



**CONSOLIDATED VERSION**  
**DEAN'S DIRECTIVE NO. 2/2017**  
**RULES FOR ORGANIZATION OF STUDIES**  
**AT THE FACULTY OF CHEMISTRY**

Complementing Study and Examination Rules of BUT

Including Annexe 1 (18 September 2018)

and Annexe 2 (26 June 2019)

Consolidated version as of: 26 June 2019  
Incorporating: Annexe 1, Annexe 2

**Approved by the Academic Senate of the Faculty of Chemistry, Brno University of Technology**

On 11 July 2017, the Academic Senate of the Faculty of Chemistry, Brno University of Technology, approved the Rules for Organization of Studies (hereafter referred to as “Rules”). Annexe 1 was approved on 18 September 2018. Annexe 2 was approved on 26 June 2019.

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## **PART ONE GENERAL PROVISIONS**

### **To Article 1 Recitals**

1. Pursuant to Article 51(1) of the Study and Examination Rules of Brno University of Technology (hereafter referred to as "BUT"), the Rules for Organization of Studies at the Faculty of Chemistry, Brno University of Technology (hereinafter "FCH BUT"), embodies an internal regulation of FCH BUT and outlines the BUT's rules for organization of studies in bachelor's, master's and doctoral study programmes at FCH BUT.
4. Acts performed by the Dean pursuant to these Rules shall be performed by the Dean who may authorize a Vice-Dean entrusted with the study agenda of the study programme in question.

## **PART TWO STUDIES IN BACHELOR'S AND MASTER'S PROGRAMMES**

### **To Article 5 Study plans**

3. The period when students choose their specialization is defined by the annually updated Academic Calendar. It is identical to the period of registration of courses for the upcoming academic year.

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

5. Students are obliged to verify and confirm that their scores and grades recorded in BUT IS correspond to the reality. In case of any discrepancy, students shall notify the teacher, guarantor or the study department immediately.

### **To Article 12 Credit and graded credit**

8. A teacher is obliged to record a credit/graded credit into BUT IS within 5 working days ("awarded" or "not awarded"). Credits or graded credits for courses that are taught in blocks may be awarded right after the end of a given block. Teachers are responsible for study results being recorded in the information system in time.

### **To Article 13 Colloquium and exam**

5. Before the beginning of an examination period, an instructor is obliged to set up the dates of examination sessions. The overall capacity of all sessions shall be at least 1.5 times the number of students who registered for the course in the given semester. Regular sessions are held throughout the whole examination period. Examination dates and venues are shown in BUT IS at least two weeks before the beginning of a regular examination period, as it is defined by the Academic Calendar.

9. A student may sit an exam in a registered course maximum three times. Resits may take place also during the summer holidays following the given academic year, but no later than on 31 July.

#### **To Article 16**

##### **Regular monitoring of the course of studies and conditions for continuing studies**

2. a) In the first semester of studies, in both full-time and combined programmes, a student is required to gain at least a half of the total credit value of required and selective courses that are offered in the given study programme. If a full-time or combined student registers for courses that in total do not add up for the half of the total credit value of required and selective courses, they must earn credits and pass exams from all courses they registered to continue their studies. Credits from courses that were recognized from the previous studies are not included in the total number of credits gained.  
  
b) Students in the combined study programmes must gain at least 35 credits in each year of their studies. If a full-time student registers for courses with a total credit value less than 40, or if a combined student registers for courses with a total credit value less than 35, they must earn credits and pass exams from all courses they registered to continue their studies. Credits from courses that were recognized from the previous studies are not included in the total number of credits gained.
3. If course documentation requires mandatory attendance in classes, this attendance is monitored throughout the studies. Monitoring is carried out by a teacher or guarantor no later than during the 6<sup>th</sup> week of the teaching period. The teacher monitors students' attendance by attendance sheets. Repeated unexcused absence (i.e. two and more) in courses with monitored attendance may constitute grounds for termination of studies pursuant to Section 56 (1)(b) of the Act. This may be proposed by the guarantor of the course to the responsible Vice-Dean.

#### **To Article 17**

##### **Enrolment in studies and enrolment in the following years of studies**

4. A student shall select one study group which includes courses from their study plan in the given term. Regarding the manner of registering for courses and study groups, a student shall follow instructions published on the faculty's website.

#### **To Article 19**

##### **Recognition of completed courses**

1. Exams and graded credits may be recognized only once. It is not possible to recognize exams and credits from courses completed more than three years before the date when the request for recognition was placed. Only courses that were evaluated A, B or C on the ECTS scale may be recognized.
2. A request for recognition of an exam or graded credit gained at another university must be submitted at the Department for Study, Research and International Relations. The request is assessed by the Dean. The deadline for submission of the request is two weeks after the date of enrolment in the given year of studies. The request form is available at the faculty's website.

