

## **Standards for accreditation of medical education programs leading to the degree MUDr. (equivalent to M.D.) in the Czech Republic**

### **1. Objectives**

An essential objective of a program of medical education leading to the degree MUDr. (Medicinae Universae Doctor, Doctor of Medicine, equivalent to M.D.) in the Czech Republic must be to meet the standards of the accreditation by the Accreditation Commission of the Government of the Czech Republic (ACGCR), so that the medical graduates will be prepared to enter and complete graduate medical education, to qualify for a licence in various medical specializations, to provide competent medical care and to have the educational background for continuous learning.

Although the Faculties of Medicine in the Czech Republic have a considerable degree of autonomy, as reflected in the 1990 higher education law No. 172/1990, they are at the same time subject to a regular evaluation process in periods ranging from a minimum of five years to a maximum of seven years, as indicated in the Government Decree of the Czech Republic No. 350/1990 of August 22, 1990 on the Accreditation Commission. The Faculty of Medicine may establish additional objectives, approved by the Academic Senate of the Faculty, however the local circumstances do not justify accreditation of a substandard program of medical education leading to MUDr. (= M.D.) degree.

Accreditation is awarded on the basis of judgement that there is an appropriate balance between the extent and capacity of the program and the number of students in each class and in each branch of the program (general medicine or dentistry), including the Faculty staff, physical facilities and the budget. The ACGCR must be notified of any proposed substantial change of the medical curriculum and of any substantial change in the number of enrolled students, which would not correspond to the resources of the Faculty of Medicine, so that the ACGCR may reevaluate the program's accreditation status.

### **2. Governance**

Accreditation will be conferred only on the programs which are legally authorized under the valid higher education law to provide a program of education beyond secondary education. Faculties of Medicine in the Czech Republic are components of state universities that have other graduate and other professional

degree programs. The medical program should be conducted in an environment that fosters the intellectual challenge and spirit of inquiry as characterized by the community of scholars that constitutes the University. Externally the Faculties of Medicine are accountable to the Ministry of Education and to the relevant professional organizations and internally to the Faculty's Academic Senate and to the Dean of the Faculty, and through them to the University Senate, the Rector (President) of the University and in administrative and economic matters to the Faculty's Bursar and University's Questor - Head of the University Administration. The Dean is elected by the Academic Senate of the Faculty from the Professors and Associate Professors of the Faculty for a period of three years and may be reelected for another three years. Whereas the academic representatives (Assistant Deans) are proposed by the Dean and approved by the Faculty Academic Senate for a period of three years and may be reelected for another 3-year period, the Head of the Faculty Administration (the Bursar) is appointed by the Dean of the Faculty on the basis of a public competition. The terms of the Academic Senate elected from the academic community and of the academic personnel and the Scientific Council of the Faculty nominated by the Dean with the approval of the Academic Senate, should be overlapping to ensure the development of a policy in the interests of the school and of the public. The rules of governance are to be defined by the Statutes of the Faculty and University, elaborated by their respective Academic Senates and approved by the Faculty Senate and finally by the University Senate.

### 3. Administration

The chief administration officer of the Faculty is the Bursar of the Faculty, appointed by the Dean on the basis of public competition (see sub 2). The Bursar and the Chief Economist of the Faculty should be selected by public competition from persons with sufficient skills and experience in economic and financial administration and relevant laws related to the administration of the Faculty.

#### Management

Although the election of the Dean of the Faculty is dependent on the Faculty's Academic Senate, usually the Dean is selected from Professors and Associate Professors of the Faculty, who possess sufficient (at least 5 years) experience in teaching at the Faculty. The Dean should propose to the Academic Senate such Assistant Deans and other staff, as are necessary for administration of

admissions, student affairs, academic affairs, graduate education, hospital relationships, research administration and economy planning, although basic resources are represented by the funding and the budget of the University and through it by the budget of the Ministry of Education.

The Faculty is organized as defined by the 1990 higher education law and by the Statutes of the Faculty and the University, approved by their respective Academic Senates, where both the academic personnel and the students are represented by their elected members for a limited period defined by the Statute of the Faculty. For solving specific problems and developing curricula the Faculty is advised to establish appropriate committees. The Scientific Council of the Faculty nominated by the Dean with the approval of the Academic Senate of the Faculty should consist of the Professors and Associate Professors of the Faculty and also from external members representing scientific institutions and Faculties of Medicine in the Czech Republic and abroad, which should ensure the high teaching and scientific level in various branches of basic medical science and clinical medicine. The policy of the Scientific Council should ensure a high standard for the promotion and appointment of Professors and Associate Professors and for developing and supervising graduate (PhD.) programs in biomedical sciences.

The ACGCR will be informed whether the admission policy, the promotion of the academic personnel, research and graduate programs, the development of the medical curricula and also the co-operation with the Faculty and teaching hospitals is subject to regular internal evaluation of the Faculty at both the University and the Faculty levels, which would ensure democratic participation of the academic staff and the students in the Faculty's policy. This should be reflected also in the Order of Admission Procedure, in the Study and Examination Regulations, in the Order of Graduate (PhD.) Studies and the Order of Academic and Scientific Promotion, approved by the Scientific Council and the Academic Senate of the Faculty. The part regarding the evaluation of scientific activity should use objective criteria of the evaluation of the academic personnel, where the list of publications, science citations (SCI) and participation in scientific grants may serve as the means of assessment.

