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## **DEAN'S DIRECTIVE NO. 2/2023**

### **Rules for the organization of studies at the faculty (supplement to the Study and Examination Regulations of BUT)**

This Directive (hereinafter referred to as the Directive) regulates study in bachelor's, follow-up master's and doctoral study programmes (hereinafter referred to as BSP, FMSP and DSP) at FME in accordance with the following articles of the BUT Study and Examination Regulations (hereinafter referred to as SER).

#### **STUDY IN BACHELOR'S AND FOLLOW-UP MASTER'S STUDY PROGRAMMES**

##### **Part A**

##### **Rules for creating study plans in BSP and FMSP (Article 5 SER)**

These rules for the creation of study plans form part of all bachelor's and follow-up master's degree programmes accredited by FME. The study programme is concretized and implemented by study plans. The study programme may contain several study plans that correspond to individual specializations.

1. **Study plan of the programme** is defined by Article 5 SER.
  - It contains a structured list of programme subjects, the completion of which is a necessary condition for the proper completion of studies in the study programme.
  - The study plans of all programmes are part of the accreditation materials and are published annually on the FME website.
  - The study plan of the programme is divided into semesters and years.
2. **The student's individual plan** is the student's study plan for the current academic year recorded in

the BUT information system, where the study programme subjects and individual changes valid for the given student are inserted every year (e.g. repetition of subjects, recognition of subjects, postponement of subjects to the next academic year, etc.).

### 3. **Years and periods of study**

- The total number of years is equal to the standard study time.
- The number of years of study is equal to the number of academic years of the student's active study, calculated from his enrolment in the study programme. In the case of recognition of a comprehensive part of the study, the number of years of study is increased by the number of recognized years.

### 4. **The student's study plan** is a list of subjects actually enrolled by the student according to these rules.

- All compulsory subjects and enrolled compulsory optional subjects from the year of the study plan of the programme, which corresponds to his year of study, become a **part of the student's study plan**.
- **Enrolment** takes place in such a way that the student registers in his/her individual plan the subjects he/she intends to study in the given academic year. If a student does not choose compulsory optional courses, they can be assigned to him administratively. Then, if all study regulations are met, the authorized faculty member enters the subjects with the confirmed registration in the student's electronic index, and thus creates the student's study plan for the given academic year. If a student does not enrol in any of these courses in a given year, he or she remains part of his or her individual plan as a **deferred course**.
- The student's study plan may differ from the study plan of the programme by the pace of study and the composition of subjects - especially when recognizing some subjects, when completing part of the study abroad, etc.
- Any change in the composition of subjects in the student's study plan with respect to the study plan of the programme is subject to the written approval of the Dean.
- As part of the study plan of his/her programme, the student can **pre-enrol** in a course included in a higher year than the one the student is currently studying.
  - In the year of study in which the student completes the preliminary course, he/she will be subscribed the minimum number of credits from compulsory and optional subjects necessary for continuing the study with a credit evaluation according to the plan of the current academic year.
  - As soon as a student enters a year of study in which this course is included according to the current study plan of the programme (see text above), the number of credits and obligation will be adjusted for the student according to this plan without request and the course will be included among courses completed.
  - If a student does not successfully complete a pre-enrolled course, the same rules apply to its repetition as to other courses of the same obligation.
- **A repeated course** is a course, the completion of which is mandatory according to the study plan and which the student did not complete properly. The student must enrol in this course again, in the next semester, when the course is taught in the given study programme. According to Article 10 of the SER, a subject can be re-registered only once.
- At the beginning of the summer semester, compulsory subjects and compulsory optional subjects for which the student has not completed the prerequisites or co-requisites of the winter semester will be postponed from the electronic index until next year.

- During the first 2 weeks of teaching in each semester, **students** can have the subjects unregistered from the individual plan upon request. **After the first 2 weeks of the semester, it is no longer possible to unregister any subjects from the electronic index.** Applies to all subjects of the study plan, including optional subjects.
  - The study and enrolment of **optional subjects** is regulated, see Regulations Part G, Paragraph 2.
5. **Active completion** of a course in a given period means completion based on actual study in that period, not recognition of a course from the previous period. The study can take place at FME or at a foreign university.

## **Part B**

### **Teaching methods, lecture and study groups (Article 7 SER)**

The methods of teaching the subject are determined in its documentation (see Article 8 of the SER) in accordance with Article 7 of the SER, where the basic teaching methods are described.

For an effective teaching schedule, students are divided into lecture and study groups at the beginning of each semester. These groups are created by the study department of the dean's office, while respecting the choice of teacher and study group, see Regulations Part G, Paragraph 1, and take into account the proposals of the guaranteeing institutes of study.