The request for recognition of previously completed courses from other faculties of BUT is submitted electronically via BUT IS and within the dates specified by the Academic Calendar.

**To Article 23**  
**Final state examination**

3. A student registers for the final state examination electronically in BUT IS during the period specified by the Academic Calendar. In the week before the final state examination, the student is obliged to verify their diploma supplement in BUT IS (“Diploma Supplement Verification” module) and resolve any irregularities in cooperation with the Department for Study, Research and International Relations. The examination and its results are public. In the final year of their studies, heads of the faculty institutes shall familiarize all students with rules and procedures related to the submission of final theses and final state examination.

The final state examination consists of the bachelor’s/master’s thesis defence and oral examination. A student presents central propositions of their thesis. The supervisor’s evaluation and the reviewer’s report on the thesis are delivered, followed by a debate. A student answers questions from the reviewer and members of the committee. Afterwards, the examination continues with an oral examination from prescribed topics. The topics are specific for each study programme. The result from individual parts of the examination is the basis for the final grade. The result of the final state examination is announced to the student immediately after the examination is finished. The total duration of the final state examination (including a non-public evaluation, classification and announcement of results) should not exceed 1.5 hours.

**To Article 24**  
**Final state examination committee**

2. The rules and procedures for final state examination committees are outlined in Attachment 1 to the present directive. The schedule for activities related to preparation and realization of the final state examinations is specified within the Academic Calendar.

**PART THREE**  
**STUDIES IN DOCTORAL PROGRAMMES**

**To Article 32**  
**Individual study plan**

3. The individual study plan (hereafter “ISP”) is developed, amended and approved via BUT IS.
  - i) The ISP is drawn up by a doctoral student and their supervisor at the beginning of the doctoral studies. This plan is binding for the first year of study with regard to the overall duration of studies. The accuracy and completeness of the updated plan is confirmed by the student and their supervisor in BUT IS, by 30 September at the latest. If the supervisor is not an employee of BUT and does not have access to BUT IS, the individual study plan is completed by the doctoral student. The student also arranges that it is printed out, signed by the supervisor and submitted to the Department for Study, Research and International Relations by 30 September at the latest. The department makes sure that the ISP is approved in BUT IS on behalf of the supervisor. If the student is enrolled in study after this date (30 September), the individual study plan will be drawn up in a month after their enrolment.
  - ii) At the time of enrolment in an upcoming academic year, the individual study plan is updated and specified by the student and their supervisor. The accuracy and completeness

of the updated plan are confirmed by the student and the supervisor in BUT IS, by 30 September at the latest. Subsequently, the head of the relevant department confirms the ISP without delay. Doctoral study boards discuss these confirmed individual study plans at their next meeting.

- iii) Pursuant to Article 28(2) of the Study and Examination Rules of BUT, activities planned in the ISP shall reflect the distinction between doctoral study activities and creative activities.
  - Usually, by the end of the second year of their studies, doctoral students pass the doctoral state examination (“DSE”). It aims to prove a profound insight and broad knowledge of the field related to the subject matter of a doctoral thesis. The examination terminates the study part of a doctoral study programme. The ISP shall include a commitment to apply for the DSE by 30 April in the third year of studies at the latest. The ISP and the date of the DSE take into account the student’s study stay abroad.
  - Creative activities are planned in such manner that the student will have a sufficient number of original and published results, or results accepted for publication in a renowned journal to include them in their doctoral thesis. The student shall apply for the thesis defence by the end of the fourth year of studies at the latest.
- iv) The ISP in a full-time study programme is structured as follows: a student fulfils their study duties, participates in scientific work and teaching, altogether covering 40 hours a week. A part of these activities may take a form of self-study. During the academic year, a student is entitled to holidays in a total amount of 30 working days. The range of self-study and vacation are subject to the approval of the supervisor.

The dates for the doctoral boards to discuss and comment on the ISPs are determined by the valid Academic Calendar.

If well-substantiated reasons are preventing the student from fulfilling the ISP, the Dean may grant an exception based on an official request.

