

**BRNO UNIVERSITY OF TECHNOLOGY  
FACULTY OF BUSINESS AND MANAGEMENT**

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**DIRECTIVE NO. 2/2022**

**ON STUDY ORGANIZATION IN BACHELOR AND FOLLOW-UP MASTER  
PROGRAMMES AT THE FACULTY OF BUSINESS AND MANAGEMENT**

**Part 1**

**Introductory provisions**

1. Pursuant to Article 45 of the Faculty of Business and Management Statutes, the directive for the organization of studies in Bachelor and follow-up Master programmes at the Faculty of Business and Management is an internal standard of the faculty of Business and Management (FBM) that regulates and complements the details of the study organization in Bachelor and Master programmes pursuant to Article 51, Paragraph 3 of the BUT Study and Examination Rules (SER).
2. FBM students and staff must observe the BUT internal SER regulation as well as this directive regulating the study in FBM Bachelor and Follow-up Master Degree Programmes.

**Part 2**

**Study organization – addition to SER**

Article 1

**To SER Article 5 Curricula**

1. As a rule, a student must submit an application for individual study by the beginning of teaching in the relevant semester (SER Art. 5 Par. 10). A student will be informed about the way the application has been handled through the BUT Information system.
2. The conditions for a course completion for students with an individual study plan are stated in course documentation ("Course detail") in the Assessment methods and criteria section.
3. Individual curriculum for reasons of concurrent employment may be approved for a student of a field and year that are not part of combined studies if a full-time employment contract has been signed and the job description is related to the profile of a graduate of the above field. First-year students of Bachelor programmes will not be granted individual curricula for reasons of concurrent employment.

#### Article 2

### **To SER Article 6, Credit system**

In addition to required and required optional courses given by a study plan a student can enrol courses with the maximum amount of 12 credits in one semester (SER Art. 6, Item h)).

#### Article 3

### **To SER Article 7, Teaching Methods and Implementation**

At the beginning of each semester, the teacher will set consultation dates and venues publishing them on the BUT Information System (SER Art. 7 Par. 3).

#### Article 4

### **To SER Article 8, Course Documentation**

Managed by the course supervisor, the course documentation must be available for updates on the BUT Information System (BUT IS) 14 days prior to the beginning of teaching in the semester (SER Art. 8 Par. 2).

#### Article 5

### **To SER Article 9, Study counselling**

The course supervisor shall provide counselling for creation of the student's study plan or choosing courses or final thesis topics. Study organization counselling is provided by the vice dean who is in charge of Bachelor's and Master's study programmes administration (vice-dean for study) (SER Art. 9 Par. 1).

#### Article 6

### **To SER Article 10, Course Completion Modes**

1. If a student fails to complete an enrolled required optional course, in the next year of study, the student must re-enrol for this course or enrol for another course of this group of required optional courses providing the same or higher number of credits. This does not apply to courses belonging to the profiling basis, that is, those that are part of the Final State Exam.
2. A change of a required optional course must be done by the student by the deadline set by the internal rule concerning the instructions for enrolment for the relevant academic year announced by the Dean.
3. If a student fails to register according to Par. 2, the uncompleted required optional courses will be transferred to the next year on enrolment taking place at the Study Department on 1<sup>st</sup> September.

#### Article 7

### **To SER Article 11, Verification of study results**

1. A student is obliged to continually check the study assessment entered into the online study report on the BUT Studis IS against the actual assessments. Any discrepancy must be immediately announced in a provable manner to the teacher or the course supervisor or to the director of the institute that offers such a course.

2. Within 7 days of the end of the examination period, a student must check and approve the study assessments in the Student Online Record Book. This is done by clicking on the Approve button in the Student Online Record Book module of the BUT Studis IS (SER Art. 11 Par. 5).