**Lecture groups** are used to schedule the teaching of lectures (teaching code P) and guided consultations in the combined form of study (code KK). They are created in such a way that their number in the year is as low as possible given the given scheduling and capacity possibilities.

**Study groups** are used to schedule teaching exercises, seminars, laboratories and studios. They are created in such a way that the number of students in each group is as close as possible to 20-25.

**The teaching groups** in which the individual subjects are taught are derived from the study groups of student registrations. The conditions for registration in teaching groups are set by the director of the department, who guarantees the relevant subject. The principal may decide to set up a special teaching group for students repeating the subject if a larger number so requires. Therefore, teaching groups do not have to coincide with study groups and the following rules must be observed when creating them:

- For theoretical exercises (code C1) and seminars (code S), exercises with computer support (CPP code), laboratories (code L) in the combined form of study and studios (code A) in the combined form of study, i.e. for contact teaching methods falls on 1 teacher of a maximum of 30 students.
- Laboratories (code L) and studios (code A) in the full-time form of study and exercises in language teaching (code Cj) are taught in groups with a maximum of 16 students per teacher.
- Teaching groups are not established for professional practice (code PX), bachelor's and master's projects (code VB and VD), consultations (code K) is self-study in the combined form of study, and other teaching methods, which take place in the form of individual consultations with the teacher.
- If the course includes an excursion, this must be recorded in the course documentation.

## **Part C**

### **Individual consultation (Article 7 SER)**

Students have the opportunity to use individual consultations with their teachers. It is the duty of all teachers at the beginning of each semester to acquaint students with the method of providing individual consultations.

Individual consultations are carried out at the request of students and are not included in the student's workload determined by his/her individual study plan. It serves to provide additional or explanatory information on problems from the topic that was taught or assigned for study, but does not repeat and does not include the interpretation made in the lecture.

## **Part D**

### **Consulting and information structure (Article 9 SER)**

Information and counselling on study issues and the creation of an individual study plan are provided at the faculty in the following structure:

- **The electronic information system** (hereinafter referred to as IS) accessible via the Internet (faculty and university websites) is the basic source of information about the study.
- **Teachers, lecturers, course guarantors** provide information related to the study of the subject they teach or guarantee.
- **Programme guarantors** provide information regarding the study of the guaranteed programme.
- **The study department of the dean's office** provides students with comprehensive study information and counselling services.
- **The vice-deans of the Faculty for Academic Affairs** can be contacted by students individually through the study department to discuss important study matters. Students may contact the Vice-Deans for Academic Affairs during their office hours.

## **Part E**

### **Verification and evaluation of study results (Article 11 – 14 SER)**

1. The method of verification of study results, i.e. the conditions for granting credit or graded credit, the course of the exam or colloquium, the content and scope of verified knowledge and the method of classification must be precisely described in the documentation (card) of the course. If points are used in the evaluation, then these conditions must be expressed in terms of points.
2. Examinations from subjects enrolled in the relevant academic year must be taken during the examination periods of the same year, including all resit dates.
3. Exams are held in examination periods in accordance with the schedule of the academic year. During the examination period of the summer semester, it is also possible to list examination dates for the subjects of the winter semester.
4. The examination in one subject may be repeated no more than twice in one academic year, while the following applies to the **number of second resit, which can still be used in one academic year of one study:**

- a) always after admission to the study, the number is set to 0 (also after a new admission procedure to the same programme),
  - b) at the beginning of each academic year of study, which belongs to the standard period of study, the number is increased by 2,
  - c) when being granted the third classification of an examination in a certain subject or when registering for the corresponding examination date, the number is reduced by 1 (in the case of unsubscribing from the specified date, the number is again increased by 1),
  - d) unused second resit remain available for the next academic year, which also applies in the case of a transfer between FME study programmes,
  - e) the Dean decides about other cases not mentioned above.
5. The end of the summer semester exam period is the deadline for completing the course in the academic year. An exception may be granted by the director of the relevant institute and may be granted until a maximum of July 20.
  6. Exams are held by students either by the teacher who led the lectures or by the teacher appointed by the director of the department.
  7. The examiner (or authorized person) is obliged to announce examination dates for the examination period of the semester no later than in the penultimate week of teaching in the semester. The director of the institute is responsible for ensuring that the number of examination dates is sufficient and that they are spread over time.
  8. Students register for the exams electronically via IS.
  9. For the examination, "F" is classified in case the student failed, in case he did not come to the exam without an apology or his/her apology was not accepted, and in case he/she seriously violated its course, especially by fraud (see Art. 13 SER). Violation of the rules can be considered a disciplinary offense.
  10. In exceptional cases, only the director of the institute may cancel the announced examination date. If at least the minimum number of students while announcing the date is not registered, the examiner may also cancel the date.
  11. The Faculty uses the ECTS classification scale according to Article 14 SER when evaluating examinations and graded credits. The course guarantor may also decide to use the point evaluation according to the same article. The use of points is recommended in subjects intended for foreign mobility students due to the method of calculating the classification according to the ECTS standard.

