

Consolidated wording after the 2nd amendment was approved by the Academic Senate of Charles University on 23rd June 2023

CHARLES UNIVERSITY

ORGANISATIONAL RULES OF STUDY OF THE FACULTY OF PHARMACY IN HRADEC KRÁLOVÉ

Acting under section 27(1)(b) and section 33(2)(f) of Act no. 111/1998 Sb., regulating higher education institutions and changing and amending other laws ("Higher Education Act"), as amended, and in accordance with Article 20(2) of the Constitution of the Faculty of Pharmacy in Hradec Králové, the Academic Senate of the Faculty of Pharmacy in Hradec Králové hereby enacts these Organisational Rules of Study of the Faculty of Pharmacy in Hradec Králové as an internal regulation of the Faculty:

Article 1

Introductory Provisions

The present Organisational Rules of Study of the Faculty of Pharmacy in Hradec Králové follow from Article 19(2), (3) and (4) and relating provisions of the Study and Examination Code of Charles University ("Study and Examination Code") and lay down the requirements of the study programmes provided by the Faculty of Pharmacy in Hradec Králové ("Faculty") and govern the course of study at the Faculty.

Part I

Study Programme Criteria According to the Study and Examination Code

Article 2

Study Programme Units

1. In the bachelor's, follow-up master's and master's study programmes offered at the Faculty in Czech, a semester constitutes first two units of a study programme, an academic year constitutes subsequent units of a study programme.¹⁾
2. In the follow-up master's and master's study programmes offered at the Faculty in English, an academic year constitutes a unit of a study programme.¹⁾

Article 3

repealed

¹⁾ Article 4(6) of the Study and Examination Code.

Article 4

Minimum Number of Credits

1. The minimum number of credits necessary to be able to register for the next unit of a study programme²⁾ in the bachelor's, follow-up master's and master's degree programmes offered at the Faculty in Czech are:
 - (a) 12 credits for enrolment in the second unit of study
 - (b) 45 credits for enrolment in the third unit of study
 - (c) for enrolment in the fourth and subsequent unit of study, the minimum number of credits is reduced by 10 credits compared to the normal number of credits set for the given unit of a study.
2. Compared to the normal number of credits, the minimum number of credits necessary for a student to be entitled to register for the next unit of study²⁾ in a follow-up master's and master's programme is reduced by 10, or 15 where the second unit is concerned. Registration for the next unit of study based on the acquisition of a lower than normal number of credits is not permitted two times in a row.

Article 5

Credit Share for Optional Subjects in the On-Going Assessment of Study

If the number of credits acquired by a student for passing optional subjects makes up more than 15 % of the normal number of credits, the dean will decide about including credits beyond this point for the purpose of up-to-date continuous assessment of the course of study.³⁾

Article 6

Repeated Registration for a Subject

1. Repeated registration for a subject⁴⁾ that in the curriculum of the given study program is set as a compulsory or elective subject is possible only once. Students are entitled to repeatedly register for the same subject only within the earliest subsequent unit of study in which it is possible to register for the given subject.
2. Unless otherwise stated in the Study Information System ("SIS"), repeated registration for the same subject taught at the Faculty and regarded as an optional subject for the given study programme is not possible.

Article 7

Assessment of the Course of Study

1. A course credit may represent an independent assessment of the study of a subject taught at the Faculty or it may represent a prerequisite for taking an examination in the given subject.⁵⁾
2. In subjects where the curriculum requires a course credit and an examination, students must first acquire the course credit before they sit the examination.
3. Students are entitled to 2 resits for a course credit or graded course credit. The guarantor of

²⁾ Article 5(11) of the Study and Examination Code.

³⁾ Article 5(13) of the Study and Examination Code.

⁴⁾ Article 7(9) of the Study and Examination Code.

⁵⁾ Article 8(4) of the Study and Examination Code.