#### Article 8

#### **To SER Article 12, Credit and Graded Credit**

1. A student submits an application for a re-examination of non-granting of a credit to the director of the institute offering the course using the e-mail address received from BUT (SER Art. 12 Par. 4).
2. A course-credit or graded course-credit can be obtained in the last week of teaching in the relevant semester at the earliest (the course-credit week). A course-credit or graded course-credit in a course taught in a block can be obtained after the block teaching is finished (SER Art. 12 Par. 5).
3. If the deadline for obtaining a course-credit or graded course-credit is postponed for a student by the director of an FBM institute or by the FBM Dean, the director of the FBM institute will inform the respective study officer of this immediately by e-mail.
4. The obtaining of a course-credit or graded course-credit for a course registered by a student for the second time will be verified at the time of verifying the criteria for continuing the studies in the next year (depending on the internal rules of the Faculty concerning the Time schedule of the academic year). A study termination procedure, if any, pursuant to Section 56, Paragraph 1, Item b) of the Act will be started after such verification has taken place (SER Art. 12 Par. 7).
5. A teacher must enter the granting or non-granting of a course-credit or graded course-credit in the BUT IS within 5 working days of the decision, however, on the first day of the coursecredit week at the earliest. In courses taught in blocks, a credit or graded course-credit may be granted or non-granted after the teaching block is finished. The director of the institute offering the course will be responsible for the study results being regularly entered in the BUT IS (SER Art. 12 Par. 8).
6. Examination reports of courses that are completed only by a course-credit or a graded course-credit will be closed on the day following the deadline for the entering the course-credit or graded-course-credit completion or failure at the end of the examination period (SER Art. 12 Par. 8).
7. A student may inspect all written documents written by him/herself related to the course-credit or graded course-credit and marked by the examiner. The examiner must inform the student of the reasons for the grading if asked so by the student.

## Article 9

### To SER Article 13, Colloquium and Exam

1. The director of the respective institute will be responsible for the early announcement of a sufficient number of exam dates and for their reasonable distribution. For combined studies, part of the examination dates must be announced for the weekdays on which the course is usually taught in this study mode (SER Art. 13 Par. 5).
2. The number of reasonably distributed exam dates for a course announced by an examiner in the examination period must be such that the sum of all the students who can register for the dates equals the number of students registered for the course in the current academic year multiplied by 1.5. In the exceptional event approved by the director of an FBM institute of an exam date being announced during the teaching period or in the holidays, the examiner must immediately inform the respective study officer about this via email (SER Art. 13 Par.6).
3. The examination period of the spring semester will be immediately followed by an extended examination period of two weeks in which the person in charge of and responsible for a course may announce exam dates for courses of both the spring and the autumn semesters. No course-credits of graded course-credits may be granted during the extended examination period.
4. Once announced, an exam date is binding on the examiner. It can only be cancelled by the director of an institute if a substitute examiner cannot be appointed under the circumstances. In such an event, after an agreement with the examiner and the students, the director of an institute must find a solution that does not interfere with the students' plans for further exams to be taken (SER Art. 13 Par.8).
5. A student may take an examination for an enrolled course for not more than three times, i.e. the student has the right to one regular date of exam and two re-sits (SER Art. 13 Par. 9).
6. In the event of a student's request of holding an examination before a committee the director of an institute must within a week of the receipt of an application appoint a committee of three examiners headed by one of them, and set an examination date. The original examiner must be a member of such a committee but cannot be the head of it. In the event of the director of the institute being the original examiner, the dean will decide about the date and the committee (SER Art. 13 Par. 10).
7. Taking of an exam for a course registered by a student for the second time will be verified at the time of verifying the criteria for continuing the studies in the next year (depending on the internal rule The time schedule of the academic year). A study termination procedure, if any, pursuant to Section 56, Paragraph 1, Item b) of the Act, will be started after such verification has taken place (SER Art. 13 Par. 11).
8. Grading of an exam is fully at the examiner's discretion with the exception of an exam taking place before a committee by Article 13, Paragraph 10 of the SER (SER Art. 13 Par. 13).
9. Examination reports of courses that are completed only by an examination or by an examination after a course-credit has been obtained will be closed on the day following the deadline for the entry of the study assessment at the end of the examination period (SER Art. 13 Par. 13).
10. An examiner must see to it that the exam is carried out in a respectable manner meeting the basic physiological needs and social norms. An examiner has a right not to admit a student to

the exam who, in the examiner's opinion, fails to meet such norms, in which case the exam is not graded.