## **Part F**

### **Study control (Article 16 SER)**

1. **Condition for continuing the study in the winter semester of the 1st year of bachelor's study**
  - In the winter semester of the 1st years of BSP, based on the Dean's decision, the students' participation in the exercises of selected subjects can be checked.
2. **In the winter semester of the 1st years of BSP, based on the Dean's decision, the students' participation in the exercises of selected subjects can be checked BSP Energetics, Industrial Design in Mechanical Engineering, Professional Pilot, Mechanical Engineering**

- For students of BSP Energetics, Industrial Design in Mechanical Engineering, Professional Pilot, Mechanical Engineering, the condition is to obtain at least 12 credits for compulsory, compulsory optional and pre-registered compulsory and compulsory optional courses actively completed in the winter semester.
  - Credits for subjects recognized from previous studies do not count.
  - A student who does not meet the above condition by the end of the examination period of the winter semester will have their studies terminated.
3. **Condition for continuing studies after the winter semester of the 1st year of BSP Physical Engineering and Nanotechnology, Mathematical Engineering, Mechatronics, Fundamentals of Mechanical Engineering, Manufacturing Engineering,**
- For BSP students in Physical Engineering and Nanotechnology, Mathematical Engineering, Mechatronics, Fundamentals of Mechanical Engineering, Manufacturing Engineering, the condition is to obtain at least 17 credits for compulsory, compulsory- optional and pre-enrolled compulsory and optional courses actively completed in the winter semester.
  - Credits for subjects recognized from previous studies do not count.
  - A student who does not meet the above condition by the end of the examination period of the winter semester will have their studies terminated.
  - Failure to meet the condition of 17 credits can be resolved by transfer to BSP, see Regulations Part F, Paragraph 2, if the student has obtained at least 12 credits.
4. **Condition for continuing the study after the winter semester of the academic year in which the student was accepted to study (with the exception of the winter semester of the 1st year of BSP)**
- The condition is to obtain at least 10 credits for compulsory, compulsory optional and pre-registered compulsory and compulsory optional courses actively completed in the winter semester. Credits for subjects recognized from previous studies do not count.
  - A student who does not meet the above condition by the end of the examination period of the winter semester will have their studies terminated.
  - If less than 25 credits for winter semester subjects remain in the number of credits set for the completion of the study programme, the condition does not apply.
5. **Condition for continuing the study after the winter semester in the next year of study**
- The condition is the completion of all compulsory and optional repeat subjects of the winter semester, or at least obtaining a credit from such a subject with at least one free date for the exam in the summer semester.
6. **Conditions for continuing studies in the next academic year**
- The condition is the completion of all repeated subjects, i.e. compulsory, compulsory optional and pre-registered compulsory and compulsory optional subjects enrolled a second time.
  - Obtaining a total of at least 40 credits from courses actively completed this year. Credits for subjects recognized from previous studies do not count. Of this number, there must be at least 30 credits from compulsory, compulsory- optional and pre- registered compulsory and compulsory- optional subjects. The remaining 10 credits can also be obtained for subjects that have not been otherwise recognized, such as optional subjects (see Regulations Part G, Paragraph 2) or subjects studied in the framework of international mobility.

## 7. **Electronic closing of test reports**

- Electronic closing of test reports for credits and graded credits is always 5 working days after the end of the given examination period and reopening of the test report is permitted by the director of the institute.
- Electronic closing of test reports for colloquia and exams is always 5 working days after the end of the summer examination period and reopening of the test report is permitted by the Dean.

