rules for registration and final examination at the Institute of Anatomy 2023/2024

## Choosing an exam date

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

- **Pre-terms:** *during week 15 of the semester (May 27 – 31)*
- **Regular terms** during the official examination period: *every week June 3 to June 28*
- **Terms during summer holidays:** *week August 5 - 9*
- **Regular terms** in the second part of the official examination period: *in the weeks September 2 - 13*

**The number of dates is final** and is much greater than specified by the “Rules”. **After Sep 13, it is not possible to apply to take further terms, even if a student has not yet exhausted the maximum number of terms and re-sits.**

Distance form of examination would be offered only under exceptional circumstances. It has to be requested through the chairman of the Institute at least 2 weeks in advance, and such request must be properly substantiated.

The mode of examination is noted in the Remarks section for each term; if, in an exceptional case, a distance form is offered, the pertinent link for the virtual examination room in Teams would be added.

## Registering for an exam date

Examination dates will be announced **in the SIS before March 27**. They will be entered in the 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 **April 3, 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 sit the exam if registered for the term in SIS, and if all prerequisites have been met.

### **Prerequisites for examination:**

- Credits for Anatomy 1,2
- Credits for Anatomical 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 the 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 the SIS, the student will automatically lose one attempt at the examination. A written apology **MUST** be sent to the secretary of the anatomy institute ([anat@lf1.cuni.cz](mailto: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, student's name 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 students are entitled to two re-sit examinations after their first (failed) attempt. **No further examinations after 3 attempts are permitted according to the 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 the student.

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 the SIS. **"Deans terms" do not exist in the Regulations, and thus are not allowed.**

## The day of examination

There are **two parts** to the examination:

- a) Practical part:** dissection of selected regions and demonstration of selected organ systems (bones, brain, lungs, heart, abdominal organs) including X-rays, MRI and CT pictures.
- b) Oral:** theoretical part based on the published list of questions. The questions (quadruplets) are drawn at random.

Satisfactory result from the practical part is a prerequisite for the admission to theoretical part of the exam. **The exam can be terminated at any time**, i.e. after the practical part, without commencing the oral part - **the student receives the grade “failed”**. This rule does not apply, however, **for the third attempt**, where the examination continues with the oral part even if the practical part was not passed.

If a student successfully passes the practical part but fails the oral, it is not necessary to retake it at a re-examination. Successful passing of the practical part is valid for any re-examination taken during the **same** exam period.

**In the exceptional case of the distance examination**, the practical component is replaced by identification of structures on projected schemes, photographs of the dissected specimens, or pictures from the routinely used imaging modalities (X-ray, CT, MRI).

**The list of questions for the oral part is published in the SIS and on the website of the Institute of Anatomy:** <https://anat.lf1.cuni.cz/english/vyuka/vseob1/index.php>.

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O. Naňka, D. Sedmera

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

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