

**Rules for performance of examination at the Institute of Medical
Biochemistry and Laboratory Medicine
in the subject Medical Chemistry and Dental Materials
*Academic year 2023/24***

The examination dates¹

The examination dates will be announced in the SIS.

All exam dates available for the winter examination period will be announced at once. Pre-terms will not be provided. The number of these dates will be definitive. The exam dates will be available for:

- Winter examination period from January 22nd 2024 to February 16th 2024.
- First week of the summer semester: from February 19th 2024 to February 23rd 2023.

Further exam dates will be available for the summer examination period:

- In the regular examination period of the summer semester. These and following exam dates will be announced later when the winter examination period is over, in accordance with the rules that shall apply to this period.
- In the second part of the regular examination period in September (see the Academic Calendar set for each year by the Dean's Measure). After that, no more exams can be performed or terms applied for, even if not all possible terms/re-examinations offered have been taken.

Rules for registration for exams and cancellation

Enrollment for the dates during regular winter examination period by means of the SIS will start on November 22nd 2023, at 18:00.

The exam dates during the first week of the summer semester will open when the cancellation window for the winter examination period dates is over.

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

The registration for exam dates is not conditioned by obtaining the credit. However, the exam can only be taken after all the credit requirements have been met and the credit obtained.

Registration for a particular examination date will always be possible by Thursday (12:00 a.m.) of the week preceding the given exam date. Cancellation will be possible by Wednesday (12:00 a.m.) of the week preceding the given exam date. These limits for registration and cancellation will be specified in the SIS for each exam date.

¹ Also called "terms"

Failure to attend the examination and excuse

A student who fails to attend the examination for which he has enrolled without excusing himself properly in advance **will not be graded, but loses one exam attempt**. When the lapsed date has passed, registration for another date would be possible. A late excuse can only be accepted in case of really serious and well certified reasons. The relevance of excuse is assessed by the examiner or chairman of the examination committee.

The student must excuse to the principal teacher of the subject, i.e., to professor Zima, in written form (Kateřinská 32, 12108 Praha 2) or by electronic mail (tomas.zima@lf1.cuni.cz; bioch@lf1.cuni.cz), giving and substantiating the reasons for excuse. The student will be informed about acceptance of the excuse.

Re-examinations

A student can take an examination in a subject **for three times as a maximum**, i.e. the student is entitled to two re-examinations, and no extraordinary terms beyond that are allowed. However, if the student does not exploit the above options within the set examination dates, this **does not entitle him/her to a special date of examination to be appointed for him/her personally**.

No more examination dates will be set.

Further, no examinations can be taken after the end of the second part of the regular examination period in September, or after the last term announced. No extraordinary terms or “Dean’s terms” are allowed.

Rules pertaining to the course of examination

The examination on Medical Chemistry and Dental Materials is oral.

A student tosses a quaternion of questions. The list of questions is published at <https://ulbld.lf1.cuni.cz>.

On the day of the examination students will gather in front of the Lecture Hall in the second floor (No. 3.073). Students are obliged to bring their indexes or another valid IDs for the exam.

During the exam the students are not permitted to use any aids and equipment as specified in the Dean’s Measure No. 19/2009, incl. Amendment No. 1. Any violation of this regulation justifies immediate termination of the examination with the grade “failed”.

Rules for obtaining the credit

A student can attempt the credit at most three times. The failed credit will be marked as “K” in the SIS. The ultimate limit for obtaining the credit is the end of examination period in which exams of the given academic year can be taken, as set by the Dean’s Measure on the Academic Calendar.

November 10th 2023

Prof. MUDr. Tomáš Zima, DrSc., MBA
Head of the Institute