

BRNO UNIVERSITY OF TECHNOLOGY

FACULTY OF INFORMATION TECHNOLOGY

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CONSOLIDATED VERSION

GUIDELINE No. 4/2019

INSTRUCTIONS FOR CALCULATION OF PEDAGOGICAL WORK FOR INTERNAL NEEDS OF THE BUT FIT

A. Principles for accounting of pedagogical activity into work

1. Teaching can only be accounted for, if it is stated in approved study plans and if it was actually realized (or if regular contact teaching has been cancelled due to national holiday, or rector's or dean's day).
2. Countable hours (hereinafter CH) include both duration of direct pedagogical work and time needed to prepare for said pedagogical work, or consequent assessment, as well as time for consultations and assessment claims.
3. Guarantors of courses are responsible for proper evidence of CH in FIT IS.
4. FIT management can acknowledge motivational CH (multiples of 1 CH) for "activities for FIT".

B. Time values for calculation of work

1. Direct pedagogical activities

Forms of regular teaching		CH formula
Bc. and Mgr. study	Lectures	$(4 + 0,01 * \text{student_count}) * \text{hours}$
	Demonstration seminars	$(3 + 0,01 * \text{student_count}) * \text{hours}$
	Seminars and lab work	$(2 + 0,01 * \text{student_count}) * \text{hours}$
	Project defence	$0,10 * \text{student_count} * \text{hours}$
	Individual assessment of projects	$0,09 * \text{student_count} * \text{hours}$
	Automated assessment of projects	$0,08 * \text{student_count} * \text{hours}$

*Projects in this context include projects, home assignments and other activities of similar nature.
 Student_count only includes students that have submitted a project solution or presented said project.
 Automated assessment of projects in this context means projects, where point-based assessment is determined by automated means. If automated means are only used for the compilation of projects, and point-based assessment is determined by a teacher at their discretion, it is considered an individual assessment of projects.*

Forms of regular teaching		CH formula
Full-time doctoral study	Lectures	$(4 + 0,01 * \text{doct_count}) * \text{hours}$
	Seminars and lab work	$(2 + 0,01 * \text{doct_count}) * \text{hours}$
	Leading controlled study	$15 * \text{doct_count}$
<p><i>Lectures, seminars, and lab work must be justified and authorized.</i></p> <p><i>Controlled study means teaching conducted in a non-standard form without regular lecture or seminars, where the lecturer of an approved course from the selection of courses for given academic year only consults the contents of a course with a doctoral student, i.e., the content of study required for the examination.</i></p> <p><i>A controlled study is a basis for the calculation of pedagogical work in the doctoral study course. If CH for controlled study would surpass CH for lectures, teaching is accounted for as lectures. For instance, this case can happen if around 10 doctoral students are enrolled in a course. This also ensures that courses with less than 10 doctoral students do not have lectures unless it is requested.</i></p>		

Forms of regular teaching	CH formula
Course guarantor (Bc., Mgr. And Dr.)	$20 + 0,2 * \text{student_count}$
<i>Applies to a single lecture group including guidance of doctoral students.</i>	

Forms of coordination of regular teaching	CH formula
Superguarantor	10
<i>The superguarantor's task is to coordinate mid-semester examinations, projects, and other study activities within a semester to ensure that students are not overwhelmed. For each semester of bachelor's and master's degree programme, the vice-dean can appoint a single superguarantor for each study programme. At the beginning of the semester, the superguarantor shall send a table containing key activities and dates in the given semester. Then they shall be awarded CH by the vice-dean.</i>	

Study group consultations	CH / group
1 hour-long consultation	2
<i>Size of a group that students sign up for is 20 students. At most 3 consultations for each group can be counted towards the pedagogical work in the first semester of study at FIT.</i>	

Examination

- A semester examination is any final examination (oral, written or combined) in a subject, including a corrective or substitute examination.
- In a course ending with a graded assessment, the assessment test is reported as a mid-semester examination.
- In the case of a course ending with an examination, a maximum of 1 term of mid-term examination (with 2 runs) per 1 lecture group or a maximum of 2 terms of interim test (with 2 runs) per 1 lecture group (interim tests cannot be counted together with a mid-semester examination) can be accounted for.
- In the case of a course ending with an assessment, classified assessment, or colloquium, a maximum of 2 terms of mid-semester examination or assessment test (each with 2 runs) per 1 lecture group can be accounted for, or each of them can be replaced by 2 terms of the interim test (with 2 runs) per 1 lecture group.