11. A student may inspect all written documents written by him/herself related to the exam and marked by the examiner. The examiner must inform the student of the reasons for the grading if asked so by the student.

#### Article 10

### **To SER Article 15, Weighted Grade Average**

Weighted grade average is calculated by the BUT IS to two decimals.

#### Article 11

### **To SER Article 16, Continual Study Assessment and Criteria for Continuing Studies**

1. The minimum number of credits required for continuing the study does not include the credits from courses recognized from previous study pursuant to Article 19 Par. 8 SER. If the number of credits from the enrolled courses is lower than the minimum number of credits required for continuing the study, a student must complete all the enrolled courses (SER Art. 16 Par. 2).
2. For last-year students, the study assessment is carried out for the students to be admitted to the final state examination after the examination period of the spring semester according to the time schedule of the respective academic year.
3. If by the time of the study assessment for admittance to the final state examination, a last-year student has failed to meet all the study obligations, such a student can do so by the end of the examination period of the spring semester as set by the academic year time schedule for the 1<sup>st</sup> and 2<sup>nd</sup> year of the Bachelor programmes and the 1<sup>st</sup> year of the follow-up Master programmes. To be able to continue the study, the student must achieve a minimum number of credits as set by SER Art. 16 Par. 2 Item b) and complete all subjects enrolled for the second time.
4. For students with individual curricula approved, the study assessment is carried out on a date approved by the vice-dean for study.

#### Article 12

### **To SER Article 17, Enrolment for study and for the next year of study**

1. Enrolment for required optional and optional courses by the curricula will take place via BUT Studis IS on the date set by the academic year time schedule. Enrolment for required courses will take place by default (SER Art. 17 Par. 3).
2. A student can cancel the enrolment for optional courses by submitting an application within 14 days after the beginning of teaching in the semester at the latest for the following reasons:
  - a) The course is not taught
  - b) The capacity of teaching is full
  - c) The teaching coincides with teaching of a required or a required optional course by the curricula.
3. If a certain course is taught by several teachers, a student can choose a teacher when enrolling for the course (schedule). Enrolment for the course schedule takes place online via

BUT Studis IS on the dates set by the enrolment time schedule in the relevant semester. (SER Art. 17 Par. 4).

4. An applicant admitted to study must enrol for the 1<sup>st</sup> year of study in person (SER no. 17 Par. 5).
5. A student eligible for continuing the study (pursuant to SER Art. 16) will enrol for the next year online via the BUT Studis IS, approving the online student record book in the Online Student Record Book module and giving approval for the enrolment in the Enrolment module (SER Art. 17 Par. 5).
6. Students who have failed to meet any of the criteria for continuing the studies while being granted an exception and students after interruption of studies must enrol in person.
7. Enrolment dates are specified by an internal standard issued by the Dean in the Instructions for Enrolment for the respective academic year.
8. In exceptional cases, a student may authorise another person to carry out the enrolment in person. Such a person must have a power of attorney that has to be officially authorised.
9. The Dean may permit a change of the study mode within a programme. Such a change can only be permitted if the criteria have been met for the admission to the relevant degree programme and study mode (result of the entrance examination). A change of the study mode can only be permitted from the beginning of the semester following the submission of a written application.

#### Article 13

#### **To SER Article 18, Interruption of Studies**

1. A student asking for an interruption of studies must submit a signed written application (SER Art. 18 Par. 1).
2. The date of enrolment for the autumn semester after the termination of study interruption is set by an internal standard issued by the Dean, Instructions for Enrolment, in the relevant academic year. Enrolment for the spring semester after the termination of an interruption of studies must be carried out by a student within 5 working days after the termination of an interruption of studies (SER Art. 18 Par. 10).
3. A student who has fulfilled all of his or her study obligations given by the curricula and has not taken a final state examination on the nearest regular date can be granted an interruption of study until the date of a final state examination based on a written application.

