The FIT Dean’s Amendments to the Rules for Studies and Examinations of Brno University of Technology

The Academic Senate of the Faculty of Information Technology of Brno University of Technology has agreed on these Dean’s directions amending the Rules for Studies and Examinations of Brno University of Technology

Ad Article 2: Academic year and study schedule
Para (2) Each semester contains 13 weeks of instruction. The examination period usually consists of a three-week regular examination period followed by one week for first re-sits and another week for second re-sits. Wasted dates are lost without compensation. If there is any time shortage due to holidays, entrance examinations, final state examinations, etc., the re-sits can be held in advance. The plans of examinations must respect the fact that obligatory examinations of subsequent years should not overlap. (See also Supplements to Articles 11 and 12)

Para (4) Lecture groups are formed in the Information System (IS) of the faculty based on information from the Study Office. Study groups in individual subjects of all study formats are created by the lecturer responsible for the subject, in coordination with the Study Office if necessary and with respect to the economy of tuition and to time schedules of students and faculty departments.

Para (6b) Based on a written request, and for well-grounded reasons, the student can be allowed to sit for an examination off the regular examination period.

Para (6d) In all study formats, the student applies for the State Final Examination in the Information System registering for the subject called State Final Examination.

Ad Article 3: Study plans
Para (3c) In the ending study programmes the former group of recommended subjects has been retained to keep the continuation and control of the credit structure. The term of recommended subject can also be used in Information Technology study programmes for atypical subjects that cannot be easily ranked among compulsory, compulsory optional or optional interdisciplinary subjects supporting the particular study line.

The group of compulsory optional subjects is a group of subjects from which students have to choose and successfully fulfill a set minimum expressed as number of credits or subjects. If the student is not successful in one subject from the group of compulsory optional subjects, then in case there are more subjects of the same kind available, he or she can choose another subject for the following academic year. If there is only one subject offered for the following academic year, the student has to enrol for it. If the student surpasses the set minimum for the given group of compulsory optional subjects (PVA group - English, PVH – humanities, PVT – optional technical subjects, etc.), the superfluous compulsory optional subjects and the relevant credits (within the Information Technology Study Programmes) can be transferred into optional subjects. In the ending study programmes (within the Electrical Engineering and Computer Science), the mathematical subjects (PVM group) are transferred into optional subjects and foreign languages (PVJ group) and humanities (PVH group) are transferred into recommended subjects.
Para (4) In case of study plan changes in the student’s study programme during the course of his/her studies, the student must fulfill all compulsory and compulsory optional subjects according to the new study plan, if he/she has not fulfilled the former equivalents before the study plan changes. The eventual difference in number of credits for compulsory or compulsory optional subjects is compensated with the number of credits for optional and recommended subjects. In the individual study programmes, overhangs of credits that can be achieved by the student over the minimum set for the successfully completed study programme are announced (related to the completion of Article 15).

Para (5) Based on a written request handed by the student, the Dean may allow for an individual study plan. A student who is leaving for a study stay abroad must ask for permission to study certain subjects at the foreign university in advance. In exceptional cases, a subject can be approved though the student completed it at a foreign university without having obtained a preliminary permission, because he/she had not known about its existence. The subjects must be approved in accordance with the recommendation of the lecturer who is responsible for the subject from the FIT study plan. It is also possible to validate a subject which pertains to another FIT study programme, or has the content close to subjects of the FIT study programmes though it is taught by teachers from another BUT faculty.

Ad Article 4: Study Programme Council
Para (2) The Study Programme Councils for Bachelor’s and Master’s degree programmes are appointed by the Dean. There may be one joint Council for both Bachelor’s and Master’s Degree Programmes. The Council’s term of office is identical with the Dean’s term of office. The Study Programme Council is divided into sections that correspond to the areas of study of the particular study programmes (Study Branch Boards). Each Study Branch Board has a Chairman and at least three members, from whom at least one must be a representative of another branch. The Chairpersons of Study Branch Boards are members of the Study Programme Council.

