

DEAN'S DIRECTIVE NO. 1/2019

RULES FOR THE ORGANIZATION OF STUDIES AT THE FACULTY OF ELECTRICAL ENGINEERING AND COMMUNICATION, BUT

Valid as of: September 1, 2019

Effective as of: September 1, 2019

Pages: 25

Annexes: 3

PART ONE GENERAL PROVISIONS

TO ARTICLE 1 RECITALS

1. Dean's Directive No. 1/2019, Rules for the Organization of Studies at the Faculty of Electrical Engineering and Communication, embodies an internal regulation which, pursuant to Article 51 of the Study and Examination Rules of Brno University of Technology, sets forth the principles for organizing studies at the Faculty of Electrical Engineering and Communication (hereinafter referred to as the *FEEC* or the *Faculty*) of Brno University of Technology (hereinafter referred to as *BUT* or the *University*).
5. Students of the FEEC shall comply with the provisions of both the Study and Examination Rules of Brno University of Technology and the present Directive. In order to allow easier orientation, the numbering of the articles and most sections within this Directive follows that applied in the Study and Examination Rules.

PART TWO STUDIES IN BACHELOR'S AND MASTER'S PROGRAMS

TO ARTICLE 5 STUDY PLANS

11. The regulatory framework for the English language segment of studies at the FEEC is enshrined in generally applicable legislation of the legal system of the Czech Republic (including, but not limited to, Act No. 111/1998 Coll., On Higher Education Institutions, as amended); and also in international agreements binding for the Czech Republic; bilateral agreements between BUT (or the FEEC) and foreign universities (or their divisions, such as faculties); and internal regulations of the University.
 - a) At the FEEC, the following modes of full-time study are currently available:
 - pursuing a study program delivered in English;
 - studying only selected subjects in English, via participation in a European mobility program or based on a bilateral agreement between BUT and a foreign university or the FEEC and a foreign faculty;
 - studying only such selected subjects delivered in English that are included in the plans of a study program with Czech as the language of instruction.

None of the combined or distance learning (part-time) study options offered by the Faculty are presently available in the English language.

- b) Commencement of studies

Admission prerequisites are set forth within the Admission procedure regulations concerning the given study program(s).

Applicants can be admitted to the study of individual subjects taught in the English language if the desired courses are open for enrollment in that academic year (see below, (d)) and if corresponding application(s) have been duly submitted.

The related study issues and records are managed electronically and fall within the competence of the Vice-Dean of Study Affairs.

c) The tuition fees associated with a study program conducted in the English language shall be set by Dean's decision, usually per one year of study. The Dean may, based on a student's application, grant full or partial tuition fee remission.

Studying only selected subjects in English shall be free of charge.

d) The courses shall start if the required minimum numbers of students have enrolled; this prerequisite is established by Dean's decision to ensure a cost-effective teaching cycle. Exemption applications shall be considered and decided by the competent Vice-Dean, on the assumption that, if approved, the instruction may be realized as controlled study due to the number of students being too low.

12. A student who enrolls in an English language subject that is guaranteed by another faculty of BUT or even another university shall obey the study regulations in force at that faculty or university.

TO ARTICLE 7 METHODS OF TEACHING, AND TEACHING STAFF

3. The instructor/lecturer shall, at the beginning of each semester, set the time and place for his or her office hours, indicating them in the information system of Brno University of Technology (hereinafter referred to as the *BUT IS*).
9. During their studies, to be able to participate in relevant instruction units, students shall be obliged to obtain and maintain competence certification pursuant to Decree No. 50/1978 Coll., On Professional Competence in Electrical Engineering (a regulation presently administered by the State Labour Inspection Office and State Mining Authority of the Czech Republic); the certification shall be required in view of the contents of the laboratory practicals prescribed for courses that make up the study plan within each individual year of the given study program. Students lacking appropriate valid certification shall not be allowed to participate in any laboratory work; therefore, each student shall have to obtain such proof of competence and timely renew its validity. The competence obligation is set forth generally in Section 44 (2) (f) of Act No. 111/1998 Coll., On Higher Education Institutions, as amended.

TO ARTICLE 9 STUDY COUNSELING

1. The names of the study counselors are indicated in the BUT IS and on the Faculty website.

TO ARTICLE 10 MANNER OF COMPLETION OF A COURSE

4. In the follow-up Master's study, a student shall not be allowed to enroll in a course that he or she has already completed during his or her Bachelor's study at the FEEC.

TO ARTICLE 11 VERIFICATION OF STUDY RESULTS

5. A student shall regularly verify the correctness of the scores and other means of assessment recorded in the BUT IS. If any mismatch is found between the real and the recorded results, the student shall, without unnecessary delay, notify of such discrepancy the instructor/lecturer, course guarantor, or competent study department staff.

TO ARTICLE 12 CREDIT AND GRADED CREDIT

5. In the case that a subject is completed with a course-credit and an examination, the course-credit must be obtained no later than the day of the examination. Where the credit or classified credit is earned only after a specific activity has been completed, the student is entitled to one resit of such a task.
9. If a graded course-credit is to be granted for the defense of a semester project reviewed by an external specialist, the reviewer's report shall be formulated and introduced to the BUT IS pursuant to provisions applicable to Bachelor's and Master's theses.