## **Part G**

### **Enrolment in the study, enrolment in the next year of study and optional subjects (Article 17 SER)**

#### 1. **Enrolment in the study and enrolment in the next year of study**

- The student is enrolled in subjects according to the study plan of the programme in the following composition:
  - *all repeated subjects*, i.e. previously enrolled compulsory subjects that have not been successfully completed;
  - *other subjects* so that it is possible to meet the conditions for continuing studies in the summer semester and in the next academic year (if the number of credits for unfinished subjects of the study plan of the programme allows it).
- The student cannot re-enrol in a course that he/she has already successfully completed, or a course that corresponds to the completed course in terms of the history of study plans of the programme, or a course that is equivalent to the course and differs in language or form.
- A student going abroad to study cannot have enrolled subjects that are part of his/her individual plan at the time of the planned stay abroad.
- The student does not enrol in the subjects of the individual plan for which recognition is requested.
- Subjects of a higher year than the one currently being studied can be enrolled in advance.
- In all cases, the continuity of the subjects must be observed.
- A student can have a maximum of 85 credits enrolled.
- The selection of the teacher through the choice of the study group is made electronically before the beginning of the semester. Dates of choice and other instructions are communicated to students through a schedule in the IS.

#### 2. **Optional subjects**

The student can choose a subject belonging to one of the following groups a) to d) and study it as an *optional subject*. With regard to the studied programme, it is recommended to choose in the following order:

- a) Optional subjects of the study plan of the programme.
- b) Subjects of the *general offer* of optional subjects, which is summarized in the IS.
- c) Other subjects taught at FME (compulsory, compulsory-optional and optional) at the same or lower level of study (bachelor's, master's, doctoral), which do not belong to the student's study plan, nor are they included as compulsory or compulsory in higher years of the programme is currently studying.

- d) Courses taught at another faculty of BUT, which are available for study at the FME as optional (so-called "free courses").

Elective courses have the character of support for compulsory education.

If a subject that a student has enrolled as an optional, compulsory or optional subject of the study plan of the programme/specialization, which the student (after enrolment) chose when choosing a specialization or to which the student transferred, this subject is considered a pre-enrolled compulsory or optional including provisions for its repetition.

## **Part H**

### **Recognition of study obligations (Article 19 SER)**

A student who has completed part of his/her studies at another faculty, or a student who has been re-admitted to study at FME, may apply to the Dean for recognition of the results of previous studies. Recognition of the completed part of the study (i.e. part of the study or individual subjects) is governed by Article 19 of the SER.

#### **1. Taking into account the time since graduation**

- Pursuant to Article 19 of the SER, the Dean, when recognizing a part of the study, takes into account the time that has passed since its completion.
- Part of the study or individual subjects can be recognized at FME, if no more than 5 years have passed since the completion of this study or from the completion of subjects.

#### **2. Recognition of part of the study**

- If a student has successfully completed part of his/her studies (e.g. a year) during a previous study at a university in the Czech Republic or abroad, he/she may apply to the Dean for recognition of subjects completed within this study. This application must be accompanied by a certified proof of completion and classification of subjects completed in this study, as well as proof of their content. The dean can then recognize either all subjects completed in this study, or part of them.
- **Influence of recognized subjects on diploma supplement and calculation of weighted study average**

The subjects forming the completed and recognized study will be entered into the electronic index, including the original classification and the recognized credit evaluation. In this way, they enter into the content of the diploma supplement and into the calculation of the student's weighted study average for the relevant study in which they were recognized.

#### **3. Recognition of individual subjects**

- If the student applies for recognition of individual subjects completed in the previous study, the dean may request the statement of the subject guarantor, the guarantor of the study programme, or Director of the relevant FME Institute.
- In deciding whether the completed course will be recognized, the classification achieved during the previous study of this course is taken into account (see Article 19 of the SER).
- If the subject is recognized, then with the same classification with which it was passed, or with its equivalent on the basis of the ECTS classification scale.
- Applications for recognition of examinations graded "E" are generally rejected, except in the following cases:
  - Courses completed abroad will be recognized.



- All completed subjects of the year will be recognized if the student has completed all compulsory and sufficient compulsory optional subjects to meet all groups of compulsory optional subjects of the given year, regardless of the evaluation of individual subjects.
- All compulsory and optional subjects of the study plan of the programme, which the student has already completed during the BS, will be recognized in the FMS.

#### 4. Submission of applications for recognition of subjects

The student creates an "Application for Recognition of Study Obligations" in the IS (Recognition of Courses) and then prints this application and passes it to the relevant departments at the FME study department.