- 5. A student in the full-time doctoral study programme is obliged to gain pedagogical experience, i.e. actively participate in the teaching activities at the faculty. This involves acting as an instructor or to assist during seminars, laboratory classes or consulting bachelor’s or master’s theses. If the doctoral student completes the LLL course “Pedagogical Minimum” either at BUT or at any other university and submits a proper certificate, they shall be exempted from the teaching practice. Required teaching activities are not a foundation for any financial remuneration. The teaching that exceeds the scope of required pedagogical practice (Article 32(5) the Study and Examination Rules) may be financially remunerated. The participation in regular teaching activities may be substituted by supervising a bachelor’s or master’s thesis (one thesis for one semester of teaching). The structure of teaching activities (seminars, laboratory classes, project supervision) is specified by the head of the department upon consultation with the student’s supervisor. The specifics of particular teaching activities shall take into account the student’s study stay abroad.

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

A doctoral student’s teaching activities shall be recorded in BUT IS, in the module “Time schedules” (unpaid teaching) and “Final thesis” (when acting as a consultant). These recorded teaching activities are imported to the student’s overview of pedagogical experience in BUT IS on 31 July of each academic year. Moreover, students include additional information about their teaching activities in their annual evaluation.

### **To Article 35**

#### **Evaluation and assessment of the Individual study plan**

3. A supervisor regularly evaluates a manner in which a doctoral student meets their study duties. A serious failure to fulfil duties may be a reason for the supervisor to recommend a reduction of a doctoral scholarship. Should a doctoral student's results be unsatisfactory, the supervisor shall propose to the doctoral study board to terminate the studies pursuant to Section 56 (1)(b) of the Act. The proposal takes into consideration the statement by the head of the department. This procedure may be initiated also by the head of the department or the doctoral board.

A doctoral student is obliged to submit a report on their performance, i.e. annual evaluation. It is submitted every academic year on 31 July at the latest. The annual evaluation is a requirement for enrolment in the following year of studies. The supervisor is obliged to enter the student's assessment in BUT IS on 31 August of a given academic year at the latest. After being approved by both the student and the supervisor in BUT IS, annual evaluations are discussed at the next meeting of the doctoral board in question. The dates dedicated to discussing annual evaluation in the doctoral study boards are outlined in the Academic Calendar.

### **To Article 37**

#### **Recognition of completed courses**

2. Exams, colloquiums and credits shall be recognized only once. It is not possible to recognize exams and credits from the courses completed more than three years before the date of the request for recognition. The request for recognition of an exam or graded credit is submitted at the Department for Study, Research and International Relations, and it is assessed by the Dean. The deadline for submission is two weeks after the date of enrolment in the given year of studies. The request form is available at the faculty's website.

### **To Article 39**

#### **Registration for a doctoral state examination**

3. A doctoral student shall apply for the doctoral state examination electronically via BUT IS in the dates specified by the Academic Calendar.

### **To Article 40**

#### **Doctoral state examination committee**

3. The rules and procedures for final state examination committees are outlined in Attachment 2.

### **To Article 42**

#### **Doctoral thesis**

2. A doctoral thesis shall include a separate chapter which clearly defines and describes the student's contribution to the results achieved and included in the thesis, and which evaluates the significance of the results in practice and in development of the field.
4. Pursuant to Section 47(4) of Act No. 111/1998 Coll., original and published results or results accepted for publication are essential to any doctoral thesis. The doctoral thesis submitted for the defence at the Faculty of Chemistry BUT must include:
  - a) Results published or accepted for publication in a peer-reviewed journal with an impact factor registered in the Web of Science database. The item is classified as an "article" and the doctoral student is its first author.

- b) It also includes results that are part of another outcome of which a doctoral student is the author. It may be one the following:
- (i) paper in the journal with an impact factor registered in the Web of Science Core Collection;
  - (ii) paper in the journal from the SCOPUS database;
  - (iii) academic publication or a chapter in an academic publication;
  - (iv) accepted application for a patent or utility model;

In substantiated cases, an exemption may be granted by the Dean if the conditions a) and b) are not met. The decision in these cases is based on a request from a student and requires approval from the chair of the doctoral board.

#### **To Article 43**

##### **Proceedings on a defence of a doctoral thesis**

3. A doctoral student submits the thesis defence application electronically via BUT IS. The rest of the documents required for application to the defence are submitted to the Department for Study, Research and International Relations immediately after the electronic application is finalized.

## **PART FOUR JOINT PROVISIONS**

#### **To Article 55b**

##### **The form of applications regarding the studies**

1. The students' requests regarding their studies are submitted on the form available at the faculty's website to the Department for Study, Research and International Relations.

#### **To Article 56**

##### **Termination of studies**

2. A student shall submit a completed exit sheet (available in BUT IS) to the Department for Study, Research and International Relations.

#### **To Article 59**

##### **Communication via BUT IS and the student's identification card**

2. A first-year student is obliged to introduce their recent photo in the BUT IS no later than a week after their enrolment in studies. Exacts dates and instructions are part of the annually updated guidelines for applicants that are published on the faculty's website for applicants.