TO ARTICLE 13 COLLOQUIUM AND EXAMINATION

2. All credit test or examination dates and sessions in a given course are equal, and therefore the difficulty must be comparable in all cases. A student has the right to inspect an activity assessed by the instructor/lecturer.
5.
 - a) Examination dates and venue(s) shall be shown in the BUT IS no later than 3 weeks before the beginning of a regular examination period detailed in the Academic Year Plan.
 - b) Any exam dates within an extended examination period (specified in the Academic Year Plan) shall be accessible only to students who *i)* enrolled in the given course for the first time and *ii)* have, at the end of a regular examination period, satisfied the prerequisites for enrolling in the next semester or year of study. The examination dates and venue(s) for an extended period are to be indicated in the BUT IS no later than 3 weeks before the beginning of a regular period.
 - c) Details related to the organization and content of examinations are defined by the guarantor of the course, who is obliged to offer in a regular examination period an amount of examination dates sufficient with respect to the number of students enrolled in the given course. A student may sit the examination on any of the dates offered, registering the selected option in the BUT IS as a regular exam session. Any resits must be taken either before the end of the regular examination period of the semester in which the course was delivered or during the relevant extended period, provided that, in the latter case, an examination date is available and the student has satisfied the prerequisites set forth hereabove, under 5 (b).
 - d) Due to serious reasons, health-related problems in particular, a student may request examinations outside the regular or extended examination periods. Such requests must be submitted to the study department without unnecessary delay, before the end of a regular examination period; the approval or rejection are to be made by the Dean or a Vice-Dean authorized to perform such an act, and the exam date is to be specified by the guarantor of the course.
 - e) Due to serious reasons, health-related problems in particular, and based on consultation with the head of the department, the guarantor of the course may offer examination dates even after the examination period has ended. Such an option must be open to the students no later than 10 days before the exam session, and the persons responsible are obliged to communicate the event to the study department. An advance period of less than 10 days is admissible only if agreed between the instructor (guarantor) and the students.

f) Any examinations must be completed before the end of the relevant academic year.

9. **For any examination, only one resit** (indicated as the 2nd sitting in the BUT IS) **is regularly available**. At any time during their studies, however, a student may take advantage of the second resit option (indicated as the 3rd sitting in the BUT IS). The total amount of second resits equals, and is thus limited by, the number of semesters comprised in the standard period of study. After all second resits have been exhausted, no further resit shall be granted. Thus, in the case of a repeatedly failed examination, a student has not completed the course and will not receive the credit points. Any student **failing a compulsory course** is obliged to **register that subject again for the following academic year**; if the **course remains uncompleted** even after being re-taken, the student's **studies shall be terminated**. In repeated enrollment, the course guarantor may recognize a successfully completed portion of the instruction load (such as the laboratory practicals).

A student may register for a resit even when they, in a previous sitting of the exam, already completed the subject. By such registering, however, the successful result achieved previously is annulled.

10. In any of the courses offered, a student may request a regular sitting or a resit before an examining board. Such a request is to be submitted in writing to the Vice-Dean responsible, and it must contain the following information and details:
- adequate reasons;
 - student's ID;
 - submission date;
 - student's official e-mail address.

The application, signed by the student, must be delivered to the Vice-Dean responsible or filed at the faculty mailroom no later than two workdays before the examination date set by the course guarantor or instructor/lecturer. The matter shall then be considered by the head of the department that organizes the subject; within this procedure, the form and date of the examination will be specified. If the department head is the guarantor of the given course or acts as an examiner within the board, the decisions related to the examination are to be made by the Dean, who shall also designate members of the board. The exam date shall be introduced in the BUT IS by the department head, under the label "board exam"; students whose requests were complied with shall be registered for this sitting. In each case, the relevant decision is shown in the BUT IS and communicated to the student via-email, invariably no later than 24 hours before the examination proper. Such a manner of delivery is deemed provable notification of the student, pursuant to applicable provisions of Act No. 111/1998 Coll., On Higher Education Institutions, as amended.

13. Course-related assessment, including marks, grades, and other applicable means, must be recorded in the BUT IS no later than five workdays from the date of the examination in subjects within the study plan for the 1st year of the Bachelor's program or three workdays from that date in other courses, but invariably no later than one day before the next examination date offered for the given subject. Exemptions may be granted by the head of the department, albeit for serious reasons only (including but not limited to diseases, illnesses, and business trips).

15. Well-substantiated excuses shall be accepted, with the actual acceptance depending on the content of the excuse, concrete circumstances, and documented facts.

TO ARTICLE 14 GRADING SCALE

1. The instructor or lecturer shall insert in the electronic study records (assessment report) all points gathered by the student (either separate scores acquired through partial activities or the total number of points, depending on the structure of the subject); the grades are calculated automatically, based on the score(s) entered.

The grade F may be applied also if the student does not reach the minimum pass score in a compulsory *partial* activity or an individual segment of the examination. The minimum score required to assess such an activity or part of the exam must not exceed 50 % of the total points obtainable for that activity or part of the exam.

2. The resulting score embodies overall assessment, comprising points gathered especially through the following instruments and activities:
 - in-class tests and tasks (laboratory, computer, and basic professional skills exercises);
 - individual or group projects performed by the student outside scheduled tuition;
 - final examination.

The recommended ratio of scores achievable via separate activities in a course completed with an examination is as follows:

- max. 30 points for in-semester tasks or tests;
- max. 30 points for work performed outside scheduled tuition;
- max. 70 points for the final examination.

The recommended ratio of scores achievable via separate activities in a course completed with a marked course-credit is proposed to be

- max. 80 points for in-semester tests;
- max. 80 points for individual or group work.

