

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY

Date of issue: 11 March 2019
Effective from: 11 March 2019
Responsible department: Vice-deans for Education of the FIT BUT
Binding for: Students and employees of the FIT BUT
Issued by: Dean of the FIT BUT
Supplementing: -
Number of pages: 5
Number of annexes: 0

GUIDELINE NO. 1/2019
REGISTRATION FOR COURSES AND INDIVIDUAL STUDY PLANS IN BACHELOR'S
AND MASTER'S STUDIES AT THE FIT BUT

Article 1

Rules for the registration for courses

1. A student must first register for and subsequently enrol in repeated compulsory courses and repeated selective courses (in the event of a group of selective courses, any of the courses can be chosen). Following this, the student registers for and enrolls in compulsory and selective courses from the study plan for the relevant year. Only when this is done, the student may register for and enrol in elective courses. If a student does not register for, and subsequently enrol in, all the compulsory and selective courses from the relevant study plan (except for Semester Project, Bachelor's Thesis and Master's Thesis), he/she may register for, and enrol in, a maximum of one elective course in the given semester.
2. A student must register for and enrol in at least 30 credits (or 15 credits if the student studies in only one semester) in an academic year in order to continue his/her studies. An exception from this rule is the end of the studies when students may enrol in no more courses than are required for meeting the required minimum number of credits for the given programme.
3. A student may register for and enrol in a maximum of **65 credits** for an academic year (provided that the student does not exceed the number of credits for the entire studies specified in paragraph 4) below, except for the following cases:
 - a) If a student studies in only one semester in an academic year, he/she may register for and enrol in a maximum of **35 credits** and the student is not subject to the rules set forth in subparagraphs (b) to (e) below.
 - b) A student who does not exceed the standard period of study and successfully completes all the courses for which he/she enrolled (one unsuccessful compulsory or selective course being permitted), thus obtaining at least 20 credits per semester in the relevant period, may register for and enrol in a maximum of **70 credits**.
 - c) A student who does not exceed the standard period of study, successfully completes all the courses for which he enrolled, thus obtaining at least 20 credits per semester in the relevant period, and his/her grade-point average for the relevant period does not exceed 2.00, may register for and enrol in a maximum of **75 credits**.
 - d) A student who does not exceed the standard period of study, successfully completes all the courses for which he enrolled, thus obtaining at least 20 credits per semester in the relevant

period, and his/her grade-point average for the relevant period does not exceed 1.50, may register for and enrol in a maximum of **80 credits**.

- e) A student to whom any limit increase specified under subparagraphs (b) to (d) above does not apply may register for and enrol in a maximum of **69 credits** in the year in which he/she takes the State final examination.

The relevant period under subparagraphs (b) to (d) above is the first semester for registration for and enrolment in courses for the first year of studies, second semester for registration for and enrolment in courses for the second year of studies, and the third and fourth semesters for registration for and enrolment in courses for the third year of studies. This increase in credits shall apply only after the end of examination period of the relevant period, i.e. the basic limit of **65 credits** shall apply to earlier registrations.

- 4. A student shall register for and enrol in courses so that the total number of his/her credits for his/her studies does not exceed the number of credits required for proper completion of the studies by more than **4 credits**. This does not apply to the registration for and enrolment in courses for the year in which a student is to complete his/her studies:
 - a) A student who has successfully completed all the courses in which he/she enrolled to date and his/her grade-point average for the entire studies to date does not exceed 2.00 may exceed the total number of credits required for proper completion of his/her studied by up to **14 credits**.
 - b) A student who has completed unsuccessfully no more than two courses may exceed the total number of credits required or proper completion of his/her studied by up to **9 credits**.
 - c) The results of the summer semester before the year which is to be the student's last year of study shall be taken into consideration in subparagraphs (a) and (b) above only after the grading of the relevant courses has been closed. If it is later found that the conditions for a higher number of credits have not been met, the student shall cancel the above-limit courses him/herself; otherwise the above-limits courses will be cancelled.
- 5. Before passing or recognition of the BAN4 or AIT examination in English, students of Bachelor's programmes may not register for or enrol in any foreign-language courses other than BAN1 to BAN4, AIT and FCE. Applications for recognition of examinations in the English language shall be assessed by Department of Languages of the Faculty of Electrical Engineering and Communications.
- 6. Students of Bachelor's programmes whose examination in the English language has not yet been recognised are obliged to take a placement language test by the end of November in the first semester of their studies, on the basis of which they can register for and enrol in language courses from the second semester of their studies, as follows:
 - a) 51 to 60 points must be obtained for enrolment in the AIT or FCE course;
 - b) 41-50 points must be obtained for enrolment in the BAN4 course;
 - c) 31-40 points must be obtained for enrolment in the BAN3 course;
 - d) 21-30 points must be obtained for enrolment in the BAN2 course;
 - e) 0-20 points must be obtained for enrolment in the BAN1 course.