#### 4. Educational Program for the MUDr. Degree

##### Duration

The educational program will be examined as to its sufficiency of length to meet the mission and objectives of the Faculty and to provide students with the knowledge and skills necessary to become qualified physicians. The minimum length of studies in the general medicine curriculum is six years, in the dentistry branch it may represent a minimum of five years, but usually it is also six years. The general pattern of curricula should follow the recommendations of the Advisory Committee on Medical Training (ACMT) of the European Communities of 27-28 October 1992, which specifies that the total hours of theoretical and practical teaching should be at least 5500 hrs. Each academic year consists of two semesters (University terms) totaling not less than 30 weeks.

#### Design and Management

The Faculty should establish a commission responsible for curriculum, which should give careful attention to the impact on students of the amount of work required. The Faculty should use a variety of measures to evaluate program quality.

There are two main approaches to the medical curricula: the traditional one and the innovative integrated approach. Both are acceptable, although the traditional is perhaps easier to follow.

For the traditional curricula there should be two consecutive phases of medical education:

The Basic Science Period (from 2-3 years in a total period of 6 years);

The Clinical Science Period (not less than 3 years out of a 6-year period).

Even in the case of traditional curricula it is useful to have a transitional period (hinge courses) that connects the basic and clinical periods of the curriculum. Therefore limited, selected integration between basic sciences and clinical sciences would be desirable.

#### Content

Primary goals of the medical curricula is to provide the appropriate 1. knowledge, 2.skills, 3. attitudes and 4. values.

The curricula should be composed of two hard core parts: the basic sciences and the clinical sciences, which may be integrated. The sciences basic to medicine should include also psychology and human behavior.

The basic sciences teaching should be medically oriented and tailored to the needs for clinical sciences teaching. Attention should be drawn not to overload the Medical Curricula and to review regularly the core and options within. It is recommended that the Faculty should initiate necessary changes to focus more on active learning than passive instruction.

The clinical bedside training should be increased by both the teacher / student and student / patient relationships. The last year of the clinical curriculum should be devoted to full-time bedside practice.

Even if the students may tend to concentrate on passing examinations, this must be compatible with acquiring knowledge, skills, attitudes and values.

The students should be encouraged to participate in the evaluation of the courses, as it is motivating for the teachers and also facilitates changes in the medical curricula.

Clinical teaching outside the hospital is important and recommended. The curriculum should also include summer clerkships outside the Faculty (University) hospital.

The basic sciences curriculum should include biophysics, medical chemistry and biochemistry, molecular biology and genetics, anatomy, histology and embryology, physiology, immunology, first aid and patient care, medical ethics, informatics, pathology, pathophysiology, microbiology, pharmacology and medical psychology taught during the first 3 years of the curriculum.

The minimum hours required in the traditional curriculum for the clinical courses during the third, fourth and the fifth years is as follows:

Propedeutics in internal medicine - 105 hours

Principles of patient care - 45 hours

Internal medicine - 165 hours

Radiology (imaging techniques) and nuclear medicine - 90 hours

Clinical oncology - 30 hours

Neurology - 75 hours

Psychiatry - 75 hours

Pediatrics - 135 hours

Dermatovenerology - 60 hours

Surgery - 135 hours

Urology - 35 hours  
Orthopedics - 35 hours  
Neurosurgery - 35 hours  
Anesthesiology and resuscitation - 35 hours  
Ophthalmology - 60 hours  
Dental medicine - 30 hours  
Clinical immunology - 45 hours  
ENT - 60 hours

In summer practical training students should do clinical training in patient care for a minimum of 2 weeks after the second or the third year of studies, surgery and internal medicine for two weeks each after the fourth year, and obstetrics and gynecology for two weeks after the fifth year. Summer clerkship of 2 weeks in pediatrics may be an option.

The students' entire sixth year clinical rotation should involve „bedside training“ in internal medicine (minimum of 10 weeks), obstetrics and gynaecology (minimum of 4 weeks), surgery, including urology, orthopedics and acute medicine (minimum of 8 weeks) and outpatient care, epidemiology, social medicine and medical law (minimum of 6 weeks).

Electives in the fourth and fifth year should enable the students to choose an individual study program from a variety of clinical subjects complementing the clinical curriculum.

During or after the sixth year the program must be closed by final state examinations specified in the Examination Regulations of the Faculty, approved by the Scientific Council and the Academic Senate. It should include the main clinical subjects: internal medicine, surgery, gynecology and obstetrics, pediatrics, hygiene and social medicine, which are the prerequisites for obtaining the title doctor of medicine (MUDr., equivalent to M.D.).

The dentistry program should be modified by intensive stomatological training in the clinical years and complemented by special stomatology subjects: conservative dentistry, stomatological surgery, prosthetics and orthodontics and pedodontics. The medical graduates in the branch dentistry are, after passing the state examinations, entitled to obtain the title MUDr. (= M.D.) as well.