Ad Article 5: Credit System
Ad e) Credits obtained in the particular academic year are credits obtained by the student after a successful completion of subjects according to Article 6. Credits obtained after a successful completion of subjects during a study stay at a foreign university can also be included. Credits obtained in previous studies can be recognized.
More amendments can be found in Supplements to articles 15 and 20

Ad d, f) The number of credits indispensable for the completion of study is a total sum of credits obtained and recognized within the study of a particular study programme.

Ad Article 6: Completion of Courses
Para (1a) If an examination is prescribed after a course-unit credit, then the student must not sit for an examination before obtaining the course-unit credit. Examination dates wasted before obtaining the course-unit credit are lost. If the student obtains more than 49 points for his activities during the semester, this total number of points must be kept at 49 points maximum.
Para (2) In case of repeated registration of a subject, the lecturer responsible for the subject can acknowledge the successfully completed practical training, e.g. laboratory exercises or a project, if the student obtained a course-unit credit for it the previous year.
Para (3) A non-completed, i.e. not fulfilled compulsory subject or a compulsory optional subject (if a compulsory optional subject has alternatives another offered subject may be chosen) can be re-registered only once, in a compulsory format, the following academic year.

Ad Article 7: Instruction
Para (6c) All forms of exercises and seminars can be conducted by academic staff according to Para (2) and (3) Section 70, or other specialists in accordance with Para (4) of the Higher Education Act 111/1998 Coll. (hereinafter: Act), or postgraduate students with excellent study results and based on a recommendation of the lecturer responsible for the subject.

Para (7) The students evaluate the instruction in subjects after the examination period electronically in the information system of the faculty. Selected parts of students’ evaluation are published.

Ad Article 8: Course Documentation
Para (1) The lecturers responsible for the subjects are also responsible for the electronic documentation published in BUT information system and for its innovations before the start of the course.

Ad Article 9: Study Counselling
Para (1) Basic sources of information on the study are the web sites of the faculty and BUT, electronic official notice boards and faculty electronic mail. Students are obliged to use the faculty electronic mail with the address login@stud.fit.vutbr.cz. Students are obliged both to familiarize with the documents related to the organization of the FIT and BUT and with the information sent by the teachers of individual subjects through the faculty electronic mail.

Para (2) Counselling is run by the staff of the Study Office, Study Counsellors, and in case of students of the last or last but one year of study, also by teachers responsible for the year, semester, Bachelor or diploma projects.

Ad Article 10: Verification of Study Results
The student is obliged to check and verify the study results in the electronic Information System within 14 days after the end of examination period at the latest and then confirm them by his/her signature on the list of results in an announced date, e.g. the date of enrolment to the next academic year.

Ad Article 11: Course-unit credit and classified course credit
Para (4) the course-unit credit must be obtained on the day of the 2nd re-sit of the examination at the latest, in case an examination is prescribed for the subject, or by the end of the examination period at the latest, in case the subject should be terminated by a course credit only. Materials for the classified course credit (e.g. a program, technical implementation, or a written treatise) must be handed in by the end of the fourth week of the examination period at the latest, in case the student was allowed a postponed submission. All tests, projects and other evaluated tasks must be worked out by the student independently, unless the project or other task has been set for a group of students.

Para (6) If a student has obtained a classified course credit, the examiner records the grade and the obtained number of points into the study register of the faculty IS in accordance with the amendment to Article 13. The last chance of getting a classified course credit is on the last
day of the examination period, if the student was allowed a postponed submission of some materials in accordance with the amendment to Paragraph 4.

Ad Article 12: Colloquium and Examination

Para (2) The examiner records the classification of the examination into the study register in accordance with the amendment to Article 13. The last chance of sitting for an examination is the last day of the examination period. The teacher is obliged to announce date(s) for claims of the examination evaluation for each date of examination. The claims must be concluded by the first Tuesday of the first week of the summer semester as far as the winter semester is concerned, and by the 30th June in case of the summer semester.