## **PART FIVE TRANSITIONAL AND FINAL PROVISIONS**

### **To Article 60 Transitional provisions**

1. The provisions of Article 42 (4) regulating the requisites of a doctoral thesis shall be fully applied with students enrolling in the academic year 2018/2019. For other students, it shall be applied adequately due to the time interval between the validity of Annexe 2 and enrolment in study.

### **To Article 61 Final provisions**

1. The Rules were approved by the Academic Senate of the Faculty of Chemistry, Brno University of Technology on 11 July 2017.
2. The Rules come into force on 1 September 2017.
3. The Rules become effective on 1 September 2017.

.....  
doc. Ing. Pavel Diviš, Ph.D.  
Chair of the Academic Senate

.....  
prof. Ing. Martin Weiter, Ph.D.  
Dean

#### **Attachments**

- Attachment 1: Rules of procedure of final state examination committees in bachelor's and master's study programmes
- Attachment 2: Rules of procedure of final state examination committees in doctoral study programmes

## **ATTACHMENT 1**

### **Rules of Procedure of Final State Examination Committees in Bachelor's and Master's Study Programmes**

#### **Article 1**

##### **General provisions**

1. Rules of Procedure of Final State Examination Committees are issued in accordance with Article 24(2) of the Study and examination rules of BUT.
2. They apply to appointment and proceedings of the final state examination committees.

#### **Article 2**

##### **Structure of the committee**

1. The final state examination committee at FCH BUT is appointed by the Dean based on the proposal of the study programme committee or the doctoral board.
2. The chair of the examination committee is a member of the academic community of the faculty, with the rank of professor or associate professor. The chair of the examination committee is responsible for recording the course of examination in BUT IS. The chair authorises a member of the board or a member of administrative staff to carry out the administration associated with the final state examination.
3. A distinguished expert who is not an employee of the Faculty of Chemistry may become a member of the committee. At least one member of the examination committee for the master study programmes is a person outside the academic community of BUT.
4. The letter of appointment includes the date and venue of the final state examination, as well as instructions on how to excuse any absence.
5. The dates of final state examinations shall be published in the Academic Calendar for a given academic year. The venues shall be determined by the chair of the study programme board(s) or doctoral board.
6. The relevant department head is responsible for the organization of final state examinations.

#### **Article 3**

##### **Proceedings of the committees**

1. The quorum is reached when at least the three fifths of members are present, in any case at least three members. If there is an even number of members and in the event of a tie, the chair shall have the casting vote.
2. The proceedings shall be chaired by the chair of the committee. In their absence, the chair is represented by the vice-chair or a designated member of the examination committee. In the absence of the chair, their rights and duties are transferred to the vice-chair or a designated member of the examination committee.
3. The committee usually decides by reaching a consensus. If it does not do so, the chair of the committee announces the vote on the result.

**Article 4**  
**Course of the final state examination**

The course of the final state examination

1. The chair of the committee shall briefly introduce the final state examination schedule and procedures including the evaluation.
2. A student is introduced by a member of the committee to the examiners and presents substantial results of the thesis. The recommended presentation time is between 15 and 20 minutes; the presentation of a bachelor's thesis is usually shorter.
3. Following the presentation, the chair or an authorised member of the committee shall introduce the committee with the supervisor's and the reviewer's reports on the bachelor's/master's thesis, including proposed grades. If the supervisor and the reviewer are present to the defence, they may read their reports themselves.
4. Questions from the members of the committee and a debate on the defence follows.
5. The candidate then sits an oral exam focused on topics selected from the thematic areas based on the contents of compulsory courses.
6. A candidate and guests shall be asked by the chair to leave the room in order to allow non-public debate between members of the committee.
7. During the non-public portion of the examination, the committee evaluates the quality and the defence of the bachelor's/master's thesis, as well as the level of knowledge of the student in the individual parts of the examination. Subsequently, the committee shall reach a consensus (if it does not, the committee votes to decide) on the resulting grade of individual parts of the examination or the examination as a whole.
8. The chair announces the result of the vote to the committee.
9. The chair then announces the result of the examination to the student.
10. The maximum examination length is approximately 1.5 hours for the master's study programmes. For the bachelor's programmes, it is adequately shorter.
11. The committee may submit a written proposal to recognize and award exceptional students. The details are provided by an internal regulation.