The clinical subjects are taught mainly in Faculty hospitals or in other hospitals and facilities chosen and supervised by the Faculty staff.

All instruction should stress the need for students to be concerned with the total medical needs of their patients and with the effect of social and cultural circumstances on their health. Students must be encouraged to develop and employ scrupulous ethical principles in caring for patients, in relating to patients' families, and to others involved in the care of the patients. These principles are essential if the physician is to gain and maintain the trust and respect of patients, colleagues, and the community.

#### Evaluation

The study program should be accompanied by the evaluation of student achievement and each discipline should set standards of achievement by students in the study of that discipline. Examinations should measure cognitive learning, mastery of basic clinical skills and the ability to use data in realistic problem solving.

The standards and procedures for the evaluation, advancement and graduation of its students and for disciplinary action must be defined and publicized by the Faculty in the form of the Studies and Examination Regulations and of the Statute of the Faculty, approved by the Academic Senate.

### 5. Medical Students

#### Admissions

General admission criteria are defined by the 1990 law of higher education and at the level of the Faculty by the Order of the Admission Procedure approved by the Academic Senate. The admission criteria must be publicized. The admission requirements include completion of secondary education. The applicant must submit a General Certificate of Secondary Education or its equivalent. The admission procedure must include objective methods of assessment, e.g. multiple choice tests in biology, chemistry and physics. Following the European ECMT Recommendations, personal interviews of candidates may be applied, however their role in the final selection should not exceed 10 - 15 %.

Faculties of Medicine must try to select students who possess intelligence, integrity and personal and emotional characteristics that are perceived necessary to become respected physicians. This is also done during the first years of the medical curriculum.

The curriculum should enable mobility and transfer of students to other Medical Schools and Faculties during their studies, preferably not in the final year of the study program.

The number of students admitted is determined by the resources and facilities of the Faculty and the number of qualified applicants. The number of enrolled students for each academic year is subject to the decision of the Academic Senate of the Faculty.

The Faculty's admission policy and requirements are to be regularly evaluated by the Scientific Council and by the Academic Senate of the Faculty and should guarantee maximal objectivity of the admission procedure. The final decision of admission is at the discretion of the Dean.

#### Monitoring of Students

Students must take interim and final examinations in all subjects. The final exams usually consist of written tests and oral questioning. Students can graduate only after finishing the full course of study, which includes successful completion of all prescribed examinations and state examinations.

Students who fail final examinations can repeat them twice, while the third attempt requires that students take an examination given by the members of an examination commission.

After the completion of their graduate studies medical students are awarded a MUDr. (= M.D.) degree. In order to practice medicine in the country the graduate must complete a minimum two-year „professional postgraduate program“ (residency) depending on the relevant medical discipline. The professional postgraduate program in various clinical specializations is administered by the Institute of Postgraduate Medical Studies, which is under the jurisdiction of the Ministry of Health of the Czech Republic. The teachers of the Faculty are expected to participate actively in these professional postgraduate programs.

The Faculty must develop a program of graduate scientific education (PhD. program) for those medical graduates seeking an academic and scientific career.



## 6. Resources of the Educational Program

### Finances

The Faculty is financed by the State Budget through the Ministry of Education and through the University Rector's (President) Office. The budget of the Faculty is determined every year by the decision of the Academic Senate of the University. The number of enrolled students must be in proportion with the approved budget in order to ensure a high quality of teaching. Regulation 48/1995 of the Ministry of Education determines the amount of funds to be spent on salaries. It also establishes a salary cap based on the ratio of staff to students.

### General Facilities

The Faculty must have buildings and equipment that are quantitatively and qualitatively adequate to provide an environment conducive to high productivity of the academic staff, personnel and the students.

The facilities must include offices for the academic staff, administration and support staff, research laboratories, student classrooms and laboratories, amenities for students, and a library. Students should have access to auditoria sufficiently large to accommodate the student body.

The Faculty should be equipped to conduct biomedical research and must provide facilities for the humane care of animals when animals are used in teaching and research.

Regulation 394/1991 of the Ministry of Health requires that practical teaching facilities of Medical Faculties are Faculty Hospitals. The Head of the Faculty Hospital and the Heads of the Clinical Departments are appointed by the Minister of Health in agreement with the Minister of Education as a result of a public competition. The Heads of the Clinical Departments are proposed for appointment by the Dean of the Faculty.

### Academic Staff of the Faculty

The ratio of students to the academic staff is set by Government Regulation No. 48/1995 Coll. of Febr. 2, 1995. The student / faculty ratio should be maximally 5:1.

The policies for appointment, renewal of appointment, promotion and dismissal of academic members of the Faculty staff are subject to a public competition held in regular periods no greater than 5 years, as defined by the 1990 law of higher education and its 1993 amendment. Teaching staff must be fully qualified specialists with a minimum of 5 years of experience in their profession. All teachers must be involved in research activities. The academic staff is selected through a public competition, in which also the candidate's list of scientific publications is taken into account.