- B_t is the number of points for the test part of the written examination, B_v is the number of points for the part of the written examination requiring answers and B_u is the number of points for the oral part of the examination.

Preparation of a written exam or a written part of a combined exam

Examination		CH formula
Bc. and Mgr. Study	Interim test	$1.5 + 0.01 * \text{number of students}$
	Mid-semester	$3 * \frac{B_t + B_v}{B_t + B_v + B_u} + 0.02 * \text{number of students}$
	Semester	$6 * \frac{B_t + B_v}{B_t + B_v + B_u} + 0.04 * \text{number of students}$

Preparation can be accounted for a maximum of 5 exam dates.

Supervision during the exam

Examination		CH / supervisor / started hour
Bc. and Mgr. Study	Interim test	1
	Mid-semester	
	Semester	

*If there is a global limit of fewer than 35 students in a room, a maximum of 1 supervisor per number of students can be accounted for. Otherwise, a maximum of 1 supervisor per 35 students can be accounted for.
For online tests via IS or other software without direct interaction with the teacher during the exam, supervision cannot be accounted for.
For combined exams, supervision is accounted for in the same way as for written exams.
For oral exams without a written part, supervision cannot be accounted for.*

Evaluation of the written examination or the written part of the combined examination

Examination		CH / student
Bc. and Mgr. Study	Interim test	$\frac{0.05 * B_t + 0.1 * B_v}{B_t + B_v}$
	Mid-semester	$\frac{0.1 * B_t + 0.2 * B_v}{B_t + B_v + B_u}$
	Semester	$\frac{0.2 * B_t + 0.4 * B_v}{B_t + B_v + B_u}$

*Pedagogical work can only be counted for students, that have attended the examination.
"Technical security" at scanner accounts for 10% of CH from multiple choice part of the examination, that is subtracted from the examiner's CH.*

Oral examination

Examination		CH / student
Bc. and Mgr. Study	Mid-semester	0.3
	Semester	0.6

Oral part of the combined examination

Examination		CH / student
Bc. and Mgr. Study	Mid-semester	$0.3 * \frac{B_u}{B_t + B_v + B_u}$
	Semester	$0.6 * \frac{B_u}{B_t + B_v + B_u}$

Examinations in doctoral studies

Examination		CH / student
Doctoral study	Semester	1
<i>Pedagogical work can only be counted for students, that have attended the examination.</i>		

State final examinations	CH / student
Bachelor's degree programme	1
Master's degree programme	2
Doctoral degree programme	3
<p><i>The examiner in charge of the examination of a particular student is awarded an additional 50% of earned CH. CH include defence of bachelor's thesis completed within IBP/IBT or defence of master's thesis completed within DIP. In case of bachelor's and master's degree programmes, the expected size of a committee is 4-5 FIT employees + committee secretary.</i></p> <p><i>In the case of bachelor's, master's and doctoral degree programmes, the CH are counted for each member of the committee.</i></p> <p>Unpaid attendance at state final examinations at cooperating universities is awarded twice the CH.</p>	

Entrance examinations		CH formula
Bc. and Mgr. study	Chairman of committee	0,3 * applicant_count
	Examination room supervisory	0,15 * applicant_count
	Leading chairman	0,3 * applicant_count / committee_count (in a round)
Doctoral study	Each member of the committee	1 * applicant_count

Supervision, opposing, defence

Theses and projects supervision		CH / student
Bc. study	Project practice (IP1, IP2 and IP3)	5
	SP (ITT, 5 cr.)	7
	BP (IBT, 13 cr.)	22
Mgr. study	Project practice (PP1 and PP2)	5
	SP (SEP)	11
	DP (DIP)	29
Studies abroad and programs in English	Project practice (IP1e, IP2e, PP1e, PP2e) Year project (YP1a, YP2a)	18
	SP (ITTe)	11
	BP (IBTe)	33
	SP (SEPe)	17
	DP (DIPe)	44

*Supervising semester projects (ISP/ITT/SEP) includes a supervisor's attendance at the semester project defence.
Bachelor's and master's thesis supervision includes a supervisor's evaluation.
Supervising a thesis of a student from abroad, that is equivalent to semester project, bachelor's thesis or master's thesis in its extent and nature, and supervision thereof cannot be rewarded in any project, can be accounted for with approval of the respective vice-dean even if the student is not enrolled in the respective course.*