- instruction of the subject may set a higher number of resits for a course credit or graded course credit; this higher number of resits must be published in advance in the SIS.⁶⁾
4. The examiner or person authorised by the examiner and working for the Department must grade and publish via the SIS the results of the written forms of study assessment of subjects in bachelor's and master's programmes usually on the date of the study assessment, and no later than within three working days of the date of the examination;⁷⁾ where other forms of study assessment are concerned, the examiner or person authorised by the examiner and working for the Department will do so on the date of the examination, and no later than within the course of the following working day.
 5. The time limit for the recognition of assessment of study of a subject, provided that the student fulfilled a similar study obligation at Charles University ("University") or another higher education institution,⁸⁾ is shortened to the standard length of study of the programme of study under which the student studies, plus two years, i.e.
 - a) in the event of a master's programme that does not follow from a bachelor's study programme, the time limit is seven (7) years as of the date the student completed the subject,
 - b) in the event of a bachelor's programme, the time limit is five (5) years as of the date the student completed the subject,
 - c) in the event of a master's programme that follows from a bachelor's study programme, the time limit is four (4) years as of the date the student completed the subject.

Article 8

Total Number of Credits for Compulsory and Elective Subjects

The total number of credits corresponding to all compulsory subjects prescribed for the individual parts of the state examination ("State Examination") in the study programmes offered at the Faculty together with the minimum number of credits from the prescribed elective subjects may not constitute more than 95 % of the total number of credits necessary for taking the last part of the State Examination.⁹⁾

Article 9

Reviewers of Dissertations

The committee for the defence of dissertations chooses two reviewers. Three reviewers may be appointed under certain conditions. ¹⁰⁾ At least one of the reviewers may not be a member of the Faculty's academic community.

⁶⁾ Article 8(7) of the Study and Examination Code.

⁷⁾ Article 8(10) of the Study and Examination Code.

⁸⁾ Article 8(17) of the Study and Examination Code.

⁹⁾ Article 9(10) of the Study and Examination Code.

¹⁰⁾ Article 11(10) of the Study and Examination Code.

Part II

Organisational Rules for Bachelor's and Master's Study Programmes

Article 10 Individual Curriculum

1. A student may submit an application for an individual curriculum. With the exception of situations when the student is entitled to study according to an individual curriculum,¹¹⁾ the dean may in justified cases (paragraph 2) permit an individual curriculum for one or more units of study ("IC"). At the same time the dean determines the course and conditions and time-limits for the fulfilment of study obligations.
2. The dean approves the application for an individual curriculum submitted by a student in cases when:
 - a) the student demonstrates extraordinary talent,
 - b) if at the same time the student studies at another faculty of the University or at another institution of higher education,
 - c) the student faces complicated health-related or social issues,
 - d) the curriculum does not allow the student to acquire the minimum number of credits for registration in the next unit of study as set by the conditions specified for registration of further subjects, or
 - e) another serious situation has arisen.
3. Students submit applications for an individual curriculum before the start of the academic year. During the course of the academic year, students may submit an application for an individual curriculum only if an unexpected and serious situation arises, particularly because of a serious health condition.
4. The dean may change the terms and conditions of a current individual curriculum upon a student's request and in the event of specific circumstances, namely a health condition or a change in curriculum.
5. Failure to comply with the set requirements of the individual curriculum is regarded failure to comply with the requirements following from the curriculum.

Article 11 Subjects and Assessment of Study

1. An elective and/or optional subject is taught in a given academic year if at least five percent of the total number of students has enrolled to study the subject in the given year in which the subject is included in the curriculum. The minimum number of students is five.
2. Depending on the recommended curriculum, the tuition of each subject is completed at the end of a semester by a course credit, graded course credit or a course credit and an examination, or only an examination.
3. Students need to register for examinations electronically via the SIS.
4. Oral examinations generally do not take more than thirty minutes.

¹¹⁾ Article 5(10) of the Study and Examination Code.