Persons appointed to a Faculty academic staff position must have demonstrated achievements within their disciplines commensurate with their academic rank. It is expected that members of the academic staff of the Faculty will have commitment to continuing scholarly productivity, thereby contributing to the educational environment of the Faculty of Medicine.

Policies and activities of the Faculty of Medicine and its academic staff are to be evaluated regularly by internal evaluation procedures involving teaching, research and health care policy.

#### Library

The Faculty must have a well maintained and catalogued library, sufficient in size to support the educational program of the Faculty.

The library should receive the leading biomedical and clinical periodicals, the current numbers of which should be readily accessible.

The central computer facilities should be available to medical students. In addition each student should have free access to the Medline database, the World Wide Web and the Internet.

The librarian must be familiar with the methods maintaining relationships between the Faculty Library and the national library systems and resources.

# **The Statute of the A.C.**

29.11.2002

## **The Statute of the Accreditation Commission**

### **Article 1**

#### **Preliminary Provision**

(1) The Accreditation Commission (hereinafter referred to as the "Commission") takes care of the quality of higher education and performs comprehensive evaluation of educational, scholarly, research, developmental, artistic or other creative activity of higher education institutions. In order to achieve these objectives, it must perform in particular the following :

- a) evaluate activities pursued by higher education institutions and the quality of accredited activities; publish the results of such evaluations,
- b) assess other issues concerning the system of higher education presented to it by the Minister and express its standpoints over these issues<sup>1[1]</sup>).

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<sup>1[1]</sup> Article No. 84, subsection 1 of the Act No. 111/1998 of Coll., on Higher Education Institutions and on Modification and Amendment of Other Act (the Higher Education Act).

## Enclosure 2

(2) While carrying out its objectives, the Commission is authorised to require from the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry"), public and state higher education institutions, their faculties, higher education institutes, private higher education institutions and legal entities which participate in educational and scholarly, research, developmental, artistic or other creative activity of higher education institution, the necessary information, documentation and co-operation in accomplishment of its obligations as per subsection 2 through 4.

### Article 2

#### Activity of the Commission

(1) The Commission opens its meetings upon suggestion of its Chair, vice-chair, of at least a third of its members or on the proposal of the Minister of Education, Youth and Sports (hereinafter referred to as the "Minister").

(2) Meetings of the Commission take place at least three times a year.

(3) Written applications for study programme accreditation and written applications for accreditation of procedures for obtaining "venium docenti" (habilitation) or procedures for appointment of professors in a given field (hereinafter referred to as the "application") submitted to the Commission by the Ministry in the period from the 1st of March to the 30th of August can be considered as the applications presented on the 1st of September of the same calendar year.

(4) The Commission may require other information as per Article No.1, subsection 2 to issue its standpoint over the following :

- a) applications mentioned in subsection 3,
- b) establishment, merger, amalgamation, splitting or dissolution of a faculty of public or state higher education institution,
- c) granting the state permission for a legal entity desiring to operate as a private higher education institution,
- d) determining the type of a higher education institution.

## Enclosure 2

(5) The Commission makes the type of information required in terms of subsection 4 public in an appropriate manner through the mediation of Secretariat. For this purpose the Commission also uses the electronic means, for example publishing via Internet.

(6) For discussion concerning the proposal to abolish the measure taken by the Ministry because of serious deficiencies occurring while realising the accredited activities or because of emergence of such circumstances which would justify the refusal of application for accreditation, the relevant higher education institution, faculty, or higher education institute of public or state higher education institution or legal entity which takes part in educational, scholarly, research, developmental, artistic or other creative activity of higher education institution, prepares documentation which is to be attached to the written application as per subsection 3, eventually other documentation according to the Commission's requirement.

### Article 3

#### The Evaluation of Activities of Higher Education Institutions

(1) While evaluating activities pursued by higher education institutions and quality of accredited activities, the Commission concentrates especially on evaluating activities pursued by faculties and higher education institutes of public or state higher education institutions, private higher education institutions or legal entities which participate in educational, scholarly, research, developmental, artistic or other creative activity of higher education institutions (hereinafter referred to as "institutions"). For evaluation in certain period the Commission usually chooses one institution or several institutions performing similar accredited study programmes.

(2) The evaluation lasts one year and half following this basic procedure :

- a) selection of institution or institutions by Commission and authorisation of competent Commission member to ensure the evaluation procedure,
- b) establishment of the special work group as per Article No. 9, subsection 1, letter b),
- c) notification to the Rector, dean or director of higher education institute of public or state higher education institution or to the organ of private higher education institution which performs competencies of Rector, dean or director of higher education institute (hereinafter referred to as "chief worker") of a fact that institution has been chosen for evaluation by the Commission; the integral part of the notification is the request to ensure co-operation of evaluated institution with special work group,

## Enclosure 2

- d) elaboration of requirements concerning information used for the evaluation of institution and their submission to the chief workers of institution being evaluated,
- e) elaboration of gained information and other additional documentation by special work group,
- f) expression of the opinion of evaluated institution's chief worker concerning composition of a part of special work group whose members are to personally verify inside the evaluated institution the documentation as per letter e) and to obtain other information about evaluated institution,
- g) visit of at least three members of the special work group in the evaluated institution,
- h) elaboration of recommendations and conclusions from the evaluation carried out by special work group and discussion with evaluated institution's chief worker related to recommendations and conclusions in the special work group,
- i) submission of recommendations and conclusions to the Commission as per letter h),
- j) acceptance of recommendations and conclusions related to the evaluation of the institution or institutions by Commission in participation of the chief worker of this institution or these institutions,
- k) submission of recommendations and conclusions of the Commission together with the opinion of evaluated institution's chief worker to the Ministry and publishing of these recommendations, conclusions and the opinion of evaluated institution's chief worker.