**Article 5**  
**Report on the final state examination**

1. A written report on the course of a final state examination is kept by a person authorised by the chair of the committee.
2. Pursuant to Article 26, the report mainly covers the course of examination and evaluation of the thesis defence, evaluation of individual parts of the examination and the evaluation of the examination as a whole. The supervisor's and reviewer's reports on the thesis are attached.

**Article 6**  
**Final provisions**

1. Rules of Procedure of the Final Examination Committees are an integral part of the Rules for Organization of Studies at the Faculty of Chemistry.
2. The dates of coming into force and coming into effect is determined by Rules for Organization of Studies.

## **ATTACHMENT 2**

### **Rules of Procedure of Doctoral State Examination Committees**

#### **Article 1**

##### **General provisions**

1. Rules of Procedure of Doctoral State Examination Committees are issued in accordance with Article 40(3) of the Study and examination rules of BUT.
2. They apply to appointment and proceedings of the doctoral state examination committees.

#### **Article 2**

##### **Structure of the committee**

1. Doctoral state examination committees at the Faculty of Chemistry, Brno University of Technology, are proposed by the doctoral boards and appointed by the Dean.
2. The chair of the examination committee is a member of the academic community of the faculty, with the rank of professor or associate professor. The chair of examination committee is responsible for recording the course of examination to BUT IS. The chair authorises a member of the committee or a member of administrative staff to carry out the administration associated with the doctoral state examination.
3. At least one member of the committee is not a member of academic community. A distinguished expert who is not an employee of the Faculty of Chemistry may become a member of the committee.
4. The letter of appointment includes the date and the venue of the doctoral state examination, as well as instructions on how to excuse any absence.
5. The date and the venue of the examination shall be set by the Dean, based on the proposal by the chair of the doctoral board. Examinations are held usually within four months from the date when the application was submitted.
6. The Department for Study, Research and International Relations is responsible for the organization of the DSEs.

#### **Article 3**

##### **Proceedings of the committees**

1. The quorum is reached when at least four members of the committee are present. If there is an even number of members and in the event of a tie, the chair shall have the casting vote.
2. The proceedings shall be chaired by the chair of the committee. In their absence, the chair is represented by the vice-chair or a designated member of the examination committee. In the absence of the chair, their rights and duties are transferred to the vice-chair or a designated member of the examination committee.
3. The committee usually decides by reaching a consensus. If it does not do so, the chair of the committee announces the on the result.

#### **Article 4**

##### **Course of the doctoral state examination**

The doctoral state examination has the following course:

1. The chair of the committee introduces members of the examination committee. Everyone present shall be acquainted with the schedule and course of the examination, as well as with the conditions of evaluation.
2. The doctoral student's supervisor who is a member of the committee introduces the student to the members of the committee, presents basic points from their professional curriculum vitae and other facts related to their doctoral studies.
3. The chair of the committee then invites the student to present main points of the work and, above all, to critically evaluate the current state of knowledge in the field that is being covered in the doctoral thesis, to define aims of the thesis and methods of solving the issues and also to provide an overview of existing results in the field. The recommended presentation time is from 15 to 20 minutes. The presentation is followed by a statement drawn by one of the committee members. Questions from the committee members and a debate shall follow.
4. The student then sits an oral exam focused on topics selected from the thematic areas based on the contents of compulsory courses. The committee members verify the level of knowledge of the doctoral student, as well as general knowledge in the field of chemistry that is directly related to the subject matter of the thesis presented.
5. The student and guests shall be asked by the chair to leave the room in order to allow a non-public debate between members of the committee.
6. During the non-public debate, the committee shall evaluate knowledge and overall performance of the candidate and the presentation of the doctoral thesis. The committee shall reach a consensus (if it does not, the board votes to decide) on the resulting grade. Votes of the majority of the committee members are necessary for the student to be graded "passed". If a student is graded "failed", a statement is issued by the examination committee and included in the report on the DSE. The student is acquainted with the statement in person.
7. The student and guests are invited by the chair or an authorized member of the committee back to the meeting room. Subsequently, the chair presents the results of the final state examination.
8. The total duration of the doctoral state examination should not exceed 1.5 hours.
9. The committee may submit a written proposal to recognize and award exceptional students. The details are provided by an internal regulation.

#### **Article 5**

##### **The doctoral state examination report**

1. There shall be a written report on the doctoral state examination.
2. Pursuant to Article 34, the report covers mainly the course of the examination and the result of the examination as a whole. The reviewer's report is attached.

#### **Article 6**

##### **Final provisions**

1. Rules of Procedure of the Doctoral State Examination Committees are an integral part of Rules for Organization of Studies at the Faculty of Chemistry.
2. The dates of coming into force and coming into effect is determined by the Rules for Organization of Studies.