5. Students are examined by the guarantor of instruction of the subject or an academic worker of the Faculty who has been authorised by the said guarantor. Examinations are held before a committee at the request of a student or the examiner delivered to the dean. The dean may decide of his own accord for an examination to be held before a committee.
6. By taking into consideration the results of the continuous assessment of the course of study, the examiner may grant the student the prescribed course credit and allow him to sit the examination before the end of the semester.
7. The examiner records the result of the examination in the SIS.

Article 12 State Examination

1. The requirements for the state final examination or parts thereof resulting from the study programme shall be published by the study programme guarantor or a person authorised by them in the SIS before the start of the academic year.
2. The individual parts of the state examination shall be taken separately.
3. The conditions and order of the individual parts of the state examination in each study programme are set out in Annex 2 to these rules.
4. Students are allowed about thirty minutes to prepare for the exam questions.
5. If a student withdraws from a state examination it is considered that he failed the examination. The chair of the committee announces its conclusions about the marks achieved. The committee's decision about the marks achieved is final.

Article 13 Bachelor's Thesis and Diploma Thesis

1. The part of the state examination in which students demonstrate their distinctive knowledge and skills acquired in one or more of the branches taught at the Faculty is referred to as the defence of the bachelor's thesis ("Thesis"), where the bachelor's programme is concerned, and the defence of the diploma thesis ("Thesis"), where the master's programme is concerned. Students generally defend their Thesis before the department under which it was drawn up or under the guidance of which it was drawn up.
2. Department heads publish thesis topics generally associated with the long-term plan of the Faculty by the end of the academic year. Students enrolled in the last but one year will register with the relevant department before the end of November; the department head will pair them up with a supervisor from the ranks of professors, associate professors, assistant professors, research workers, or even experts in the field. Students themselves may suggest Thesis topics and they may suggest a tutor of their choice to supervise their work. Theses may be submitted in Czech, Slovak, English or any other language approved by the department head.
3. The department head will appoint a reviewer from amongst the academic workers of the Faculty or experts in the field. The supervisor draws up a report on the submitted Thesis and submits it to the department head. The reviewer assesses the Thesis and submits his evaluation of the Thesis to the department head. Students are entitled to be acquainted with the evaluation of their Thesis no later than three days before the date of the defence; department heads must submit both reports (evaluations) to the chair of the committee within the same time-limit.
4. Students generally defend their Thesis before the department head and the reviewer. As part of

the defence, students introduce their Thesis, state their view point on the comments included in the evaluations drawn up by the department head and the reviewer and answer the committee's questions pertaining to their Thesis.

Part III

Organisation Rules for Doctoral Study Programmes

Article 14

Dissertations

Where doctoral study programmes are concerned, research topics are either selected by the supervisor or proposed by the student.¹²⁾ The student submits research results in the form of a dissertation.

Article 15

The Doctoral Study Programme

1. Doctoral study programmes follow an individual curriculum under the guidance of a supervisor and usually, if applicable, with the participation of an advisor. An individual curriculum is approved by the Subject Area Board.
2. Any changes to an individual curriculum are subject to discussion in the same manner as its proposal under annual assessment.
3. Fulfilment of an individual curriculum is subject to annual assessment; if necessary, the Subject Area Board may set yet another, exceptional, assessment date.
4. Following repeated registration for study, the student continues in the fulfilment of his study obligations as defined under his individual curriculum.

Article 16

Examinations

1. Examinations that need to be taken in a doctoral study programme may be sat in any order within the deadlines laid down in the individual curriculum, i.e. during the winter and the summer semesters of the academic year.
2. Examinations are taken before an examination committee that has been appointed by the chairperson of the Subject Area Board. Examination committees are usually made up of three members.
3. The grading is decided by a vote by a show of hands after consultation in a closed session of the examination committee. If any member of the committee so requires, the voting is done by secret ballot. The committee members present may not abstain from voting. The voting is directed by the chairperson of the examination committee. The committee decides by a majority of votes. If there is an equal number of votes or the required majority has not been

¹²⁾ Article 10(6) of the Study and Examination Code.

achieved, the student is awarded the more favourable grade.