(3) The special work group uses, on the basis of Commission's approval for its activities as per subsection 2, letters d) and e), documentation which is elaborated by institution in respect of its internal evaluation.

(4) The decision concerning the extension of a period during which the evaluation of higher education institution's activity as per subsection 2 proceeds may be taken by the Commission.

## Article 4

### Annual Report of Commission

(1) Results of evaluation of institutions, survey of Commission's standpoints concerning issues stated in Article No.2, subsections 3, 4 and 6 and other conclusions approved by Commission during calendar year are included in the annual report of Commission which is published every year, and this on the 31st of March for the past calendar year at the latest.

(2) The annual report of Commission is presented to the Ministry. The report on material and financial assurance of Commission's activities forms the annex of the annual report of Commission presented to the Ministry.

## **Article 5**

### **Scope of Authority of the Chair, Vice-chair and Commission members**

#### **The Chair**

- a) is responsible for functioning of the Commission,
- b) is responsible for performing activities indispensable to continual functioning of Commission during period between its meetings,
- c) calls meetings and is in the chair of them,
- d) presents to the Minister the results of evaluation of institutions pursued by Commission and Commission's standpoints over other issues concerning higher education which have been presented to Commission by Minister,
- e) presents to the Ministry the standpoints over applications for study programme accreditation, over applications for authority to perform habilitation procedures and procedures for the appointment of professors and standpoints over applications for granting the state permission for a legal entity desiring to operate as a private higher education institution,
- f) presents to Rector the standpoint over proposal for establishment, merger, amalgamation, splitting or dissolution of a faculty of public or state higher education institution and the standpoint over determining the type of a higher education institution,
- g) presents to the Minister, upon discussion in Commission, the proposal to dismiss Commission member who took part in less than half of Commission's meetings in the period of two years or who did not perform the activities as per Article No. 7,
- h) presents to the Minister possible suggestions to modify the composition of Commission,
- i) presents to the Ministry other standpoints concerning Commission's care of the quality of accredited activities of higher education institutions, the annual report as per Article No. 4, subsection 2 included,
- j) presents to Rectors other standpoints concerning Commission's care of the quality of accredited activities of higher education institutions,
- k) is authorised to require documentation as per Article No.1, subsection 2,
- l) participates in discussions relating to problems concerning Commission's activity which are held at Ministry or at other institutions,

## Enclosure 2

m) performs activities as per Article No. 7.

### Article 6

#### The vice-chair of Commission in particular

- a) acts in behalf of the Chair in his absence,
- b) supervises work groups as per Articles No. 9 through 11 and is responsible for their activities,
- c) co-operates with Commission Secretary in assurance of work groups' activities,
- d) performs activities as per Article No. 7.

### Article 7

#### The member of Commission

- a) participates in Commission meetings having right to vote,
- b) is responsible for preparation of documentation used for both issuing Commission's standpoints over applications as per Article No.2, subsections 3 and 4, and for evaluation of activity as per Article No. 3, within his scope of authority which has been fixed by Commission,
- c) can suggest to Commission the establishment of work group in terms of Article No. 9 for preparation of documentation mentioned in letter b),
- d) in case of establishment of work group according to letter c) is responsible for its activity to vice-chair,
- e) takes part in other activities relating to Commission's tasks.

### Article 8

#### The Secretary and Secretariat of Commission

(1) Administrative, material and financial means for the activities of Commission are provided by the Ministry via Secretariat of Commission. The Secretariat of Commission is organisationally incorporated in the group of science and higher education of the Ministry.



## Enclosure 2

(2) The Secretariat of Commission is directed by Commission Secretary who is appointed and dismissed by the Minister upon a proposal of Commission's Chair, and this no later than 60 days of presentation of the proposal.

(3) The Commission Secretary has got the right to participate in discussions of Commission and work groups without having right to vote.

### Article 9

#### Commission's Work Groups

(1) To achieve its objectives, the Commission is authorised to establish work groups

- a) the permanent work groups for judging the applications of institutions as per Article No.1, subsection 1, letter a) and Article No. 2, subsection 3,
- b) the special work groups for the evaluation of institutions according to article No. 3.

(2) The special work group is established only for the period of evaluation of chosen institution or institutions.

(3) Proposal concerning work group's composition and modifications in its composition is presented to the Commission by Commission member as per Article No.7, letter c).