Para (4) The dates and places of examinations in compulsory subjects must be announced at least five weeks before the start of the examination period defined in the time schedule of the academic year. The dates of examinations in compulsory optional subjects must be announced at least four weeks before the start of the examination period and are subordinated to the dates of examinations of the compulsory subjects. The dates of examinations in optional subjects must be announced at least three weeks before the start of the examination period and are subordinated to the dates of examinations of compulsory subjects and compulsory optional subjects. Details on organization and contents of examinations are given by the lecturer responsible for the respective subject. The examination results must be available at least two days before the date of the re-sit.

Para (5) Either the examiner registers the student for an examination or the student registers himself/herself electronically. The examination evaluation is recorded in the faculty IS. The examination is successful if the student obtains 50 points minimum in each activity in the subject. If the student registers for 1st or 2nd re-sit of the examination, then its evaluation will replace the previous examination evaluation even if the student was better in the previous evaluation. The student can fail when he/she fails to appear in the re-sit. The total of points is rounded off to a whole number. (49, 50 rounded off to 50, etc.)

Para (8) The examiner records the grade and the number of points obtained for the examination into the study register in accordance with the Article 13.

Para (10) The student is obliged to come personally to sit for the examination and if asked by the examiner, he/she must prove his/her identity with a student card (or an identity card or passport with an authentic photo). If the student refuses to prove his/her identity when asked by the examiner to do so, he/she will be classified as if he/she was absent. During the exam, the student is allowed to use both sides of a clean sheet of paper and to write with standard writing utensils. If the teacher does not specify otherwise, other writing, or technical utensils (calculators, PCs, pocket PCs, mobile phones, cameras, etc.) must not be used. Should a utensil, other than has been stated expressly, appear, the situation is considered to be a violation of the examination procedure and an attempt at cheating with the consequence of dismissing the student from the examination room. Each student works independently when sitting for an exam. All tests, projects and other evaluated tasks must be worked on independently, unless a project or task has been set as group work.
Ad Article 13: Classification scale
The examiner records the result of an examination or a classified course credit into the information system inform of number of obtained points. If for some reason the examiner recorded the result of an examination or a classified course credit into a paper document, he/she must use the verbal form of classification (excellent, very good, good, satisfactory, sufficient) slash the ECTS symbol (A-B-C-D-E-F) slash the total number of obtained points.

The following classification scale is used for study evaluation:

<table>
<thead>
<tr>
<th>ECTS</th>
<th>Points</th>
<th>Grades in numbers</th>
<th>In English since 2004/2005</th>
<th>In Czech since 2004/2005</th>
<th>Previous scale without points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>1</td>
<td>Excellent</td>
<td>Výborně</td>
<td>Výborně</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>1,5</td>
<td>Very good</td>
<td>Velmi dobře</td>
<td>Velmi dobře</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2</td>
<td>Good</td>
<td>Dobře</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
<td>2,5</td>
<td>Satisfactory</td>
<td>Uspokojivě</td>
<td>Dobře</td>
</tr>
<tr>
<td>E</td>
<td>59-50</td>
<td>3</td>
<td>Sufficient</td>
<td>Dostatečně</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>49-0</td>
<td>4</td>
<td>Failed</td>
<td>Nevyhovující</td>
<td>Nevyhovující</td>
</tr>
</tbody>
</table>

A 100-point scale represents the total point evaluation of
- Results of tests in exercises and laboratories
- Individual or group work outside scheduled tuition
- Results of mid-semester examination
- Results of final examination

The minimum number of points when evaluating the final examination in a subject completed with an examination is 50.
The maximum number of evaluation points for all tests in a subject completed with a classified course credit is 40.

Ad Article 14: Average study results
Para (1) The weighted study average of a student is calculated in the information system from the ECTS grading (1 – 1.5 – 2 – 2.5 – 3) in accordance with the Article 13. In subjects, where there was only the former less precise grading, see the last column of the table, classification 1 – 2 – 3 is used for calculations.