- If it is a recognition of different subjects (usually subjects with different abbreviations - information on equivalent subjects with different abbreviations is displayed by IS) or subjects completed at other faculties (including foreign ones), the student will confirm the application by the subject guarantor or director of the department. He/she then passes the form to the Study Department assistant. **The deadline for submission is the day of enrolment, in the case of electronic enrolment the first week of teaching.** In justified cases, the application can be accepted later (e.g. if the guarantor and the director are absent).
- In cases of recognition of equivalent courses completed at FME (usually courses with the same abbreviations or equivalent courses with different abbreviations, e.g. clones of courses for different forms of study), the student submits the application directly to the Study Department assistant. **The deadline for submission is the day of enrolment, in the case of electronic enrolment the first week of teaching.**
- The amount of credits, which is necessary for enrolment in the next year of study, includes credits only for those recognized subjects that were completed in the relevant period of the same study (usually in the current academic year). Credits for courses recognized from previous studies are not included in this amount.
- The application for recognition of individual courses completed at faculties other than FME must be accompanied by a certified proof of completion and classification of courses (e.g. "Transcript of Records"). If it is not an ECTS classification, then a conversion table must also be attached. Furthermore, a document on the content of the given subjects must be attached (i.e. annotations or syllabi of the subjects).
- **For courses ending with a credit and an exam**, only credit cannot be recognized if the student has not taken the exam.
- **Influence of recognized subjects on the diploma supplement and calculation of the weighted study average**

Individual recognized subjects will be entered into the electronic index, including the original classification and recognized credit evaluation. In this way, they enter into the content of the diploma supplement and into the calculation of the student's weighted study average for the relevant study in which they were recognized.

## Part I

### State final examinations (Articles 22 and 23 SER)

#### 1. Organization of state final examinations

- The state final examination (hereinafter referred to as the SFE) is organized by the institute, which

guarantees the study programme, with exceptions permitted by the dean. In the case of study programmes guaranteed whole faculty, the SFE is organized by the institute that announced the topic of the student's final thesis.

- The director of the department decides on the **date and place of the SFE** of individual students in accordance with the schedule of the academic year, in justified cases the dean allows exceptions from this date at the request of the director of the department.
- **The student registers** for the SFE through the IS in the period determined by the time schedule of the academic year. The student can only register for the regular SFE date. During login, it checks the data according to the instructions in the IS. They will report incorrect or missing data at the study department or at the institute; the information on the previously obtained title shall be provided by the original or a certified copy of the diploma at the Study department.
- If the student is unable to attend the SFE in due time, he/she **submits an apology to the Dean**. If a student does not apologize properly or his apology is not accepted by the Dean, he/she is classified as "F". Simultaneously with the apology, the student can request a replacement SFE date.
- **The SFE replacement date** is usually set in the autumn and is intended for students who have apologized for the SFE in due time, submitted a written request for a replacement date via the FME study department and was granted by the Dean. In particular, the following are considered to be reasonable grounds for apology:
  - a) illness during the regular SFE date (medical certificate must be provided),
  - b) study abroad during the regular SFE date,
  - c) failure to meet the deadline for submission of the final thesis for objective reasons not caused by the student.
- A student who fails the SFE in the regular period can also apply for an SFE in the replacement date.
- The director of the institute comments on the apology and the request for a replacement SFE date. The Dean will make a final decision on accepting the apology and replacement date. The date, place of the SFE in the replacement date and the new date of submission of the final thesis of individual students will be determined by the Director of the Institute in accordance with the time schedule of the academic year. A positively processed student's application for a replacement SFE term is considered an application for SFE.
- Students whose applications have not been granted usually take the SFE on the due date of the following academic year.

## 2. The course of SFE

- The final examination in master's and bachelor's study programmes is oral and is divided into the defence of a diploma (bachelor's) thesis and a professional discussion. The debate immediately follows the defence, unless it is a repetition of part of the SFE.
  - **The defence of the thesis** includes the presentation of the main results of the student's work, acquaintance with the reviews of the supervisor and the opponent, the student's comments on possible comments in the reviews and discussion of the commission members with the student about the defended work.
  - **The professional discussion** takes place between the members of the committee and the student. The members of the committee ask questions mainly from those areas of study that are related to the topic of the final thesis. Areas of study for professional discussion at the

SFE can also be specified in the study plan.

- The total duration of the SFE does not exceed 60 minutes.
  - At the end of the exam, the student is notified if he/she has passed. The SFE classification is announced to the student on the day of its holding.
  - The chairman of the examination committee is obliged to ensure that the SFE has a dignified course.
  - The institutes will ensure the entry of data on the SFE into the IS no later than the next working day after the day of the SFE. The student is obliged to check the data in the diploma supplement via IS within two working days from the day of the final examination and to confirm the inspection electronically. He is obliged to immediately report incorrect or missing data to the study department.
3. **Examination Board for SFE, their meeting and rules of procedure**
- Members of the Examination Board may be associate professors and professors. Other specialists may also be members of the Board if their participation in the Examination Board is approved by the Scientific Council of the faculty. The Chairman, Vice-Chairman and other members of the commission are appointed by the Dean. The Examination Board has at least five members.
  - The Examination Board is convened by the Director of the Institute, which organizes the SFE.
  - The meeting of the Board is chaired by the Chairman of the Board, who is responsible to the Dean for the activities of the Board. He shall be represented in his absence by the Vice-Chairman.
  - The course of the SFE and the announcement of the results are public, the resolution of the Board about the classification is not public.
  - The Examining Board has a quorum if at least three-fifths of its members are present.