(4) In the area of professional fields which are not represented in the Commission, the latter may authorise also a person who is not its member to present the proposal to establish work group. The Commission may appoint as a Chair of a work group even a person who is not its member.

(5) Commission member may become member of a work group. The chief worker of evaluated institution can not become member of a work group as per Article No.1, letter b).

## Enclosure 2

(6) The Chair of work group may use, with the permission of Commission Secretary, the Secretariat of Commission to ensure technically and administratively the functioning of work group.

(7) The activity of work group comes to an end if its Chair has been dismissed by Commission. The activity of work group may also be terminated by Commission from other reasons.

### Article 10

#### The Chair of Work Group

(1) The Chair of the permanent work group

- a) is responsible for functioning of the permanent work group, for elaboration of records related to discussions of the permanent work group and their submission to the Commission Secretariat; relevant standpoints and recommendations of the permanent work group form annex of the record.
- b) is responsible for the mode of action of the permanent work group as per Article No.11, subsection 4,
- c) presents to the Commission Secretariat the proposal for financial assurance of the activity of permanent work group,
- d) is authorised to require from the institution other necessary information to judge the application,
- e) can invite the representatives of the appropriate institution to discussion upon the application in the permanent work group.

(2) The Chair of the special work group

- a) is responsible for functioning of the special work group,

## Enclosure 2

- b) is responsible for the mode of action of the special work group as per Article No.11, subsection 4,
- c) presents to the Commission the proposal for time schedule of evaluation as per Article No.3, subsection 2,
- d) presents to the Commission Secretariat the proposal for financial assurance of the activity of special work group.

### Article 11

#### The mode of action of the Work Group

(1) Meetings of work group are called by its Chair.

(2) The agenda for discussion is settled by the Chair of work group. Work group members are informed in advance. Any member of work group is authorised to present proposals to supplement the agenda, the modification of agenda can also be demanded by Commission Secretary.

(3) Member of work group is not replaceable in execution of his/her duties of a work group member.

(4) Within three months after the establishment of a work group, the Chair of work group presents to the Commission the proposal for the mode of action of work group in which is determined in particular the following

- a) the way of elaboration the standpoints and proposals of recommendations by work group,
- b) conditions for approving standpoints in work group.

(5) If the Chair of work group does not agree with recommendation approved by work group, he/she presents his/her opinion to the Commission together with the standpoint of work group.

## Enclosure 2

(6) In case that during discussion upon application in the permanent work group appears the necessity of supplementary information, or that deficiencies are found out in the application, the Chair of permanent work group shall return the application to the Commission Secretariat which shall invite the institution to supplement the information or to eliminate deficiencies of application in due term. The discussion on application is interrupted until the supplementation of the information or elimination of deficiencies. If the required information is not presented to the Commission Secretariat by the date stated, the application may be brought for discussion to the nearest meeting of the permanent work group.

(7) The Chair of Commission may authorise any member of work group to act in behalf of its Chair

- a) on the basis of written request of work group's Chair in which the reasons are stated together with the period during which the Chair is to be substituted,
- b) in case that Chair of work group does not perform the duties of Chair of work group for a period longer than four months. The Chair of Commission informs in writing the Chair of relevant work group about this authorisation.

(8) During period of substitution the authorised member performs duties as per Article No.10, subsection 1 or Article No.10, subsection 2.

## Article 12

### Commission's Rules of Procedure

(1) Commission meetings are called so that a period of at most 120 days for judging the presented application of institution is kept. If the date of meeting was not fixed at the previous meeting, the Chair of Commission determines it.

(2) The Chair proposes the agenda for discussion; Commission members are informed about proposal in advance, by invitation to the Commission meeting at the latest. The agenda of Commission is approved at the opening of the meeting upon discussion of possible suggestions related to its modifications. Any Commission member is authorised to suggest modifications. Commission Secretary can also demand modification of agenda.

## Enclosure 2

**(3) Member of Commission is not replaceable in performing of his/her duties of Commission member.**

**(4) If Chair or vice-chair or Commission member is, during his period in office, nominated Rector, vice-rector or dean or body of private higher education institution which performs duties of Rector, vice-rector or dean, he/she takes part in discussion of Commission concerning nomination of new Chair, vice-chair or Commission member without right to vote.**

**(5) Chairmen of work groups stated in Article No.9, subsection 3 are invited to Commission meetings provided that discussed problems are related to the activities of their work groups. They participate in meetings non-voting.**

**(6) Meetings of Commission are not public. Representatives of the Ministry can take part in the meetings. Representatives of applicants are invited to Commission meetings concerning standpoint over establishment, merger, amalgamation, splitting or dissolution of a faculty or over granting the state permission for a legal entity desiring to operate as a private higher education institution. Chief workers of evaluated institution are invited to Commission meetings related to conclusions and recommendations concerning evaluation of the institution as per Article No.3, subsection 2, letter j). Commission Secretary may, on the basis of authorisation of the Chair, invite other guests to the Commission meetings.**

**(7) The application must be immediately submitted by the Secretariat to the authorised Commission member or to the Chair of work group as per Article No.10, subsection 1. The other Commission members are informed about the application by Commission Secretariat via electronic means.**

**(8) Before the application is discussed at the Commission meeting as per Article No.2, subsection 3, Commission members may send their opinions in electronic form to the Commission Secretariat. If no Commission member has got remarks on application before the Commission meeting, the application is presented to the Commission to adopt its conclusion directly as per Article No.9. Commission discusses the application on the basis of authorised Commission member's standpoint and the standpoint of competent permanent work group.**

## Enclosure 2

(9) Commission takes decisions upon conclusions from meetings concerning individual issues by public voting. The submitted proposals can be approved only if over one half of Commission members agree, with the exception of proposals of standpoints over applications as per Article No. 84, subsection 2, letters c) and d) of the Act No.111/1998 of the Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (The Higher Education Act), for approval of which the consent of at least two thirds of all the Commission members is required.