TO ARTICLE 15 WEIGHTED GRADE POINT AVERAGE

1. The weighted grade point average is calculated and rounded to two decimal places by the BUT IS, invariably on either August 31 or the date of the student's final state examination.

TO ARTICLE 16 CONTINUOUS MONITORING OF THE COURSE OF STUDY, AND RELEVANT PREREQUISITES

2. In all study programs at the FEEC, the prerequisite for enrollment in another year of study consists in obtaining at least 30 credit points during the given academic year, before the end of the summer exam period. Credits gathered within previous studies are not recognized. If a student has enrolled in only one semester of the given academic year (for example, after interrupting their studies), they are required to earn no less than 15 credit points before the end of that year's regular summer exam period. The prerequisites do not apply to students enrolled in the last year of their studies within any study program at the Faculty. A student in the 1st year of the Bachelor's study programs must earn at least 11 credit points to qualify for the summer semester. Failure to meet the prerequisites shall invariably result in termination of the student's studies.

In serious cases (including but not limited to diseases and illnesses), exemptions may be granted by the competent Vice-Dean, upon written request by the student.

3. Attendance in compulsory instruction is to be monitored by the course guarantor or instructor/lecturer.

TO ARTICLE 17 ENROLLMENT IN STUDIES AND IN THE FOLLOWING YEARS OF STUDY

4. A student shall choose the instructor/lecturer when registering for courses in the BUT IS.
5. When requesting enrollment or registration beyond the preset deadline(s), students are required to submit a well-substantiated application to the Vice-Dean via filing the relevant document with the study department.

TO ARTICLE 19 RECOGNITION OF EXAMS OR OTHER COMPLETED STUDY DUTIES

1. A student who already studied at a university previously may submit a request to recognize completed courses. Such a document shall be filed electronically, via the BUT IS, invariably from July 1 and **no later than August 10** before the beginning of the given academic year. Students who are to be admitted in the 2nd round of the entrance procedure may file their applications before or on August 31. Other details and instructions are outlined within the University's regulation concerning the recognition of examinations.
2. When changing the form of study within one and the same study program, a student may apply for recognition of previously completed subjects to meet the prerequisites qualifying him or her for the final state examination. The form of study may be changed only after completion of the relevant semester and based on a written request, albeit only if the applicant has satisfied the prerequisite(s) enabling them to continue their studies.

TO ARTICLE 20 ABANDONMENT OF STUDIES

Any notice of the abandonment of studies is to be made in writing and filed with the study department of the FEEC.

TO ARTICLE 23 FINAL STATE EXAMINATION

1. A student who has met all the prerequisites and performed all other associated duties may apply for the final state examination, via the BUT IS and within deadlines set forth in the time plan for the academic year in question.
2. a) Final state examinations may be held on special dates, outside the regular time plan of study; such events are announced by the Dean, following a written request by the head of the study program board. The special dates are established mainly to fully open the final examination cycle to students who have produced their Bachelor's or Master's theses at foreign universities.
b) Details related to the procedures of a final examination are specified in Appendix 1 to this Directive.
c) In the case that the particular sessions (components) constituting a final state exam are not held on the same date, it must be ensured that the oral part is preceded by the defense of the Bachelor's or Master's theses, as is common in this type of exam.

TO ARTICLE 24 EXAMINATION COMMITTEE FOR FINAL STATE EXAMINATIONS

3. The rules and procedures for final state examinations are set forth in Appendix 1 to the present Directive. The time plan of activities related to the preliminary and procedural stages of final state examinations is specified within the relevant annually renewed provision issued by the Vice-Dean for Study Affairs.

TO ARTICLE 25 BACHELOR'S AND MASTER'S THESES AND DEFENSE THEREOF

2. The dates and manner of disclosing the topics and choice options for Bachelor's and Master's theses are to be determined by the study program board. The head of the board shall guarantee that the topics and associated details are introduced in the BUT IS no later than 14 days from the beginning of the summer semester classes. The deadline for distributing the printed topics and related information to students shall be stipulated by the head of the competent board.

Based on a student's written request and recommendation by the head of the competent board, the Dean may approve a change of the topic of a Bachelor's or Master's thesis.

The limits on the number of final theses assignable to a supervisor are specified in Section 2 (3) of the directive Standards and regulations for study programs at BUT.

4. a) A Bachelor's/Master's thesis supervisor shall outline in the corresponding report his or her opinion regarding the main components of assessment, including but not limited to the following elements of the presentation and impact:
 - adopted technical standard and scope*;
 - formal aspects and language;
 - knowledge and interpretation of the literature;
 - applicability of the results and/or practical output;
 - student's in-semester activity and commitment to the topic.

A maximum of 100 points are available for the grading (marking).

b) A Bachelor's/Master's thesis reviewer shall outline in the corresponding report his or her opinion regarding the main components of assessment, including but not limited to the following elements of the presentation and impact:

- adopted technical standard and scope*;
- formal aspects and language;
- knowledge and interpretation of the literature;
- level of expertise, applicability of the results, and/or practical output.

A maximum of 100 points are available for the grading (marking). In addition to commenting on the above-listed items, the reviewer may also suggest questions or problems to be discussed during the thesis defense session.

** The Bachelor's and Master's theses should contain 30 to 50 and 50 to 80 standard pages, respectively; these numbers define the expected share of text in the actual presentation (introduction to conclusion).*

7. A student who has, in the given academic year, enrolled in the compulsory course *Bachelor's/Master's thesis* is obliged to take over the assignment of the thesis and to submit the completed work within the deadline.