If the faculty information system keeps points for all subjects completed with an examination or a classified course credit (evaluation A to E), then the total study results can be expressed by the weighted average points defined by the relation:

\[
VB = \frac{\text{SUMA} (K_p \cdot B_p)}{\text{SUMA} (K_p)}
\]

where \(K_p\) is the number of obtained credits for a subject \(p\) completed with an examination or a classified course credit

\(B_p\) is the number of points for a subject \(p\) completed with an examination or a classified course credit having been summed across all subjects completed in a given whole course of study.
The weighted study average and the weighted average points are calculated and rounded to two decimals by truncation.

**Ad Article 15: Study verification and conditions for study continuation**
If a student has not obtained at least 30 credits in a given academic year, or 15 credits in case that the student was enrolled for one semester only (e.g. after study interruption), his/her study can be terminated in accordance with Section 56 Para 1b) of the Act. Credits for recognized subjects are not included into the minimum number of 30 or 15, respectively (See Ad Article 5).

A special exception to the rule can be granted by the Vice-Dean upon a request written and submitted by the student and on reasonable grounds.

If it is found out during the winter semester that the student is not able to obtain the minimum of 30 credits for the academic year, his/her study can be terminated after the winter semester in accordance with Section 56 Para 1b) of the Act.

Credits for recognized subjects are not included into the minimum number of 30 or 15, respectively (See Ad Article 5).

In the academic year, in which the student lacks 65 credits (at the most) to be able to reach the minimum number of credits set for completing his/her study programme, he/she enrolls only for such a number of subjects that would enable him/her to fulfill the required minimum of credits for the particular study programme. This minimum will also contain compulsory and compulsory optional subjects whose enrolment will be postponed by the student till the following academic year. The possible credit number increase for optional and other subjects is specified by an official notice before the subject registration for the following academic year at the latest.

**Ad Article 16: Study verification and conditions for study continuation**
During the first semester of study, attendance check of Bc., MSc. and follow-up MSc. study students at the practical parts of tuition (computer exercises, laboratory exercises) and their registration for homework and projects together with handing these tasks and projects in in due dates, is carried out in the information system. If, after the 7th week of study, a student is found to be absolutely inactive in all subjects, his/her study can be terminated. If in such case the study is terminated at the latest on the Friday before the start of winter examination period, all his/her subjects for both the winter and summer semesters are cancelled in the registers.

If the study is terminated later, all subjects for the winter semester where he/she obtained 0 points must be cancelled in the registers, as well as all summer semester subjects.

If the student of Bc., MSc. or follow-up MSc. study does not obtain the minimum of 13 credits during the first study semester, his/her study can be terminated. The credits for recognized subjects are not included into the 13-credit minimum. (See the Supplement to Article 5). All subjects for the summer semester are cancelled in the register of such a student.

**Ad Article 17: Enrolment in another year of study**
Para (2) For one academic year the student enrolls in courses worth at least 30 credits minimum and 70 credits maximum (an exemption is quoted in Article 15, Paragraph 1). In case of a one-semester study, the load of registered subjects is 15 credits minimum and 35 credits maximum. The student who did not enrol for the State Final Examination in the given academic year is not allowed to exceed the maximum number of credits for optional subjects which has been set for his/her study programme.
Para (3) The student attends classes with the lecture group he/she was placed into and, if study groups have been created, also according to his/her study group timetable. The student can be allowed a shift into another lecture or study group if he/she can prove commuting to Brno which prevents him/her from attending very early morning classes or very late afternoon or evening classes, or if he/she has serious health impediments.

Para (4) The enrolment for another academic year of study can be executed by an authorized person acting as proxy for the student.