(10) The contents of information on application as per Article No.7 are determined by Commission.

### **Article 13**

#### **Closing Provisions**

The Statute of the Accreditation Commission was approved by the Government Decree, No. 825 dated 9th of December 1998 and comes into effect on this day.

# Catalog 1

## General Medicine

List of enrolled lectures, tutorials, practicals for the 1<sup>st</sup> year of General Medicine

Code	Subject Compulsory Subjects:	Head of the Study Subject	EC		Week hrs in semester					
			WS	SS	winter		summer			
					Lectu res	Practi cals	Lectu res	Practi cals		
597,598	Anatomy 1, 2	Grim	6	6	3	3	3	3	C,C	
617	Anatomic Dissections 1	Grim		3			34 hours		C	
3	Biophysics	Špunda	6		3	3			C	E
5	Biology and Genetics 1	Kohoutová		4			2	2	C	
14,368	Czech for Foreign Students 1, 2 English Class	Říhová	0	0	0	4	0	4	C,C	
20,361	Histology a Embryology 1, 2	Hach	6	6	2	3	3	3	C,C	E
9,363	Latin 1, 2	Říhová	2	2	0	2	0	2	C,C	E
603,604	Medical Chemistry and Biochemistry 1, 2	Štípek Matouš	5	6	2	3	4	3	CE CE	
756	First Aid, Meeting the Clinicians 2	Jurásková	1		0	1			C	
12,366	Physical Education 1, 2	Doležalová	0	0	0	2	0	2	C,C	
10,364	Medical Informatics 1, 2	Špunda	2	1	1	1	0	1	C,C	E
8	Introduction into Medical Studies	Strouhal	0	0	7 hours		0	0	C	

List of enrolled lectures, tutorials, practicals for the 2<sup>nd</sup> year of General Medicine

Code	Subject Compulsory Subjects:	Head of the Study Subject	EC		Week hrs in semester					
			WS	SS	winter		summer			
					Lectu res	Practi cals	Lectu res	Practi cals		
599	Anatomy 3	Grim	6		3					E
618	Anatomy Dissections 2	Grim	4		48 hours				C	
360	Biology and Genetics 2	Kohoutová	6		2	3			C	E
480, 496	Czech for Foreign Students 3,4 English Class	Řihová				4		4	C,C	
30, 380	Physiology 1,2	Trojan	11	11	6	4	6	4	C,C	E
625	Medical Ethics and Philosophy 1	Payne	2		2				C	
605,606	Medical Chemistry and Biochemistry 3,4	Štípek, Matouš	5	7	2	3	2	3	C,C	E
35	Microbiology 1	Šterzl		6			2	2	C	
32	Patient Care	Jurásková		2				2	C	
36	Summer Clerkship: Patient Care + Czech Language	Jurásková		3			2 weeks		C	
478, 494	Physical Education 3,4	Doležalová		0		2		2	C,C	
33	Immunology	Šterzl		3			2	1	C	E
<b>Compulsory-Eligible Subjects:</b>										
37	Summer Training Course	Doležalová		0			10 days		C	
39	Introduction into Toxicology	Prokeš		2			2	0	C	



List of enrolled lectures, tutorials, practicals for the 3<sup>rd</sup> year of General Medicine

Code	Subject Compulsory Subjects:	Head of the Study Subject	EC		Week hrs in semester					
			WS	SS	winter		summer			
					Lectures	Practicals	Lectures	Practicals		
508, 513	Czech for Foreign Students 5,6 English Class	Říhová	0	0	0	4	0	4	C,C	E
51	Pharmacology 1	Farghali		7			3	3	C	
54	Integrated Block: Microbiology /Pathology	Povýšil, Lobovská, Šterzl	2		25 hours				C	
632, 634	Clinical Propaedeutics1,2	Sucharda	5	5	2	3	2	3	C,C	E
1100	Medical Ethics and Philosophy 2	Payne		1				1	C	
296, 471	Medical Psychology and Psychotherapy 1,2	Vymětal	3	2	2	2	2	2	C,C	
382	Microbiology 2	Šterzl	5		2	2			C	E
925	Pathobiochemistry	Štípek, Matouš	2		1	1			C	E
50, 385	Pathophysiology 1,2	Nečas	8	8	4	2	2	4	C,C	E
48, 384	Pathology 1,2	Povýšil	9	9	4	4	4	4	C,C	E
507, 512	Physical Education 5,6	Doležalová	0	0	0	2	0	2	C,C	
<b>Compulsory-Eligible Subjects:</b>										
56	Analytical Toxicology	Balíková	1		0	2			C	
58	Human Ecology	Rameš	1		0	1			C	
59	Clinical Radiobiology	Špunda		1			0	1	C	
55	Medical Parasitology	Lobovská	1		0	2			C	
69	Winter Training Course	Doležalová	0		1 week				C	