4. The prescribed form is used to record the results of the examination and it is then signed by the chairperson and the members of the examination committee present. The chairperson of the Subject Area Board will also confirm the examination record. The student will receive one printout of the examination record and one printout will be filed with the Dean's Office, specifically the Research Department; the examination record must be passed onto the Research Department within three days of the examination. The examination result must be published in the SIS within the same time limit. The chairperson of the examination committee will arrange for the timely hand-over of the examination record and its entry in the SIS through the supervisor.
5. A student may resit an examination only once; no sooner than three months following the regular date.

Article 17

State Doctoral Examination; Dissertation Thesis and Defence of the Dissertation

1. The content of the state doctoral examination must comply with the approved accreditation of the respective study programme. The composition of an examination committee may be approved for (a) specific state doctoral examination(s) or time period(s).
2. A dissertation confirms the prerequisites for autonomous scientific work. It must bring forth new scientific findings. The scope and the form of the dissertation will be determined by the Subject Area Board. Dissertations may be submitted in Czech, Slovak, English or any other language approved by the Subject Area Board. Their content generally includes the following elements:
 - a) formulation of the issue and solution methods,
 - b) an overview of the current state of affairs of the issue under review,
 - c) the selected solution methods,
 - d) the achieved results,
 - e) bibliography,
 - f) a list of published scientific and professional papers,
 - g) a summary in both Czech and English.
3. A collection of publications mostly written by the student including an introduction according to letters a), b) and g) may also be considered to be a dissertation. A dissertation must be submitted in two copies to the chairperson of the committee for the defence of dissertations via the Research Department of the Dean's Office. A presentation of the dissertation constitutes an appendix to the dissertation. The presentation must be submitted in 5 copies.
4. The dissertation will be provided to the reviewer(s) for review at least six weeks prior to the date of defence of the submitted dissertation. The reviewer(s) will draw up a report on the submitted dissertation thesis within four weeks and submit it to the dean. Students are entitled to get acquainted with the review(s) of their dissertation at least fourteen days ahead of their defence of the dissertation thesis.
5. During the defence of the dissertation, the student presents the thesis of his dissertation; the reviewers produce their reviews and the student answers the questions placed by the reviewers and the members of the committee for the defence of dissertations. The supervisor's statement

must also be included in the defence of the dissertation; the supervising department's opinion may also be consulted.

6. An individual curriculum will always set the defence of the dissertation within three years as of the date the student passed the doctoral examination.

Part IV Common Provisions

Article 18

Competence to Handle Applications Filed Outside of Administrative Proceedings

The competence to decide about applications filed by students regarding the organisation of study that are not subject to administrative proceedings lies with the vice-dean appointed by the dean. The dean is competent to review how applications have been handled.¹³⁾

Part V Transitional and Final Provisions

Article 19

Transitional Provisions

1. Branches of study implemented under study programmes that have been accredited in accordance with the Higher Education Act as amended prior to 1 September 2016 are reasonably regulated by this study programme-related regulation.
2. The minimum number of course credits that students enrolled at the Faculty prior to 27 January 2016 have to acquire in order to be able to register for the next unit of study is regulated by the Organisational Rules of Study of The Faculty of Pharmacy in Hradec Králové dated 2 June 2006, as amended.¹⁴⁾

¹³⁾ Article 17(2) of the Study and Examination Code.

¹⁴⁾ Article 4 of the Organisational Rules of Study of the Faculty of Pharmacy in Hradec Králové dated 2 June 2006, as amended (Minimum Number of Credits):

1. The minimum number of credits necessary to be able to register for the next unit of study is as follows as in what concerns bachelor's study programmes (the regular period of study is 3 years):

- a) 50 credits to be able to register for the second unit of study,
- b) 100 credits to be able to register for the third unit of study,
- c) 150 credits to be able to register for the fourth unit of study,
- d) 180 credits to be able to register for the fifth unit of study,
- e) 180 credits to be able to register for the sixth unit of study.