Ad Article 18: Interruption of studies
Para (6) The overall length of all interruptions of study until the student has obtained the prescribed minimum number of credits set for the particular study programme, is

- 3 semesters for the ending three-and-a-half-year Bachelor's study programme Electrical Engineering and Computer Science
- 5 semesters for the ending five-year Master's study programme Electrical Engineering and Computer Science
- 3 semesters for the ending follow-up three-year Master's study programme Electrical Engineering and Computer Science, if the student passes the State Final Examination in 2006 (calendar year) at the latest, in 2007 in an exceptional situation
- 3 semesters for the three-year Bachelor's study programme Information Technology
- 2 semesters for the follow-up two-year Master's study programme Information Technology,

if it enables the student to sit for the first date of the State Final Examination in accordance to Article 22, Para 4, at the latest.

Para (10) The interruption of studies (up to two years maximum) after the student has failed to pass the State Final Examination is not included in the overall length of interruption of study in accordance to para (6), but the interruption must not exceed the length of the remaining time till the successful completion of studies (by passing the State Final Examination) according to Article 22, para (4).

Ad Article 20: Recognition of previously completed parts of studies
After dropping out, termination or expulsion from the studies at the Faculty of Information Technology (FIT), at another BUT faculty or from any other institution of higher education, the student can enter the FIT only in terms of a regular admission procedure. Upon a written request completed subjects from the previous studies may be acknowledged, if the student was admitted at the FIT not later than three years after the termination of previous studies. The subjects may be recognized if the interval since the student passed the exam or classified course credit has not exceeded 5 years (10 semesters). Subjects from active or interrupted studies made simultaneously at another BUT faculty or another higher education institution cannot be recognized.

If the student requires recognition of subjects from previous studies finished by a successful State Final Examination, then the total sum of credits from subjects not used for recognition must not drop under 180 in the case of previous successful Bachelor’s study, 300 in the case of five-year Master’s study and under 120 for recognition of Bachelor’s and follow-up Master’s study at the FIT. This regulation aims at inviolability of previous studies integrity. Detailed conditions concerning the recognition of subjects are regulated by the Vice-Dean for Education.

Students who have completed parts of study at a higher study institution abroad within the framework of various international programmes (including their private arrangements approved in advance) relevant to their particular area of study can ask for recognition of
credits obtained abroad into the credit structure necessary for the successful completion of studies at the FIT. This can be done on condition that the individual study plan was proved in advance and recommended by an authorized member of the appropriate Study Programme Council, based on information about the study programme abroad (syllabus, extent and credit value of the subjects, etc.) delivered by the student. After the study abroad the student has to submit a certificate proving the completion and classification of the subjects.

Subjects studied abroad (including the diploma thesis) may be assigned higher credit values than the corresponding FIT subjects. An authorized member of the Study Programme Council will inform the Study Office about the resultant proposed number of credits to be recognized (in writing).

Practical training completed abroad, with the exception of the Slovak Republic, can be recognized in the Czech Republic, on the basis of a request approved in advance, (if such training is required by the curriculum), or the student can obtain additional credits on the basis of a certificate from a foreign supervisor.

Ad Article 21: Duly completed studies
Para (1) In all study programmes, credits both earned at the faculty and recognized are calculated into the total number of credits, which is at least equal to the multiple of sixty of the standard study period years.

Ad Article 22: The state final examination
Para (1) State final examinations are held on dates announced in the study timetable for the given academic year, and are organized at the faculty or at the individual faculty departments. The state final examination starts with the diploma/Bachelor’s thesis defence, if such defence is specified as part of the state final examination. The Dean of the FIT decides on the details. In a short introduction (10 minutes) the student presents the main points of his/her thesis. The adviser and opponent read their appraisals, and in the following discussion the student answers questions on the thesis asked by the opponent and by members of the Committee. Then the oral part of the examination follows, its contents are given in advance by the Study Programme Council. Students must be informed about the structure and contents of examination subjects at least two months before the date of the state final examination. The total time dedicated to the state final examination (including evaluation in a closed session, classification and announcement of results to the student) should not exceed 1 hour. The Dean can declare an extra date (besides the dates given in the study schedule) of state final examination (e.g. for students who have written their diploma/Bachelor’s theses at universities abroad).