A student may cancel their enrollment in the subject *Bachelor's/Master's thesis* in the BUT IS during the electronic registration of courses for the summer semester of the given academic year; alternatively, the subject can be canceled at the study department within the first two weeks of the summer semester.

8. A student shall submit not less than 2 printed copies of the thesis; out of these, at least 1 item must be a compact, rugged hardback consistent with the BUT directive concerning the formal standards and requirements applied to formal theses ("*Úprava, odevzdávání a zveřejňování závěrečných prací*"). As regards supplements, appendices, and attachments or in this context, relevant details can be specified by the guarantor of the study program.

A student shall defend only the submitted version of their Bachelor's/Master's thesis.

PART THREE STUDIES IN DOCTORAL PROGRAMS

TO ARTICLE 28 GENERAL PROVISIONS

Doctoral program studies at the FEEC can be pursued via either the full-time or the distance learning (part-time) study forms.

A full-time doctoral student shall perform their duties daily, at the respective department; he or she is granted a doctoral scholarship in an amount defined by the head of the department. The student is eligible for beneficial options available to full-time students, including (but not limited to) accommodation at the University's dormitories, entitlement to meals at students' canteens, public transport discounts, income tax credit, and social benefits.

A distance learning (part-time) student is, as a rule, employed or self-employed outside BUT and is not entitled to the scholarship or benefits mentioned above.

TO ARTICLE 31 SUPERVISOR

The limits on the number of doctoral students that can be supervised simultaneously are specified, invariably on August 31, in Section 31 (4) of the Study and Examination Rules of Brno University of Technology.

TO ARTICLE 32 INDIVIDUAL STUDY PLAN

An individual study plan (hereinafter referred to as the *ISP*) shall be drawn up by the doctoral student and his or her supervisor at the beginning of the doctoral study (hereinafter also referred to as the *DS*), pursuant to the **Rules for Drawing Up an Individual Study Plan** (Annex 2) and the Study and Examination Rules of Brno University of Technology. At the start of another year of study, the supervisor shall record in the ISP any and all changes that have occurred since the previous stage. The doctoral student shall submit annually, no later than October 15, a printed and signed copy of the ISP to the science and foreign relations department of the Faculty (hereinafter referred to as the *SFRD*). The approval of the ISP by the Dean shall be considered responsibility of the SFRD.

An ISP comprises the documents titled **Creative Activity Scores of a Doctoral Student**, where the corresponding activities performed by the student in the given year are summarized, and **Total Scores of a Doctoral Student**, which contains the interim assessment of the student as regards his or her study-, teaching-, and creativity-related capabilities and output. Both of the documents are formulated in the BUT IS.

TO ARTICLE 33 COURSES IN A DOCTORAL PROGRAM

Instruction in doctoral courses is organized into individual semesters. Based on consultation with the supervisor, a student shall register in the ISP courses offered within the DS; the relevant set of subjects is recommended and proposed by the competent subject area board and Vice-Dean for Creative Activity, respectively.

If a doctoral student has completed an applicable course at a foreign university, they shall present the syllabus of the subject to the supervisor, who shall contact and involve a specialist affiliated with the FEEC; this person's competence and professional expertise shall correspond to the contents of the course. The specialist shall then conduct a problem-oriented discussion with the student, recording the results in a dedicated form to recommend or dismiss the inclusion of the subject in the ISP; the form shall subsequently be submitted to the *SFRD*.

The Department of Languages at the FEEC offers the course *English for Post-Graduates*; the subject is completed with an exam.

TO ARTICLE 35 EVALUATION AND MONITORING OF THE ISP AIMS AND OBJECTIVES

The evaluation and monitoring of a student's ability to fulfill their ISP is performed on dedicated dates effective for the given academic year. As a rule, considering the individual years of study, the dates are outlined as follows:

- June 30, the 1st year;
- April 30, the 2nd year (simultaneously with filing the application for the doctoral state examination);
- at enrollment in the 4th year of study;
- at submission of a semi-finished, or interim, version of the doctoral thesis;
- simultaneously with filing the doctoral thesis defense application.

Fulfillment of the ISP aims and objectives shall mean earning, before each monitoring date, at least the minimum amount of points obtainable for study-related, teaching, professional, scientific, and technical activities. Moreover, in the same monitoring period a doctoral student shall be obliged to acquire the total minimum number of points. The minimum scores are set forth and tracked in the student's ISP (**Creative Activity Scores of a Doctoral Student** and **Total Scores of a Doctoral Student**).

If a student has not performed conscientiously his or her duties (i. e., he or she has not earned the required scores within the stipulated periods), the competent Vice-Dean, together with the supervisor, shall act upon recommendation by the subject area board to reduce or withdraw the scholarship or to terminate the student's studies.

Where objective reasons or impediments hinder due fulfillment of the individual duties, the student has the right to request, through his or her supervisor, the continuation of studies without additional sanctions.

TO ARTICLE 37 RECOGNITION OF EXAMINATIONS OR THE PERFORMANCE OF OTHER STUDY TASKS

At the FEEC, a doctoral applicant who already completed a portion of the DS at another university, namely, studied in a manner differing from the provisions set forth in the Study and Examination Rules of Brno University of Technology, shall submit to the SFRD a written request for recognition of the earlier stage(s) of his or her study. The competent subject area board shall then consider the possibility of recognizing such previous stage(s) of the DS in part or in full, potentially including also the doctoral state examination. Upon recommendation by the board, the Vice-Dean shall determine the scope of recognition of the student's earlier studies.