## **STUDY IN DOCTORAL STUDY PROGRAMMES**

### **Part J**

#### **Individual study plan of DSP (Article 32 Paragraph 3 and 5 SFE)**

1. The individual study plan is prepared by the doctoral student together with the supervisor in the IS at the beginning of the doctoral study. This study plan contains in particular a list of courses in which the doctoral student will take the exams - course abbreviation, course name, date by which the exam is to be taken, date by which the state doctoral exam (SDE) should be taken, date of graduation, preliminary topic of dissertation, focus of scientific-research activity, pedagogical activity, study stays etc.
2. The supervisor will forward the individual study plan prepared in the IS to the director of the relevant institute or the head of the specialized workplace. The director of the institute or the head of a specialized workplace after expressing their opinion, or the opinion of the director of the institute of the ASCR (if the doctoral student's training institution is the Institute of Physics of Materials of the ASCR or the Institute of Scientific Instruments of the ASCR), will ensure the transfer of individual study plans of all doctoral students of the institute starting the first year to the study department. After a formal inspection, the employee of the study department submits the individual study plans via the IS to the relevant subject council for comment. In the final phase, individual study plans are approved by the Dean or, on behalf of the Vice-Dean for Creative Activities and Doctoral Studies (hereinafter

referred to as the corresponding Vice-Dean). The entire approval procedure must be completed within 80 days of the start of the study. The doctoral student and the supervisor will be informed about its result in the IS.

3. When compiling an individual study plan, the doctoral student, in agreement with the supervisor, enrolls in the study subjects of the doctoral study programme (hereinafter only the study subjects) from the offer of study subjects of the doctoral study programmes accredited at FME. Upon agreement with the corresponding vice-dean, it is also possible to choose study subjects from the analogous offer of another BUT faculty or another university in the Czech Republic or abroad. In justified cases, a maximum one subject of one master's degree can be enrolled. The selection of study subjects must be made with regard to the selected topic of study.
4. At least four study subjects related to the focus of study and a foreign language are enrolled (English is also recommended for foreigners whose mother tongue is not English).
5. Any recognition of the language exam must be resolved with the director of the Institute of Languages of the FME.
6. Test dates should be set as follows:
  - at least two exams from the study subject must be passed during the 1st year of study;
  - all examinations in study subjects, including an examination in a foreign language, must be taken by the end of the 2nd year of study;
  - it is necessary to register for the SDE by the end of the 3rd year of study.
7. Part of the doctoral student's individual study plan in the full-time form of study should be pedagogical practice, which takes place under the guidance of a supervisor or other experienced pedagogue of the training workplace and which serves to strengthen the doctoral student's knowledge and develop his/her presentation skills. Teaching practice is usually carried out for 5 semesters and should not exceed the range of 4 hours/week on average.
8. The teaching of study subjects usually takes place in the form of consultations. If five or more students enrol in a course, it is recommended to teach in the form of lectures. In this case, the teaching takes place for a period of ten weeks according to the "Teaching Schedule" of the relevant academic year.

## **Part K**

### **Evaluation and control of the fulfilment of the individual study plan (Article 35, Paragraph 3 SFE)**

1. In accordance with Article 35 of the SER, the work of doctoral students is regularly evaluated. The evaluation of doctoral students is carried out once a year on the following dates, or with a shift of 6 months to start the study from the summer semester and the disturbed study period:
  - By August 31 of the relevant year, the doctoral student will check and approve the "Study evaluation" form in the IS.
  - The supervisor will check or supplement the verbal statement and agree on the evaluation in the IS by September 15, of the relevant year.
  - A formal completeness check in the IS will be performed at the study department by September 30 of the relevant year. After a possible verbal statement, the directors of the institutes will approve the evaluation by October 15 of the relevant year.
  - The evaluation in the subject councils will be performed and marked in the IS by October 31 of the relevant year. Subsequently, the study department hands over the evaluation to the dean

(corresponding vice-dean) for signature. The doctoral student and the supervisor will be informed about the result in the IS.