Para (4) The longest possible span of studies including interruptions are:
- 14 semesters since the beginning of studies for the ending three-and-a-half-year Bachelor’s study programme Electrical Engineering and Computer Science
- 20 semesters since the beginning of studies for the ending five-year Master’s study programme Electrical Engineering and Computer Science
- 12 semesters since the beginning of studies for the ending follow-up three-year Master’s study programme Electrical Engineering and Computer Science

if it enables the student to re-sit the State Final Examination in 2006 at the latest, exceptionally in 2007.
- 12 semesters since the beginning of studies for the three-year Bachelor’s study programme Information Technology
- 8 semesters since the beginning of studies for the follow-up two-year Master’s study programme Information Technology,
Ad Article 24: Defence of diploma or Bachelor’s thesis
Para (1) It is stated in the study programme whether the defence of the Bachelor’s thesis forms part of the state final examination or whether it is an item of the subject assessed by points.
Para (2) The topics of diploma and Bachelor’s projects and theses are published in the faculty electronic information system in the winter semester, usually after the beginning of teaching. The written submission of the diploma or Bachelor’s thesis is delivered to the student who enrolled for the given compulsory subject (e.g. “Bachelor’s project”, “Diploma project”, etc.) during the winter semester of the particular academic year.
Para (7) If the Bachelor’s thesis does not form part of the state final examination, the result of its defence is not recorded in the state final examination protocol.
Para (8) If the student received the assignment of the diploma/Bachelor’s thesis in the given academic year and failed to submit it by the required date, the first date of its defence within the state final examination is wasted. The student can ask for exemption from the duty to submit the assigned diploma/Bachelor’s thesis on serious grounds before the beginning of the semester which is followed by the date of the state final examination. The change must be approved by the Dean.

Ad Article 25: Evaluation of the state final examination
Para (3) If the student’s performance at the state final examination is evaluated with “F” grade (failed), the examination committee states the conditions of a re-sit in the state final examination report, and informs the student about them in writing.
Para (4) If the student has not succeeded in apologizing for a missed date of the state final examination, he/she is informed in writing by the faculty.

Ad Article 30: Individual study plan
Para (1d) Involvement in teaching is part of postgraduate study and part of doctoral student’s training for his/her future profession. Full-time doctoral students are required to undertake pedagogical training in the framework of Bc. or MSc. study programmes. It is not paid and the amount of teaching is stated by the Vice-Dean. The structure of pedagogical activities (exercises, laboratories, project supervising) is defined by the head of the appropriate department based on consultations with the students’ tutor. PG students who do not study in Czech are exempt from pedagogical activities. After the completion of doctoral study, the student may apply for a certificate confirming his/her pedagogical work and get it from the Head of the Department.
Para (1e) During the first two semesters of postgraduate study (hereinafter PGS), compulsory attendance in subjects of individual study plan takes place concurrently with other study and research in the field of doctoral thesis. In the following semesters, the PGS students concentrate on research, preparation of publications bringing the research results and on work on the doctoral thesis. In the winter semester of the second year of PGS (in the winter semester of the third year of PGS at the latest - in the combined study) the students take the state doctoral examination (Articles 37 to 40). Before the state doctoral examination the students take an examination in English (Suppl. to Article 32).

A temporary rule for students admitted to the Doctoral Study Programme Information Technology before the academic year 2005/2006
Para (1e) During the first three semesters of postgraduate study (hereinafter PGS) compulsory attendance in subjects of individual study plan takes place concurrently with
other study and research in the field of doctoral thesis. In the following semesters, the PGS students concentrate on research, preparation of publications bringing the research results and on work on the doctoral thesis. By the end of the second year of PGS (by the end of the third year at the latest – in the combined study) the students take the state doctoral examination (Articles 37 to 40). Before the state doctoral examination the students take an examination in English (supplement to Article 32).