Students who obtain 10 or less points in the placement test are recommended to take an English-language course for beginners outside their studies before registering for the BAN1 course. Substantiated applications for placement in an English course standing one step higher or lower shall be submitted to a student counsellor not later than two weeks after the placement language test is graded. If the BAN1 course is not open due to insufficient interest among the students, the students with this level will be included in BAN2.

7. A maximum of one foreign-language course may be registered for and enrolled in for one semester.
8. Students of Bachelor's programmes may enrol in a maximum of one social-science course for an academic year. The only exception are two-semester courses where a student may enrol in a chosen course in the winter and summer semesters in parallel.
9. Students of follow-up Master's programmes may register for and enrol in a maximum of one PVH course.
10. Students of follow-up Master's programmes may not register for and enrol in courses they already successfully completed in their Bachelor's studies.
11. The Bachelor's or Master's thesis can be enrolled in and the State final examination applied for only for the semester which is to be the last semester of the studies.
12. A student may register for free courses from other BUT faculties so that the total number of credits for these courses does not exceed 20 in an academic year. Free courses are considered elective in the FIT study plans and the credits for them are included in the credit limits set by this Guideline.
13. Students who are interested in a course taught at some other faculty of BUT or at some other university that is not included in the study plan at the FIT, not even as a free course, shall submit a written application including substantiation why they wish to study that course, not later than 3 weeks before the beginning of the relevant semester. They shall attach to the application the annotation of the relevant course, financial cost of enrolment in the course, declaration on available credits and, if the course is to support the development of the Bachelor's thesis or Master's thesis, also the supervisor's recommendation.
14. In a semester for which a foreign study stay or foreign practical training has been approved for a student, the student may study courses at the FIT only on the basis of a previously permitted individual study plan, for a maximum of 15 credits.
15. Breach of these rules shall result in cancellation of the courses for which the relevant student registered or in which he/she enrolled, where the registration or enrolment breaches these rules.
16. An exemption from these rules may be granted by the competent Vice-dean for education on the basis of a student's application duly substantiating the exceptional nature of his/her situation. The student shall be notified of the manner of processing the request via the FIT IS.

Article 2 Registrations

1. The electronic registration for courses will be opened in late March and early April
 - a) first for students registering for courses for the year of the relevant programme which is the last year in a standard period of study;
 - b) subsequently for students exceeding the standard period of study;
 - c) and finally for students in lower years.
2. For students in the same year of studies, the electronic registration will be opened
 - a) first for students who completed all the courses in which they enrolled in the winter semester of the relevant academic year, obtaining at least 20 credits and reaching a grade-point average not exceeding 2.00;
 - b) subsequently for students who completed all the courses in which they enrolled in the winter semester of the relevant academic year, obtaining at least 20 credits;

- c) and finally for other students.
3. Additional electronic registration for courses will be open from mid-July to mid-August simultaneously for all students except for future first-year students.
 4. Students of the first year will be automatically registered for and enrolled in all compulsory courses from the relevant plan. Electronic registration for other courses shall take place in September, with the exception of registration for courses of the English language in the first year of Bachelor's studies, which only takes place in January (based on the results of the language placement test).
 5. Students may perform last changes in enrolment in courses electronically during the first week of teaching in the winter and summer semesters.
 6. All courses in the summer semester may be cancelled for a student who can be reasonably expected not to meet the conditions for continuation of studies on the basis of the current study results for the winter semester (for example, impossibility to obtain a sufficient number of credits in the first semester of the studies or failure to obtain a credit in a repeated compulsory course); this shall be done by the FIT by initiating the respective proceedings, which shall be recorded electronically in the FIT IS. The proceedings may be initiated no sooner than at the beginning of the examination period of the winter semester and no later than by the end of the second week of the teaching in the summer semester and the student must be provided with a deadline to submit his/her statement of at least 5 business days.