Activities of doctoral students' supervisor	CH / student
Doctoral student in 1 st through 4 th year of study	75
Doctoral student in 5 th + year of study	0
The reward for guiding a doctoral student to a successful defence of a dissertation	150

*Total CH for the supervision of a single doctoral student is at most $4 \cdot 75 \text{ CH} + 150 \text{ CH} = 450 \text{ CH}$.
If an expert supervisor is taking part in guiding a doctoral student in given academic year, their percentage contribution (and a respective portion of CH) will be determined in advance and cannot be changed during the academic year.
CH for the supervision of doctoral students exceeding 500 CH for the supervisor and 250 CH for expert supervisor in a single academic year are cut by multiplication with the following factors:*

- 0.5 500-750 CH for the supervisor and 250-375 CH for expert supervisor
- 0.25 750-1000 CH for the supervisor and 375-500 CH for expert supervisor
- 0.125 1000-1250 CH for the supervisor and 500-625 CH for expert supervisor
- 0 CH exceeding 1250 for supervisor and CH exceeding 625 for expert supervisor

Opponent's assessment of projects and theses	CH / student
Bachelor's thesis	10
Master's thesis	12
Treatise for doctoral state final examination	10
Dissertation	25
<i>CH for opposing thesis written in english language is the same as for theses in czech or slovak language. Even unpaid opponent's assessments of theses and dissertations for cooperating universities are accounted for.</i>	

Defence of projects and theses		CH / student
Bc. and Mgr. study	Member of ISP/ITT committee	0,25
	Member of SEP committee	0,33
	Project practice (each committee member)	0,56
	Project practice organiser	1
Doctoral study	Dissertation (each committee member)	3
<i>Committee for the defence of semester project (ISP/ITT/SEP) has up to 4 members and thesis supervisor, whose attendance is included in CH for the supervision of the thesis.</i>		
<i>Project practice organiser of a department is responsible for organising defences and for submission of results to FIT IS. CH for defences led in English language is the same as for defences led in Czech or Slovak language.</i>		
<i>Unpaid attendance at dissertation defences at cooperating universities is rewarded with twice the CH.</i>		

Supervision of students in scientific work	CH formula
Supervision of a presented work	10 * work_count
Committee for presentation of stud. work (committee secretary included)	0,65 * student_count
<i>Applies to full-time Bc. and Mgr. study.</i>	
<i>Presented work means work published in a scientific or technical magazine, or presented at a conference and included in the respective conference proceedings (e.g. EXCEL@FIT, SVOČ).</i>	
<i>Presented technical and scientific works of doctoral students are not rewarded with CH.</i>	

C. Determining number and size of teaching groups

1. Regular contact teaching is organised in teaching groups of the following sizes depending on the type of teaching:

Form of teaching	Normative size
Lecture	300
Demonstration seminar	150
Numerical or computer seminar	20 <i>In case of the higher capacity of a room, the size of a teaching group can be increased to up to 60.</i>
Lab exercise	<i>The size of the teaching group is specified by the capacity of a given lab.</i>

2. Pedagogical work for teaching in an elective or compulsory-elective course can only be accounted for if the minimum required number of students are enrolled in that course. This minimum is set to 20 students for courses taught in the Czech language in bachelor's degree programme, 10 students for courses taught in the Czech language in master's degree programme and 5 students for courses taught in the English language. Guarantor of a course where the minimum required number of enrolled students is not met can elect not to open the course no later than 3 days before the beginning of teaching in the semester that the course is included in. If the number of students enrolled in the course 3 days before the beginning of teaching is sufficient, the pedagogical work can be accounted for even if the number of enrolled students later drops below the required minimum (CH in this case is also derived from number of enrolled students rather than the required minimum). If the number of students enrolled in a course 3 days before the beginning of teaching is not sufficient, but later reaches at least the required minimum, the pedagogical work for this course can also be accounted for.
3. If the number of enrolled students in an already opened elective or compulsory-elective course does not reach the required minimum, the teacher is still obliged to realize the teaching of the course and the pedagogical work cannot be accounted for in that academic year. However, the final student count in such course will count towards the student count of the same course in the following academic year. Should the student count be high enough for the teaching to be accounted for in the following academic year, the number of students for each activity from the previous year will add up to the respective activities of the current academic year when calculating the CH. The number of students can be accumulated over multiple years.

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