757	History of Medicine	Říhová		1			0	2	C	
91, 396	Communication Skills 1,2	Pavlát	1	1	0	1	0	1	C	
758	Basic Palaeopathology	Strouhal		1			0	2	C	

List of enrolled lectures, tutorials, practicals for the 5<sup>th</sup> year of General Medicine

Code	Subject	Head of the Study	EC		Weeks (Rotations)				C	E
			WS	SS	Week hrs winter		Week hrs summer			
					Lectu	Practi	Lectu	Practi		
<b>Compulsory Subjects:</b>										
119	Gynaecology and Obstetrics 1	Halaška	3		2 weeks				C	
1053	Hygiene and Epidemiology – Clerkship before State Exam	Bencko	5		3 weeks				C	
125	Hygiene and Epidemiology - SE	Bencko								SE
121	Infectious Diseases	Lobovská		4	3 weeks				C	E
305	Internal Medicine - Endocrinology	Marek		1	1 week				C	
306	Internal Medicine - Tuberculosis and Pulmonary Diseases	Homolka, Bártů	1		1 week				C	
304	Internal Medicine - Gastroenterology	Žák		5	3 weeks				C	
114	Clinical Biochemistry	Zima		2	1 week				C	E
127,403	Tropical Diseases for Foreigners 1,2	Lobovská	2	2	0	2	0	2	c,c	
113	Occupational Diseases	Pelclová		2	1 week				C	E
124	Emergency Care	Stříteský		3	2 weeks				C	E
118	Neurosurgery	Beneš		3	2 weeks				C	E
122	Ophthalmology	Filipec		3	2 weeks				C	E
120	Oncology	Petruželka	3		2 weeks				C	E
123	Ear, Nose, Throat Diseases	Betka	3		2 weeks				C	E
116	Orthopaedic Surgery	Sosna	3		2 weeks				C	E
610	Pediatric Propaedeutics	Hoza	2		1 week				C	
129	Summer Clerkship: Gynaecology and	Halaška, Živný		2	2 weeks				C	
609	Summer Clerkship: Pediatric Propaed.	Hoza		2	1 week				C	
128	Rehabilitation	Votava	2		1 week				C	
126	Forensic Medicine	Strejc	2		1 week				C	E
<b>Compulsory-Eligible Subjects:</b>										
131,405	Clinical Pharmacology 1,2	Perlík	1	1	0	1	0	1	C	
130,404	Clinical Genetics 1,2	Kohoutová	1	1	0	1	0	1	C	
132,406	Clinical Immunology 1,2	Fučíková	1	1	0	1	0	1	C	
133,407	Progress in Gynaecology and Obstetrics 1,2	Cíbula	1	1	0	1	0	1	C	

134,408	Tropical Diseases 1,2	Lobovská	1	1	0	1	0	1	C,C	
300	Medical Systems in International Context and their Management	Hnilicová	1		0	2			C	

List of enrolled lectures, tutorials, practicals for the 6<sup>th</sup> year of General Medicine

Code	Subject Compulsory Subjects:	Head of the Study Subject	EC		Weeks (Rotations)		
			WS	SS			
1054	Gynaecology and Obstetrics – Clerkship before SE	Freitag	7		4 weeks	C	
576	Gynaecology and Obstetrics - SE	Freitag					SE
1055	Surgery- Clerkship before SE	Šváb, Tošovský, Paško, Antoš, Měšťák, Visokai		17	6 weeks	C	
352	Surgery- SE	Šváb, Tošovský, Paško, Antoš, Měšťák, Visokai					SE
410	Internal Medicine- Nephrology	Klener	3		2 weeks	C	
307	- Haematology	Klener		3	2 weeks	C	
579	- Rheumatology	Pavelka		2	1 week	C	
1056	Internal Medicine – Clerkship before SE	Klener, Aschermann, Žák, Svačina, Sulková, Pavelka		9	3 weeks	C	
73	Internal Medicine - SE	Klener, Aschermann, Žák, Svačina, Sulková, Pavelka, Homolka					SE
1057	Pediatrics – Clerkship before SE	Hoza	14		6 weeks	C	
141	Pediatrics - SE	Hoza					SE
402	Primary Care 2	Bartůněk	3		2 weeks	C	
761	Clinical Neurology and clinical Psychiatry	Nevšimalová, Raboch	3		2 weeks	C	E
613	Urology	Dvořáček	3		2 weeks	C	E

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# UNIVERSITAS CAROLINA PRAGENSIS

**Univerzita Karlova v Praze**

**2. lékařská fakulta**



**Seznam přednášek v akademickém roce**

**2003/2004**