Article 3 Parallel studies

1. For completing parallel studies, it is necessary to fulfil all the prescribed conditions separately, including the development and defence of the thesis and passing the oral part of the State final examination.
2. Credits from a course which is placed in the study plans of several lines of parallel studies shall be included in only one line of studies. Before commencing the semester in which the relevant course is taught, the student shall decide in which line of the parallel studies the credits shall be included. Following successful completion of the course, the student shall lodge an application to have the course recognised in his/her other parallel studies, where this shall only serve to meet the student's obligations under the study plan, but the student will not be granted any credits for the course in the other parallel studies.

Article 4 Professional practice abroad

1. The elective course "Professional Practice, Abroad" is intended for students that perform professional practice abroad (except for Slovak republic). The topic of the practice does not matter, the length must be at least 6 weeks continuously. To enrol in this course in Bachelor's or Master's study programme the request must be submitted at least 14 days before departure and has to contain expected content of the professional practice.

Article 5 Individual study plans in courses

1. A student of FIT, that is about to depart on a approved study stay abroad or approved project practice abroad in the semester in which he/she is enrolled in (especially compulsory) courses, such student can, after consulting the guarantors of the individual courses, request individual study plans. Such request has to be made in advance; late requests cannot be accommodated.

2. In the semester, in which a student has approved study stay abroad or approved project practice abroad, such student can only study courses at FIT with approved individual study plan and can obtain at most 15 credits for them.
3. In the individual study plan, a guarantor specifies replacement activities, that will be graded for the student instead of regular activities in the full-time study. Guarantor takes note of a fact, that the student cannot attend regular full-time study activities. Requirements for accreditation (if the course has one) should reflect provided replacement activities.
4. The guarantor also specifies the dates of the examinations. The grading of the examination is specified in the course sheet and cannot be changed by the individual student plan.

Article 6

Transitional provisions

1. From the academic year 2019/2020, the following changes of the math courses in the Bachelor's programme take effect:
 - a) The course Discrete Mathematics (IDA) was replaced by courses Discrete Mathematics (IDM) and Linear Algebra (ILG). Students, that were not successful in IDA until academic year 2018/2019 must pass both IDM and ILG to complete their study. However, for the purposes of assessment of the conditions for continuation of studies, previous failure in the IDA course shall not be regarded as failure in either of the IDM or ILG courses.
 - b) The course Mathematical Analysis (IMA) was replaced by courses Mathematical Analysis 1 (IMA1) and Mathematical Analysis 2 (IMA2). Students, that were not successful in IMA until academic year 2018/2019 must pass both IMA1 and IMA2 to complete their study. However, for the purposes of assessment of the conditions for continuation of studies, previous failure in the IMA course shall not be regarded as failure in either of the IMA1 or IMA2 courses.
 - c) The course Numerical Methods and Probability (INM) was replaced by the course Probability and Statistics (IPT). Students, that were not successful in INM until academic year 2018/2019 must pass IPT to complete their study. However, for the purposes of assessment of the conditions for continuation of studies, previous failure in the INM course shall not be regarded as failure in the IPT course.
2. This guideline cancels the following regulations:
 - a) Guideline No. 6/2018 Registration for courses in Bachelor's and Master's studies at FIT BUT from 28th March 2018 is cancelled by the 31st August 2018,
 - b) FIT vice-dean guideline No. 12/2012,
 - c) FIT vice-dean guideline No. 1/2011,
 - d) Guideline of the vice-dean for education No. 9/2007,
 - e) Guideline of the vice-dean for education No. 2003/5,
 - f) Guideline of the vice-dean for education No. 17 from 5th November 2002

prof. Dr. Ing. Pavel Zemčik

Dean of the FIT BUT in Brno