#### Article 14

#### **To SER Article 19, Recognition of Completed Courses**

1. The Dean may recognize courses with identical content completed by an examination or an A, B, C graded course-credit passed no more than five years ago. The number of credits for such a course must be the same or higher than the number of credits set by the programme curriculum. Courses may only be recognized once. In the event of a student's third or higher study at the faculty, the courses already recognized in a previous study cannot be re-recognized. Courses related to a final project cannot be recognized (SER Art. 19 Par. 1 and Par. 3).

2. A student must submit an online application for the recognition of courses via the BUT Studis IS from 01.09. to the beginning of teaching in the autumn semester, for courses enrolled for both the autumn and spring semesters of the academic year (SER Art. 19 Par 2).
3. A student who asks for recognition of a course studied at a different university or abroad will print out an online application and, along with its attachments (a certificate of the study or course completion, curriculum for each of the courses) authorised by the university submitting it at the study department by the date set for application submission, that is, from 01.09. to the beginning of teaching in the autumn semester (SER Art. 19 Par. 2).
4. In the event of a student meeting the conditions for continuing the study pursuant to SER Art. 16 Par. 2 Item b) that is achieving at least 40 credits of the study plan for the relevant year, the student may be given permission to enrol for a higher year.

#### Article 15

### **To SER Article 20, Withdrawal from Study**

A student who has decided to withdraw from study will print out a Withdrawal Notification from the BUT Studis IS Study module, and submit it signed at the study department.

#### Article 16

### **To SER Article 23, Final State Examination**

The rules of the Final State Examination are included in Annex 1 of this internal standard (SER Art. 23 Par. 3).

#### Article 17

### **To SER Article 24, Examination Board for Final State Examination**

The rules of procedure for examination boards and the manner of their convening are included in Annex 1 of this internal standard (SER Art. 24 Par. 2).

#### Article 18

### **To SER Article 25, Bachelor and Master Projects and their Defences**

The formal structure and layout and the defence of a Bachelor/Master project are set by the BUT internal standard, Directive no. 72/2017 concerning the layout, submission, and publication of final projects and by the annexes of this internal standard: Annex no. 1, Rules of procedure for final-state-examination boards and rules for organizing final state examinations, Annex no. 2A, Instructions for writing and grading a Bachelor/Master project, and Annex no. 2B, Selected model parts of Bachelor and Master projects.

#### Article 19

### **To SER Article 26, Assessment of a Final State Examination**

Assessments of the parts of a final state examination are described by Annex no. 1 of this internal standard.

Article 20

**To SER Article 53, Publication of final projects**

Bachelor/Master projects submitted online for their defence will be made accessible for inspection for anyone interested at least 5 working days prior to the defence at the study department (SER Art. 53 Par. 1).

Article 21

**To SER Article 55, Study obstacles**

A student must apologise for any absences from teaching in courses with monitored attendance in BUT Studis IS, Electronic apology module. A student must support any absence longer than 14 days with a medical certificate or another relevant document.

Article 22

**To SER Article 56, Termination of study**

Letter of Termination – not submitted by a student (SER Art. 56 Par. 2).

Article 23

**To SER Article 57, Commendations and Awards**

1. The dean may award Dean's Prize for an excellent final (Bachelor, Master) project. The prize involves a letter by the Dean awarded on graduation ceremony (SER Art. 57 Par. 1 Item b)).
2. Proposals for awards of Dean's Prizes are made by the chairs of examination boards at final state examinations at FBM. A proposal, including a justification, must be recorded in the report on a final state examination.

Article 24

**To SER Article 59, Online Communication via BUT IS and Student ID card**

A student must post a photo of his or her current appearance on the BUT IS within 14 days of the enrolment for study (SER Art. 59 Par. 2).

**Part 3**

**Final provisions**

1. This directive revokes Dean's Directive no. 1/2019 on the study organization in Bachelor and follow-up Master programmes at the Faculty of Business and Management.
2. This directive comes into force on the date of its issue.

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Dean