If the applicant's previous study activities and results are recognized, he or she shall continue to pursue the remaining part of his or her DS by submitting and defending the doctoral thesis, observing all related terms and rules.

TO ARTICLE 39 REGISTERING FOR A DOCTORAL STATE EXAMINATION

A student shall apply for a doctoral state examination by entering, no later than April 30 in the 2nd year of study, the Aims (or abridged version) of his or her thesis in the BUT IS. Subsequently, no later than May 15 in the given academic year, the student shall file with the SFRD the printed Aims and a recent version of the ISP, including a sheet containing the total and creativity scores achieved (generated through the BUT IS).

TO ARTICLE 40 EXAMINATION COMMITTEE FOR DOCTORAL STATE EXAMINATIONS

The rules and procedures for doctoral state examination boards effective at the FEEC are set forth in Appendix 3 hereto.

TO ARTICLE 43 PROCEEDINGS ON A DEFENSE OF A DOCTORAL THESIS

Before filing a doctoral thesis defense application, a student shall communicate to the science and foreign relations department, via an e-mail message, the title of the thesis in Czech and English and also the language of the entire text. The department shall then open in the BUT IS the thesis submission tool, thus enabling the student to insert the thesis and its abridged version (or Aims of the thesis) and to generate further documents.

The doctoral thesis defense application form (generated through the BUT IS), signed by both the student and the supervisor, shall be submitted to the SFRD, together with the following documents:

- doctoral thesis (3 pcs);
- aims of the thesis (15);
- up-to-date ISP containing the total score (3) and creativity score (3), all generated by the BUT IS;
- reprints of major publications authored by the student (3); items remaining unpublished at the time of the exam must be accompanied with a proof of acceptance for publishing.

The necessary precondition for the acceptance of the documents by the SFRD consists in their factual accuracy and veracity. If any deficiencies or errors are found by the SFRD, the doctoral student shall be obliged to perform necessary corrections and prepare the documents for resubmission.

PART FOUR JOINT PROVISIONS

TO ARTICLE 52 STUDY DOCUMENTATION

The basic corpus of documentation for the Bachelor's and Master's study program includes but is not limited to examination reports; final state examination reports; decisions on the interruption of studies, termination of studies, or the obligation to pay tuition fees for non-standard length of study; and disciplinary procedure records. In the doctoral study program, the basic documentation package comprises materials such as admission procedure forms and records, individual study plans, state doctoral examination and thesis defense records, and items within the register of students, as defined in relevant provisions of Act No. 111/1998 Coll., On Higher Education Institutions, as amended.

TO ARTICLE 55 OBSTACLES TO STUDIES

Problems arisen in connection with the organization of studies, namely, such issues that could not be resolved by the student despite assistance from the study department head and staff, may be discussed with the competent Vice-Dean.

Problems arisen in connection with the participation in courses and study of subjects, namely, such issues that could not be resolved by the student and the instructor/lecturer, may be progressively discussed with the following persons:

- course guarantor if the problem relates to a concrete course;
- relevant study program guarantor;
- competent Vice-Dean for Study Affairs.

Students also have the right to make various comments through the student chamber of the Faculty's Academic Senate.

TO ARTICLE 57 RECOGNITIONS AND AWARDS

- 1b) Proposals to recognize or award a student for their exceptional study results shall be submitted by the academic staff via the study department for further consideration by the Dean. Outstanding Bachelor's/Master's theses may be evaluated by the Dean as commendable, with the authors deserving a financial or material bonus. Special scholarships may be provided to those students of the FEEC that show excellence in research, science, and creative development or that remarkably promote and represent the faculty (for example, at sporting events).

TO ARTICLE 59 COMMUNICATION VIA THE BUT IS AND THE STUDENT'S IDENTIFICATION CARD

1. Students shall communicate with the faculty staff, whether academic or other, electronically, using the BUT IS or official e-mail accounts. E-mail messages must be sent exclusively from the faculty's e-mail servers, and a student is required to use for the given purpose his or her e-mail account on the server available. The official e-mail address of an FEEC student follows the pattern login@stud.feec.vutbr.cz, and all messages concerning studies at the FEEC shall be sent to accounts denoted by such addresses. When communicating with the faculty staff,

students are obliged to use their official accounts and faculty servers only; students are also required to read the messages and to monitor information accessible through the BUT IS. The faculty staff are not obliged in any manner to communicate with users of unofficial e-mail addresses.

2. A student is obliged to introduce their recent photo in the BUT IS no later than 14 days from the beginning of winter semester courses.

PART FIVE TRANSITIONAL AND FINAL PROVISIONS

TO ARTICLE 60 TRANSITIONAL PROVISIONS

When a student is being transferred to a different study program due to expired accreditation, the provisions of the present Rules are applied in such a manner as to preclude any loss or damage on the part of the student.

TO ARTICLE 61 FINAL PROVISIONS

This Dean's Directive No. 1/2019, Rules for the Organization of Studies at the FEEC BUT, was approved by the Academic Senate of the FEEC BUT on June 7, 2019 and became effective as of September 1, 2019, replacing Dean's Directive No. 8/2018.