Para (2) The on-line form for the individual study plan can be found in www pages of the faculty. Each PGS student works out the plan with his/her tutor. The printed version of the form, signed by the student, his/her tutor and head of the department must be delivered to the Scientific Office by the start of a new academic year.

**Ad Article 31: Study subjects in doctoral study programme**

Para (1) After consultations with his/her tutor, the PGS student chooses some subjects from those offered by the Vice-Dean on the basis of the accredited doctoral study programme Information Technology and on the basis of subjects offered by faculty departments and cooperating institutions (outside the faculty) and recommended by the Study Branch Board. The student enrols for at least 4 subjects in the first year of PGS (each with 3 lectures minimum weekly, plus the accompanying exercises) completed with examinations. The student is obliged to complete at least one subject in mathematics or physics. The Department of Languages of the FEEC BUT offers PGS language courses for doctoral students dependent on the capacity of the department. If such a course is not offered, doctoral students can join standard courses starting with Intermediate level or they can prepare for the examination on their own.

**A temporary rule for students admitted to the Doctoral Study Programme Information Technology before the academic year 2005/2006**

Para (1) After consultations with his/her tutor the PGS student chooses subjects from those offered by the Vice-Dean on the basis of the accredited doctoral study programme Information Technology and on the basis of subjects offered by faculty departments and cooperating institutions (outside the faculty) and recommended by the Study Branch Board. There is a minimum of 6 subjects of PGS, namely 2 subjects per semester in each of the first three semesters (each with 3 lectures minimum weekly with the accompanying exercises) completed with semester examinations. The student is obliged to complete at least one subject in mathematics or physics in the first year of PGS. The Department of Languages of the FEEC BUT offers PGS language courses for doctoral students dependent on the capacity of the department. If such a course is not offered, doctoral students can join standard courses starting with Intermediate level or they can prepare for the examination on their own.

Para (5) 4 students is the minimum number in a PGS lecture group. If the number of students is lower, the tuition has the form of individual study with consultations.

**Ad Article 32: Examination in a subject of the doctoral degree study programme**

Para (1) Doctoral students are required to take an examination in English by the date of the state doctoral examination at the latest. Examinations are held at the Department of Languages of FEEC BUT, where the students also register for the examination. The dates of examinations are announced to the Scientific Office of the FIT. The examination consists of two parts (written and oral), where four language skills are tested – speaking, listening, reading and writing. The first (written) part of the language examination comprises listening for information, reading a specialized/professional text and writing a summary of the text.
The successfully completed written part is followed by an oral examination testing the speaking skills in a discussion over a text. The examination is completed in one day. One re-sit of the examination is allowed, on a date agreed on with the head of the Department of Languages. General State Examination in English passed at the State Language School or an examination of a similar level (Cambridge FCE) can be recognized. Students who have passed one will only be required to take the specialized/professional part of examination.

A temporary rule for students admitted to the Doctoral Study Programme Information Technology before the academic year 2005/2006
Para (1) Doctoral students are required to take an examination in English by a set date. As a rule, the examination is taken during the fourth semester of PGS, by the date of the state doctoral examination at the latest.
Examinations are held at the Department of Languages FEEC BUT, where the students also register for the examination. The dates of examinations are announced to the Scientific Office of the FIT. The examination consists of two parts (written and oral) where four language skills are tested – speaking, listening, reading and writing. The first (written) part of the language examination comprises listening for information, reading a specialized/professional text and writing a summary of the text. The successfully completed written part is followed by an oral examination that checks the speaking skills in a discussion over a text. The examination is completed in one day. One re-sit of the examination is allowed, on a date agreed on with the head of the Department of Languages. General State Examination in English passed at the State Language School or an examination of a similar level (Cambridge FCE) can be recognized. Students who have passed one of them will only be required to take the specialized/professional part of examination.

