

Rules for performance of examination at the Institute of Medical Biochemistry and Laboratory Medicine in the subject Medical Chemistry and Biochemistry

Academic Year 2024/2025

Examination dates¹

All the examination dates will appear in the SIS. The number and capacity of the dates is final and definitive.

The dates will be open in the following periods:

- Pre-terms: since May 27th 2025 for those who will have all the required study duties completed. **Students are supposed to choose pre-terms that do not collide with their regular courses of other subjects.**
- During the regular examination period the dates will be available every week.
- During the summer vacation the terms will be set in the weeks beginning July 14th, July 28th, and August 18th 2025.
- In the second part of the regular examination period the terms will be set in the weeks beginning September 1st and 8th 2025.

The last exam date can be set till September 12th 2025. After that, no more exams can be performed or terms applied for, even if not all possible terms/re-examinations have been taken.

Rules for registration for exams and cancellation

The dates when the exam terms open for registration will be marked in the SIS; they will be set differently for particular kinds of exam dates:

- Pre-terms and regular examination period terms: registration will start on April 2nd 2025, 20:30.
- Summer vacation terms: registration will start on June 23rd 2025, 17:00.
- September terms: registration will start on August 14th 2025, at 17:00.

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

Registration for an exam is independent on the credits. Taking the exam, however, requires obtaining both winter and summer credits from the subject; and it is also limited by completion of any other subject that is specified as a (pre)requisite. **A student who fails to meet any of the given requisites will be deleted from the list for the term before examination, of which he/she will be informed by e-mail. This deletion will not reduce the number of terms further available for the student.**

Registration for particular examination dates will always be possible by Thursday preceding the given exam date, 12:00. Cancellation will be possible by Wednesday preceding the given exam date, 12:00. These limits for registration and cancellation will be specified in the SIS for each exam date.

Failure to turn up for examination and apology

A student who fails to attend the examination for which he has enrolled without excusing himself properly in advance **will not be graded and 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.

¹ Also called “terms”

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 **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 additional 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

Organization of examinations

The final examination on Medical Chemistry and Biochemistry consists of two parts: written and oral.

In each week of the regular examination period one exam date will be opened **on Monday**. On this day the students who have registered for this exam date and have completed all the requisites will gather at 8:45 a.m. (only June 9th at 12:45). in front of the Lecture Hall in the second floor (No. 3.073) for the presence check. The **written test** will start at 9:00 (June 9th at 13:00). The test results will be sent the same day by e-mail using the mail addresses found in the SIS. Students who fulfill the test requirements will continue to the **oral examination** that will be held in the subsequent days i.e. **Tuesday** or **Wednesday**. Students will receive information on the date and time of the oral examination by e-mail together with the test result.

Students with special needs who require more time for the written test, are obliged to report this information in advance by May 20th 2025 to Mgr. Libuše Nosková, Ph.D. (libuse.noskova@lf1.cuni.cz) and to MUDr. Adriana Rybníkářová (adriana.mikulova@lf1.cuni.cz).

Further information on the written test is announced separately.

On the day of the oral examination students will again gather in front of the Lecture Hall in the second floor (No. 3.073).

The examinations during summer holidays will be organized in the same way. The pre-terms will be organized in the same way as the regular terms, but in the afternoon hours.

The list of final examination questions has been announced on our website and also in the SIS. In the oral part of exam a student tosses a quartet of questions, consisting of one question from each category of the question list.

Students are obliged to bring their indexes or another identification card for both the written and oral part of the exam.

During the examinations students are not allowed to use any of the forbidden aids and utilities (Dean’s Measure No. 19/2009, including Amendment No. 1). Any non-compliance to this regulation will result in the immediate termination of the exam with classification “Failed”.

March 17th, 2025

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