Assoc. Prof. Miloslav Steinbauer, signed
Chair of the Faculty Academic Senate

Prof. Vladimír Aubrecht, signed
Dean of the Faculty

ANNEX 1: RULES AND PROCEDURES FOR EXAMINING BOARDS IN THE BACHELOR'S AND MASTER'S STUDY PROGRAMS

ARTICLE 1 GENERAL PROVISIONS

1. The Rules and procedures for examiners participating in final state examinations (hereinafter referred to as *board procedures*) is set forth pursuant to Section 24 (2) of the Study and Examination Rules of Brno University of Technology.
2. The board procedures regulate the formation and acting of examining boards.

ARTICLE 2 BOARD FORMATION

3. The final state examination boards shall be appointed by the Dean of the FEEC, upon recommendation by the competent study program board.
4. The final state examination dates shall be outlined in the annually updated time plan of study for the given academic year.
5. The examination venue(s) shall be announced by the head of the relevant study program board via a supplementary guideline for students.

ARTICLE 3 ACTION OF THE BOARD

A final state examination session shall be conducted as follows:

1. The chair of the board (hereinafter referred to as the *chair*) shall welcome and introduce the board members, including the board's secretary, and he or she shall briefly characterize the final state exam schedule and procedures.
2. The chair shall ask the secretary to invite the next candidate on the list and to introduce him or her to the examiners.
3. The chair shall invite the candidate to present the substantial results comprised in his or her thesis; the recommended presentation time is between 15 and 20 minutes.
4. The secretary shall read out the supervisor's and reviewer's reports on the thesis, including the proposed grades and/or marks. The supervisor and/or reviewer shall interpret their reports in person if attending the defense.
5. The board members shall present their questions regarding the thesis and its defense.
6. The candidate shall sit an oral exam focused on topics selected from the contents of compulsory courses (those subsumed within the fundamental curriculum in particular) taken during the candidate's study; alternatively, this oral exam may be, in full or in part, substituted with a written test.
7. Another oral exam follows to cover, above all, a set of topics selected from the contents of elective courses subsumed within the fundamental curriculum; students specify such courses when registering for the final state examination. In the registration, a student may choose an elective subject they did not attend or complete during their studies.
8. The candidate and possible guests shall be asked by the chair to leave the room in order to allow non-public discussion between members of the board.

9. During the non-public discussion, the board and its members shall evaluate the thesis and the candidate's approach to the defense, judging also his or her performance in the oral exams. Subsequently, the board shall vote to decide the grades for the individual parts of the exam or the exam as a whole.
10. The chair shall announce the outcome of the voting before the board.
11. The secretary shall fill out in the BUT IS the final state examination report; after being printed, the report shall be signed by all members of the board.
12. The candidate and possible guests shall be invited by the secretary to enter the meeting room, where the chair shall disclose the candidate's examination results.
13. The examination length is approximately 1 hour.
14. After all of the candidates assigned to the board have been examined, the chair shall thank the members for their participation in the proceedings, concluding the event.

ANNEX 2: RULES FOR DRAWING UP AN INDIVIDUAL STUDY PLAN IN DS

A doctoral student shall follow the individual study plan (ISP) drawn up in collaboration with the student's supervisor at the beginning of the doctoral study. The ISP is binding for the student, comprising, pursuant to the Study and Examination Rules of Brno University of Technology, all duties, responsibilities, and tasks that must be fulfilled in order for the doctoral student to complete their studies. Such duties, responsibilities, and tasks cover the entire length of the study; they are assessed using scores, and their execution is continuously monitored at fixed intervals. The systematic scoring of the activities, recorded in the document titled **Total Scores of a Doctoral Student**, constitutes a part of the ISP.

TIME PLAN OF STUDY

Compulsory lecturing or instruction in *specialized*, subject area-related (i.e. track-specific) or *general* courses is usually spread over the first three semesters of doctoral study. In addition to studying specialized subjects, a doctoral student intensively examines, broadens, deepens, and revises the corpus of knowledge within the field(s) defined by the topic of his or her doctoral thesis.

Within the following semesters, the student focuses on the segment of research and development that is associated with the topic of the doctoral thesis; publishes the results of his or her creative activities; and expands and refines the thesis. Before the end of the second year of study, the student shall sit the state doctoral examination in order to demonstrate the breadth and depth of his or her insight into the thesis-related fields of science and technology. The application for the exam must be submitted no later than April 30 in the second year of study, and the candidate shall be obliged to pass an English language examination as a prerequisite for the state doctoral one.

In the third and fourth years of study, the student shall carry out applicable research, release relevant results, and further develop the doctoral thesis.

Full-time and part-time doctoral students in their fourth and fifth year of study, respectively, shall present semi-finished versions of the theses to their supervisors for assessment; such submission or presentation shall take place before the end of the winter examination period.

Doctoral students shall submit their doctoral theses before the end of the 4th year of study.

LECTURING AND INSTRUCTION DURING DOCTORAL STUDIES

Instruction in doctoral courses is organized into individual semesters; during an academic year, its structuring is identical with that of the Master's study. Based on consultation with the supervisor, a student shall enroll in courses selected from among those offered within the DS subject grid, recording his or her choice in the ISP; the relevant set of units (courses) is recommended and proposed by the competent subject area board and Vice-Dean for Creative Activity, respectively. In the event that the desired courses are eventually not opened, the student is obliged to register substitute units within two weeks following the start of the semester. All registered courses must be completed with an exam, and at least two of these shall fall within track-specific, area-related doctoral courses.