2. The minimum number of credits necessary to be able to register for the next unit of study is as follows as in what concerns follow-up master's study programmes (the regular period of study is 2 years):

- a) 50 credits to be able to register for the second unit of study,
- b) 100 credits to be able to register for the third unit of study,
- c) 120 credits to be able to register for the fourth unit of study,
- d) 120 credits to be able to register for the fifth unit of study.

3. The minimum number of credits necessary to be able to register for the next unit of study is as follows as in what concerns separate master's study programmes (the regular period of study is 5 years):

- a) 50 credits to be able to register for the second unit of study,

Article 20 Final Provisions

1. The Organisational Rules of Study of The Faculty of Pharmacy in Hradec Králové dated 22 January 2016 are hereby repealed.
2. The Faculty's Academic Senate approved the present Rules on 24 May 2017.
3. These Rules comes into force on the date they are approved by the Academic Senate of the University.¹⁵⁾
4. These Rules come into effect on the first day of the 2017/2018 academic year.

PhDr. Zdenka Kudláčková, Ph.D., (signed in her own hand)
Chairperson of the Faculty's Academic Senate

doc. PharmDr. Tomáš Šimůnek, Ph.D., (signed in his own hand)
Dean

PhDr. Tomáš Nigrin, Ph.D., (signed in his own hand)
Chairperson of the University's Academic Senate

-
- b) 100 credits to be able to register for the third unit of study,
 - c) 150 credits to be able to register for the fourth unit of study,
 - d) 200 credits to be able to register for the fifth unit of study,
 - e) 250 credits to be able to register for the sixth unit of study,
 - f) 300 credits to be able to register for the seventh unit of study,
 - g) 300 credits to be able to register for the eighth unit of study,
 - h) 300 credits to be able to register for the ninth unit of study,
 - i) 300 credits to be able to register for the tenth unit of study.

¹⁵⁾ Section 9(1)(b) of Act No. 111/1998 Sb., regulating higher education institutions, as amended. The Academic Senate of the University approved this internal regulation on 2 June 2017.

Appendix 1 – repealed

Appendix 1a to the Organisational Rules of Study of the Faculty of Pharmacy in Hradec Králové **Normal number of credits**

1. The normal number of credits for the Master's degree programme in Pharmacy offered in Czech is:

- 1st unit of study (1st semester) - 30 credits
- 2nd unit of study (2nd semester) - 60 credits
- 3rd unit of study (2nd year) - 120 credits
- 4th unit of study (3rd year) - 180 credits
- 5th unit of study (4th year) - 240 credits
- 6th unit of study (5th year) - 300 credits

2. The normal number of credits for the Bachelor's study programme Laboratory Diagnostics in Healthcare offered in Czech is:

- 1st unit of study (1st semester) - 30 credits
- 2nd unit of study (2nd semester) - 60 credits
- 3rd unit of study (2nd year) - 120 credits
- 4th unit of study (3rd year) - 180 credits

3. The normal number of credits for the follow-up Master's degree programme Bioanalytical Laboratory Diagnostics in Healthcare offered in Czech is:

- 1st unit of study (1st semester) - 30 credits
- 2nd unit of study (2nd semester) - 60 credits
- 3rd unit of study (2nd year) - 120 credits

4. The normal number of credits for the Master's degree programme in Pharmacy offered in English is:

- 1st unit of study (1st year) - 60 credits
- 2nd unit of study (2nd year) - 120 credits
- 3rd unit of study (3rd year) - 180 credits
- 4th unit of study (4th year) - 240 credits
- 5th unit of study (5th year) - 300 credits

5. The normal number of credits for the follow-up Master's degree programme in Pharmaceutical Sciences offered in English is:

1st unit of study (1st year) - 60 credits

2nd unit of study (2nd year) - 120 credits

Appendix 2 to the Organisational Rules of Study of the Faculty of Pharmacy in Hradec Králové
Conditions for holding the state final examination, hereinafter referred to as "SFE"

2a) Study programme Pharmacy - students who started their studies earlier than in the academic year 2019/2020:

The state final examination is divided into the following parts, which can be taken separately in any order:

1. Thesis defence

2. The common SFE of the subjects Pharmacognosy, Pharmaceutical Chemistry, Control of Chemical Drugs, Pharmacology, Pharmaceutical Technology and Social Pharmacy

The parts of the SFE can be taken after fulfilling the conditions of Article 8 of the Organisational Rules of Studies of the Faculty of Pharmacy in Hradec Králové and obtaining 300 credits.

2b) Study field of Pharmacy - students who started their studies in the academic year 2019/2020 and later:

The state final examination is divided into the following parts, which can be taken separately:

SFE 1 - Pharmacognosy

SFE 2 - Pharmaceutical Analysis

SFE 3 - Pharmacology

SFE 4 - Pharmaceutical Chemistry

SFE 5 - Pharmaceutical Technology

SFE 6 - Clinical Pharmacy (optional)

SFE 7 - Pharmacotherapy and Pharmaceutical Care and Social Pharmacy

SFE 8 - Thesis defence

Parts SFE 1 - 6 can be taken after fulfilling the conditions set out in the study plan of a given study programme separately in any order.

Parts SFE 7 and 8 can be taken separately in any order after fulfilling the conditions of Article 8 of the Organisational Rules of Studies of the Faculty of Pharmacy in Hradec Králové and obtaining 300 credits and upon completing SFE 1 - 5 (alternatively also SFE 6).

2c) Study programme Medical Bioanalytics, study field Medical Laboratory Technician - students who started their studies earlier than in the academic year 2019/2020:

The state final examination is divided into the following parts, which can be taken separately in any order:

1. The common SFE of the subjects Biochemistry and Molecular Biology, Analytical Chemistry, Haematology, Microbiology and Immunology and Histology

2. Thesis defence

The parts of SFE can be taken after obtaining 180 credits.

2d) Study programme Laboratory Diagnostics in Healthcare - students who started their studies in academic year 2019/2020 and later:

The state final examination is divided into the following parts, which can be taken separately in any order:

1. Common SFE of the subjects Biochemistry and Molecular Biology, Analytical Chemistry, Haematology, Microbiology and Immunology and Histology
2. Thesis defence

The parts of SFE can be taken after obtaining 180 credits.

2e) Study programme Medical Bioanalytics, study programme Laboratory Professional Methods - students who started their studies earlier than in the academic year 2020/2021:

The state final examination is divided into the following parts, which can be taken separately in any order:

1. The common SFE of the subjects Bioanalytical Methods, Pathobiochemistry and Molecular Genetics, Clinical Microbiology and Immunology and Clinical Haematology and Transfusion Medicine
2. Thesis defence

The parts of SFE can be taken after obtaining 120 credits.

2f) Study programme Bioanalytical Laboratory Diagnostics in Healthcare - students who have started studies in the academic year 2020/2021 and later:

The state final examination is divided into the following parts, which can be taken separately in any order:

1. The common SFE of the subjects Clinical Biochemistry and Pathobiochemistry, Clinical Haematology, Bioanalytical Methods, Clinical Immunology and Allergology
2. Thesis defence

The parts of SFE can be completed after obtaining 120 credits.

2g) Study programme Pharmaceutical Sciences:

The state final examination is divided into the following parts, which can be taken separately in the specified recommended but not mandatory order:

SFE 1 - Pharmaceutical Chemistry

SFE 2 - Pharmacology

SFE 3 - Dosage Forms

SFE 4 - Pharmaceutical Analysis

SFE 5 - Natural Drugs

SFE 6 - Thesis Defence

Part SFE 6 can be taken after obtaining 120 credits and passing SFE 1 - 5.