2. The progression criteria for the following year, valid for students who started their studies in the academic year 2016/17 and later, are the following:
  - progression to the 2nd year - 2 exams in the study subject,
  - progression to the 3rd year - all examinations in study subjects, including an examination in a foreign language,
  - progression to the 4th year - submitted "Application for permission of the state doctoral examination", including all required Annexes (see Directive Part L, Paragraphs 2 - 4). A publication registered in WoS or Scopus databases or an article in a peer-reviewed journal or an article in a conference proceedings. The topic of the publication must relate to the topic of the dissertation.

Progression to the 5th year is possible on the basis of the recommendation of the supervisor and the subject council, where the condition is a publication registered in the WoS or Scopus databases, where the doctoral student is listed as the main author (confirmation of acceptance of the article is sufficient). The topic of the publication must relate to the topic of the dissertation. For students in the full-time form of study, it is possible to request a change in the form of study recommended by the supervisor and the subject council.

Progression to 6th, 7th and 8<sup>th</sup> year must be duly justified and documented (e.g. long-term health problems, childcare, long-term study abroad).

3. Failure to meet the above criteria, deadlines or individual study plan is a reason to terminate the study for non-fulfilment of study obligations (§ 56 Paragraph 1 letter b) of Act No. 111/1998 Coll.). The Dean decides on exceptions, taking into account the opinion of the subject council and the supervisor, on the basis of a reasoned request from the doctoral student.
4. Full-time and combined doctoral students enrol in the next year of study at the study department.

## **Part L**

### **Method of registration for the State Doctoral Examination (SDE) (Article 39, Paragraph 3 of the SER) and the course of the procedure preceding the SDE**

1. The doctoral student can apply for the SDE only after fulfilling all study obligations arising from the individual study plan (passing examinations in enrolled study subjects, including an examination in a foreign language).
2. The doctoral student submits to the study department a completed "Application for a state doctoral examination" (the form is available on the FME website), the supervisor's statement on the course of study and 2 copies of written papers of about 30 pages containing a list of own publications, created engineering or industrial works. He/she inserts the dissertation into the IS.
3. The responsible vice-dean shall ask the chairman of the relevant subject council to submit a proposal for the composition of the examination commission, including the proposal of the member of the commission who will prepare the evaluation of the submitted dissertation. The examination commission for SDE is appointed by the dean.
4. The date of the SDE is set by the Dean on the proposal of the Chairman of the Board.

## **Part M**

### **Rules of Procedure of the Examination Committees for SDE (Article 40, paragraph 3 SER)**

1. Examination Boards for SDE at FME are either permanent or appointed "ad hoc", while the subject council takes into account the individual study plan of the doctoral student (study subjects and focus of the future dissertation) when proposing their composition.
2. The place of the SDE is determined by the Chairman of the Examination Board in agreement with the members of the Board and the doctoral student. Appointment letters to the members of the Board, distribution of dissertations to the SDE and invitations to the defence are provided by the FME study department.
3. SDE has the following course:
  - a) The Chairman of the Board will welcome and introduce the members of the Examination Board. He will also introduce the candidate, state the basic data from his/her CV, acquaint the Board with the current course of doctoral studies (results of partial exams, publishing activities, etc.).
  - b) The Chairman of the Board will invite the candidates to present the essential parts of the "Dissertation". The recommended time of this presentation is 15 - 20 min.
  - c) The member of the Examination Board in charge of the "Dissertation" evaluation will inform the Board and the candidates of his/her opinion.
  - d) The candidate responds to the questions and comments of the evaluator of the "Treatise".
  - e) The supervisor of the doctoral student acquaints the members of the Board with his/her evaluation of the current course of the doctoral student's studies.
  - f) The Chairman of the Board will invite the members of the Board and possible guests to ask questions about the presented "Treatise", the state of development of the future dissertation, the provision of its experimental part, the reality of their goals, etc.
  - g) After all the questions on the "Dissertation" have been answered, the Chairman of the Board will invite the members of the commission and the guests to ask questions, which should test the candidate's knowledge in the field of dissertation. In addition to the focus of the future dissertation, the questions should be based on the content of the candidate's individual study plan (subjects from which the candidate took the exams).
  - h) The Chairman of the Board shall invite the candidates and any guests to leave the meeting room so that a closed meeting of the Board can take place.
  - i) During the non-public part of the meeting, the members of the Board will evaluate the candidate's knowledge and comment on the title of the future dissertation and its dissertability. It will agree on the wording of the final evaluation. In a secret ballot, the Board will express its opinion on the classification of SDE (passed, failed).
  - j) The Chairman shall inform the Board of the result of the vote.
  - k) The candidate and potential guests are invited to the meeting room and the chairman of the commission will inform the candidates and guests of the result of the Board voting. He then thanks the members of the Board for their work and concludes the meeting for the SDE.
4. The maximum duration of the SDE is 2 hours.