The fourth semester shall be dedicated to preparing for and sitting the English language and state doctoral examinations; the latter must be passed before the date of enrollment in the third year of study. Importantly, doctoral students are obliged to negotiate a foreign-based internship, a study

abroad program, participation in an international creative project yielding results published or presented abroad, or another form of direct involvement in international collaboration; documents or other evidence of any such experience, activities, and/or achievements shall be presented at the Faculty no later than the submission of the doctoral thesis. As a matter of fact, the formally required mandatory (at least a one month long) study stay abroad can be combined from several (even rather brief) visits at different science and research institutions; none of such visits, however, should last less than two weeks.

A student is routinely assessed and evaluated with scores to characterize their overall performance. Such scores are earned through completed courses; foreign-based internships; participation in international projects; English language examination(s); presenting the Aims (or abridged version) of the thesis; and an academic discussion targeting the semi-finished thesis. The minimum scores to be gathered before each monitoring date are specified within section *Doctoral study activities and scoring, (A) Study domain* (see below).

A candidate is required to pass the compulsory English language examination no later than the date of their state doctoral examination.

Students of the doctoral study programme who have not attended the course "English for Post-Graduates" and wish to only sit the examination shall enrol in the course "English for the State Doctoral Exam"; the unit is guaranteed by the Department of Languages of the FEEC. If passed, the examinations are equal, sharing the same effect and validity. In these subjects, exam dates are available within both winter and summer examination periods.

A doctoral student that has passed the Czech general state exam in English or possesses an FCE/CAE/CPE internationally valid certificate not older than 5 years shall sit at the Department of Languages merely a specific purpose examination limited to testing professional, or technical, language.

TEACHING EXPERIENCE

Involving a doctoral student in teaching practice embodies a significant portion of his or her science and research training: Regular teaching and related activities enable the student to gain first-hand insight into knowledge transfer methods and to refine his or her presentational skills. The character and extent of the teaching load are, together with achievable scores, defined within section *Doctoral study activities and scoring, (B) Teaching experience*. The structure and forms of teaching (including, for example, seminars, laboratory practicals, student projects supervision) shall be specified by the competent department head upon consultation with the students' supervisors.

The theory and practice of teaching shall be compulsory for full-time students only and shall not concern part-time and self-paying students.

After the training has been completed, the involvement of a student in regular teaching activities shall be validated by his/her supervisor in the BUT IS.

SPECIALIZED CREATIVE ACTIVITY

The doctoral studies are aimed to train students for creative careers within research and science; a student is therefore required to contribute towards developing, refining, and promoting professional activities at the Faculty. The student shall continuously record in the BUT IS the individual results obtained; both the pursuit of creative tasks and the related scores are summarized in the

ISP. The minimum creative activities and the assessment criteria are displayed in section *Doctoral study activities and scoring, (C) Professional, scientific, and technical activities*.

When calculating creativity scores, it is necessary to consider the percentage of the student's share in the activity being assessed.

DOCTORAL STUDY ACTIVITIES AND SCORING

(A) STUDY DOMAIN

Item	Score
Specialized (track-specific) DS course completed with an exam	4
General DS course completed with an exam	2
DS course attended abroad and completed with an expert discussion at FEEC	6
Internship or study abroad (one co. or uni.)/international project participation	5
English course completed with an exam	4
Aims of the doctoral thesis	4
Semi-finished doctoral thesis	0 – 4

Time-limited requirements	Score
Minimum score for courses attended and internship or study abroad at the end of the 1 st year of DS	8
Minimum score for subjects attended, internship or study abroad, and English course when submitting state doctoral exam application	16
Minimum score when submitting semi-finished thesis	26

Notes:

- Scores related to the English language course, thesis Aims, semi-finished doctoral thesis, and internship or study abroad (with one company or university)/participation in an international project are not interchangeable (cannot be substituted with another activity in the given domain).
- Scores obtained for the thesis aims shall be, after a successful state doctoral exam, entered in the student's BUT IS records by competent staff at the science department of the Faculty.
- Scores relating to the semi-finished doctoral thesis shall be assigned by the supervisor via the BUT IS after the semi-finished thesis has been submitted.

• (B) TEACHING EXPERIENCE

Item	Score
Teaching (one period a week, in-semester) ¹	2
Supervising semester project or Bachelor's/Master's thesis; per academic year ²	4
Teaching materials ³	4

Time-limited requirements	Score
Minimum score for teaching experience at the end of the 1 st year of DS	8
Minimum score for teaching experience when submitting state doctoral exam application	16
Minimum score for teaching experience when enrolling in the 4 th year	28
Minimum score when submitting semi-finished doctoral thesis	36

¹ Within teaching (numerical, computer, and laboratory practicals), not more than 28 points can be granted.

² As regards students' projects or theses (semester project, Bachelor's or Master's theses), not more than 8 points are available.

³ Producing at least 20 pages of instructional and teaching materials (classes handbook; participating in the completion of textbooks); designing a laboratory tool; completing a training program.

(C) PROFESSIONAL, SCIENTIFIC, AND TECHNICAL ACTIVITIES

Item	Score
Original paper in a journal with an impact factor ⁴	30
Patent ⁵	30
Original paper in a foreign-based ⁶ journal or book	20
Original paper at an international ⁷ conference	10
Original paper in a Czech Republic ⁸ journal or book	10
Original paper at a Czech Republic conference	4
Submitting a project proposal to receive a grant	2
Receiving a Czech Republic grant ⁹	5
Receiving a foreign grant ¹⁰	20
Applied research and science results (semi-industrial installation and pilot production; validated technology; prototype; applied methodology; functional sample; authorized software; utility model) ¹¹	5

Time-limited requirements	Score
Minimum score for professional and scientific activity at the end of the 1 st year of DS	8
Minimum score for professional, scientific, and technical activity when submitting state doctoral exam application	20
Minimum score when enrolling in the 4 th year	40
Minimum score when submitting semi-finished doctoral thesis	50

⁴ The journal must be registered in the Web of Science database, with the actual paper classified as an "Article", "Review", or "Letter".