Ad Article 33: Evaluation and checking the individual study plan fulfilment
Para (1) Each doctoral student gives a presentation on his/her study results every year, usually in May, on a seminar. His presentation is evaluated by a grade (A-F) and is given in the presence of a representative of the Study Branch Board.
Para (2) The student writes a report on results on his/her activities and delivers it to his/her tutor by the 20th of June.
Para (3) The annual evaluation of the doctoral students is presented by the tutor to the Study Branch Board by the end of June.
From the 1st to the 3rd year, both in internal and combined form of doctoral study, a semester-based checking of fulfilment of examinations and other duties must be accomplished. The same conditions must be observed in the 4th year of prolonged internal doctoral study. Winter semester checking takes place between the 15th February and 1st of March. Another checking of study results (both in internal and combined form of doctoral study) is carried out during the enrolment for another year of study.
If a student or applicant for the study does not appear at the enrolment without an excuse on the due date, or his/her excuse is not acceptable, the study is terminated in accordance with Section 56 Para 2b) of the Act. In that case the student has lost the chance to enrol unless he/she undergoes a new admission procedure. The apology should be addressed to the Dean. This matter is regulated by Section 68 of the Act.

Ad Article 37: State doctoral examination
Para (1, 2) State doctoral examinations are held on dates announced for the given academic year by the Vice-Dean and are organized by the Study Branch Board for the Doctoral Study Programme. The state doctoral examination begins with an introduction of the doctoral student by his/her tutor. Then, in a 20-minute exposition, the doctoral student presents the
main theses of his/her future dissertation, its starting points and goals, methodology and results achieved. After a written expertise, “A treatise upon a dissertation” has been read by a member of the committee, a professional discussion follows, in which the doctoral student answers the questions from the committee members related to the dissertation. In the following part of the state doctoral examination the committee members ask questions pertaining to the specialized branches of study, with regard to the subjects of the individual study plan and with regard to the topic of the future dissertation. The total time of the State Doctoral Examination (including evaluation in a closed session and results announcement) should not exceed 1.5 hours.

Para (3) In case of a re-sit, it is possible to repeat only one of the two parts, based on the examination committee recommendation: the part concerning the dissertation or the part concerning the specialized subjects.

Ad Article 38: Registering for state doctoral examination
The date, manner of registering and essentials of the registration application are announced by the Vice-Dean responsible for doctoral study.

Ad Article 50: Study register
Para (2) The study register is kept both in printed and electronic form. The printed version is retained at least 10 years. The basic study register in the Bachelor’s, Master’s and follow-up Master’s study programmes contains documents on admission procedures, examination reports, registration cards, records of study results, reports on summary examinations (in the ending programmes Electrical Engineering and Computer Science) and on state final examinations, decisions on interruption of study and re-enrolment, on termination of study, decisions on the duty of paying the fees for the study, on disciplinary proceedings, certificates on study abroad, protocols about recognition of subjects studied abroad, protocols about recognition of subjects from previous study, etc. In the doctoral study programme, the basic study register comprises documents on the admission procedure, an individual study plan, examination reports for each academic year, report on the state doctoral examination and doctoral thesis defence, decisions on interruption of study and re-enrolment, on termination of study, on disciplinary proceedings, or other materials to be retained in the study register in the sense of Section 88 of Act 111.

Ad Article 54: Appraisals and awards
Para (2) For an excellent diploma, Bachelor’s or dissertation thesis, a student can receive an appraisal, possibly accompanied with a financial or material award from the Dean. For excellent study results during the whole study, a student having successfully completed the state final examination or dissertation defence, can also receive an appraisal, possibly accompanied with a financial or material award from the Dean. For extraordinary achievements in research, professional and creative work, or faculty representation (e.g. sports results), a student can receive a special award from the Dean.

Ad Article 56: Closing provisions
This Regulation becomes valid on xx.xx.2005
This Regulation comes into effect on xx.xx.2005

Approved by the Academic Senate of FIT BUT.
Chairman of the Academic Senate                              Dean of the FIT BUT