**Part N**  
**Method of submitting applications for the defence of the dissertation paper (DP)**  
**and the course of the procedure preceding the defence (Article 43, Paragraph 3**  
**SER)**

1. The doctoral student applies for the defence of the DP at the Study Department of the FME on the form "Application for permission of the defence".
2. A necessary condition for submitting an application for the defence of a dissertation for students who started their studies in the academic year 2016/17 and later is the publication of the results contained in the dissertation in a publication registered in WoS or Scopus databases, where the doctoral student is listed as the main author. This fact must be documented by the doctoral student (e.g. the attached separate article with a link to the database where the article is listed, etc.).
3. A necessary condition for submitting an application for defence for students who started their studies in the academic year 2012/13 to 2015/16 is the publication of the results contained in the dissertation in scientific or professional journals (confirmation of acceptance of the article for publication is sufficient). The quality of these publications must be evaluated by at least four points according to the "Methodology for evaluating the results of research organizations and evaluating the results of completed programmes (valid for 2010-2012)" in the journals Jimp, Jneimp and Jrec, considering the authors' contributions. In the case of students who have started their studies earlier, it is a necessary condition for submitting an application to defend the publication of the results contained in the dissertation (confirmation of acceptance of the article/contribution for publication is sufficient). The quality of all publications during the doctoral study must be evaluated by at least four points according to the "Methodology 2010 - 2012" (the shares of the authors are considered).
4. If all the requirements are met, the corresponding vice-dean will invite the Chairman of the relevant subject council to discuss the composition of the Board and submit the proposal to the Dean for approval. The Board appointed by the Dean will appoint two (exceptionally three) opponents of the dissertation, of which at most one may be from the faculty or institution where the thesis originated (Article 46, Paragraph 1 of the SER). Appointment decrees to members of the Board and opponents, distribution of the dissertation to opponents, invitations to the defence are provided by the Study Department. The dates of the defence are set by the Chairman of the Board in agreement with the other members of the Board, the supervisor and the doctoral student, and only after receiving the opponent's opinions. The announcement of the dissertation defence must be published on the FME information board 14 days before the dissertation.

## **COMMON PROVISIONS**

### **Part O**

#### **Study documentation (Article 52 SRE)**

1. Study documentation is kept in IS. The basic study records of students are kept by the study department of the dean's office. Authorized staff of departments as well as teachers also have access to some IS modules. The allocation of access rights to the staff of the institute may be subject to the written approval of the director of the institute. Technically provided by the system integrator.
2. The granting of credit, evaluation in obtaining a graded credit and all evaluations in exams and colloquia are continuously recorded in the IS. The following rules apply:
  - The classification is recorded in the IS by teachers, exceptionally authorized staff of institutes.
  - The classification must be recorded in the IS on the day of its granting or the following working day, in the case of an examination no later than 5 working days after the examination (see Article 13 of the SER).
  - The teacher is responsible for the accuracy of the classification record. The director of the institute is responsible for meeting the deadline stated above.
  - The course guarantor is responsible for recording the course classification in the event that the teacher is not an FME employee. If the course guarantor is not an FME employee, the director of the institute is responsible for the classification record, which guarantees the study programme in which the course is included. If the guaranteeing institute is not specified (e.g. in the case of general first-year grades), the Study Department ensures the record of the classification and the relevant vice-dean is responsible for it.
  - Failure to grant a (classified) credit is recorded in the study documentation as a flag of non-granting a credit and the date.
3. The student is obliged to continuously check whether the results of his classification are entered in the electronic index, especially in the credit week, after passing the exam and in summary no later than one week after the exam period of each semester.

### **Part P**

#### **Completion of studies (Article 56 SER)**

1. The student is obliged to submit an exit form no later than the date of graduation as proof of settlement of all mutual obligations between him and FME. The student submits the exit form via IS.



**Part Q**  
**Citation and awards (Article 57 SER)**

1. The Dean may award the Dean's Award to students who have graduated from the Faculty with excellent results, or to students who have participated in research, development or other creative activities with excellent results. Proposals for the Dean's Award are submitted by the directors of the FME institutes.

**Part R**  
**Communication via IS BUT and a student card (Article 59 SER)**

1. The student is obliged to insert a photograph with his/her current form into the IS no later than September 30 of the current academic year and subsequently apply for the issuance of a student card or ISIC card.

**Part Ř**  
**Final provisions**

1. This Directive shall enter into force on the date specified in its title.
2. The Directive was discussed by the Academic Senate of the FME on March 9, 2023.

m. p.  
Assoc prof. Ing. Jiří Hlinka, Ph.D.  
Dean