⁵ A granted patent, regardless of whether or not it has been used. The patent must be owned by BUT.

⁶ A foreign specialized publication shall mean a peer-reviewed item demonstrably guaranteed by a foreign corporate or private entity. The publication must be released in English and exhibit an assigned ISSN or ISBN; its printed and electronic embodiments shall be considered equal.

⁷ An international conference shall mean an academic or professional event declared to be an international meeting; having an international programme committee; and involving the presentation of peer-reviewed papers in English.

⁸ A Czech Republic (or domestic) specialized publication shall mean a peer-reviewed item released by a corporate or private entity having its registered office in the Czech Republic. The publication shall exhibit an assigned ISSN or ISBN, and its printed and electronic embodiments shall be considered equal.

⁹ If a grant is received, the doctoral student shall earn seven points (two when submitting the project, five after receiving the grant).

¹⁰ If a grant is received, the doctoral student shall earn 22 points (two when submitting the project, twenty after receiving the grant).

¹¹ The outcome must embody the output of an applied research project and be registered in the national scientific research output database (RIV).

Minimum score on the doctoral thesis defense date ¹²

60

¹² At least one publication related to the topic of the dissertation thesis must be an original article with an impact factor, classified as an "Article", "Review", or "Letter" within the Web of Science database. In exceptional cases, a student may be relieved of this duty by the competent subject area board, based on a substantiation included by the student's supervisor in his or her letter of statement regarding the doctoral thesis.

(D) TOTAL SCORES¹³

Time-limited requirements	Body
Total minimum score at the end of the 1 st year of DS	26
Total minimum score when submitting state doctoral exam application	57
Total minimum score when enrolling in the 4 th year	89
Total minimum score when submitting semi-finished doctoral thesis	113
Total minimum score on thesis defense and study completion date(s)	123

¹³ Scoring beyond the sum of minimum limits may be earned through outstanding study-related activity (an internship or study abroad, comprehensive or partial); teaching results (supervising semester projects and Bachelor's/Master's theses; producing teaching materials); and publication output (the number of items published exceeds the required minimum threshold).

ANNEX 3: RULES AND PROCEDURES FOR EXAMINING BOARDS: STATE DOCTORAL EXAMINATION

ARTICLE 1 GENERAL PROVISIONS

1. The rules and procedures for examiners participating in final state examinations (hereinafter referred to as *board procedures*) is set forth pursuant to Article 40 (3) of the Study and Examination Rules of Brno University of Technology.

The board procedures regulate the formation and acting of examining boards.

ARTICLE 2 BOARD FORMATION

1. At the FEEC, doctoral state examination boards are appointed ad hoc. When appointing examiners to form such boards, the subject area board shall consider the individual study plan observed by the doctoral student, the relevant courses, and the focus of the thesis to be produced.
2. The examiners shall be primarily associate professors and professors; however, the board may also include academic staff not yet qualified for associate professorship, utilizing the Faculty records of assistant professors and other specialists approved, by the research board of the FEEC, for the supervision of doctoral research and participation in doctoral state examinations.

The examination date and venue shall be announced by the chair of the examining board, based on agreement with the board members and the candidate (doctoral student).

ARTICLE 3 ACTION OF THE BOARD

A doctoral state examination session shall be conducted as follows:

1. The chair of the examining board (hereinafter referred to as the *chair*) shall welcome and introduce the board members. Subsequently, he or she shall introduce the candidate, mentioning the basic information from their curriculum vitae, and shall report to the board on the candidate's study achievements (such as previous exam results or publication activities).
2. The chair shall ask the candidate to present essential aspects of the aims of the thesis (hereinafter referred to as the *aims*); the recommended presentation time is between 15 and 20 minutes.
3. The examiner responsible for reviewing the Aims shall introduce, by reading out or otherwise, his or her report to the board and the candidate.
4. The candidate shall respond to questions or comments made by the reviewer.
5. The chair shall invite the board members and possible guests to ask questions concerning the Aims, stage of completion, experimental background, feasibility, and other elements inherent or associated with the thesis.
6. After the discussion regarding the aims has been concluded, the chair shall invite the examiners and guests to ask questions directed towards examining the candidate's knowledge in the field(s) relevant to the thesis. Such questions, however, should be centered on not only the scientific and technical area of the final thesis but also the contents of the candidate's individual study plan (namely, courses completed previously).

7. The candidate and possible guests shall be asked by the chair to leave the room in order to allow non-public discussion between members of the board.
8. During the non-public discussion, the board and its members shall evaluate the knowledge and overall performance exhibited by the candidate and shall present their opinions on the defendability of the final thesis. Subsequently, the board shall vote to decide the resulting grade.
9. The chair shall announce the outcome of the voting before the board and shall fill out (or have filled out) in the BUT IS the doctoral state exam report; after being printed, the report shall be signed by all members of the board.
10. The candidate and possible guests shall be invited to enter the meeting room, where the chair shall disclose the outcome of the voting to the candidate, and he or she shall then thank the members for their participation in the proceedings, concluding the event.
11. The maximum examination length is approximately 2 hours.