

Charles University
Faculty of Pharmacy in Hradec Králové

Dean's Directive No. 18/2024

**Procedure for Publishing of and Registration for Dates of
Assessment of Study Performance (examinations, course credits)**

Article 1

General Provision

This Dean's Directive provides for the procedure for the publishing of and registration for dates of assessment of the study performance of students of long-cycle master's programmes, bachelor programmes, and post-bachelor programmes of study at Charles University Faculty of Pharmacy in Hradec Králové (the "Faculty") in the Study Information System ("SIS").

Article 2

**Procedure for Publishing the Dates of and Registration for the Assessment of Study
Performance**

1. Individual workplaces must publish dates for the assessment of study of a subject sufficiently in advance, and such dates must be evenly distributed. The capacity of the examination dates must exceed the number of students who are to be examined by at least 30%.¹
2. The number of examination dates published must be proportionate to the number of students and must not be fewer than three; no fewer than two dates falling within the examination period must be published before the beginning of the examination period.²
3. If only three dates are published for the examination period and the capacity of the third date has been exhausted, its capacity must be increased or an additional date must be published, unless the schedule of the academic year so prevents.³
4. The dates are published no fewer than seven calendar days before the assessment of study of the subject will be held.⁴
5. Students must be able to register for a date with limited capacity no sooner than as of 8pm on the calendar day following the publishing of the date of assessment.
6. The periods stated in paragraphs 4 and 5 may be appropriately reduced if the dates are published after previous agreement between the examiner and the students.

Article 3

**Procedure for Publishing the Dates of and Registration for the State Final Examination (or a
part thereof)**

1. Dates for the state final examinations are published by the Faculty in accordance with Article 9 (11) and (12) of the Code of Study and Examination of Charles University.

¹ Code of Study and Examination of Charles University, Art. 8 (12) first and second sentence

² Code of Study and Examination of Charles University, Art. 8 (15) first sentence

³ Code of Study and Examination of Charles University, Art. 8 (15) third sentence

⁴ In accordance with the Code of Study and Examination of Charles University, Art. 8 (15) second sentence:
Additional examination dates may be published with no less than one week's advance notice.

2. Students of the Pharmacy programme who began study before the 2019/2020 academic year must be able to register for the state final examination (or a part thereof) in SIS no sooner than as of 8pm on the calendar day following the publishing the date of the state final examination (or a part thereof). Registration and unregistering from dates is closed at 12pm (noon) three calendar days before the state final examination (or a part thereof) is held. This procedure applies also to students in the programme of study entitled Laboratory Diagnostics in Healthcare, Bioanalytical Laboratory Diagnostics in Healthcare, and the Pharmacognosy and Nutraceuticals programme of study.
3. Students of the Pharmacy programme who began study in the 2019/2020 academic year or later and students of the Pharmaceutical Sciences programme of study must be able to register for parts 1-6 of the state final examination in SIS no sooner than as of 8pm on the calendar day following the publishing of the date of the state final examination (or a part thereof). Registration and unregistering from the date is closed at 12pm (noon) one workday before the state final examination or a part thereof will be held.
4. Students of the Pharmacy programme who began study in the 2019/2020 academic year or later must be able to register for parts 7 and 8 of the state final examination in SIS no sooner than as of 8pm on the calendar day following the publishing of the date of the part of the state final examination. Registration and unregistering from the date is closed at 12pm (noon) three calendar days before the part of the state final examination is held.

Article 4

Final Provisions

1. Dean's Directive No. 13/2021 is hereby repealed.
2. This Dean's Directive comes into force on the date of signature and becomes effective on the date of publishing.

Dean of the Faculty

Hradec Králové, 27 November 2024