Pursuant to Section 9 para 1b and Section 17 para 1f of the Act No. 111/1998 Coll on The Institutions of Higher Education and on the Modification of and Amendment to Other Acts (The Higher Education Act), in the wording of later regulations, The Academic Senate of the Brno University of Technology decided upon the following Study and Examination Regulations of the Brno University of Technology:

PART ONE
BASIC PROVISIONS

Article 1
Introductory Provisions

1) Pursuant to Section 17 para 1f of the Act No.111/1998 Coll on The Institutions of Higher Education and on the Modification of and Amendment to Other Acts (The Higher Education Act), in the wording of later regulations, (hereinafter referred to as the “Act”), Study and Examination Regulations of The Brno University of Technology (hereinafter referred to as the “BUT”) are internal regulations of the BUT and contain rules for the study in bachelor's, master's and doctoral degree study programs offered at the BUT.

2) The rules regulating the organization of study programs are contained in the internal directive of the BUT issued according to Article 4 para 4 of The Statute of the BUT, the directive also defines home faculty at which the students of the bachelor's or master's degree study programs (hereinafter referred to as “students” or “undergraduate students”) or students of the doctoral degree study program (hereinafter also referred to as “PhD students”) are enrolled.

Article 2
Academic Year and Study Schedule

1) The academic year is divided into winter and summer semesters.

2) Usually, there are 13 weeks of instruction and 5 weeks of examination period.

3) The instruction period schedule is organized on weekly basis in the full-time form of study, in the distant and combined form of study it is organized according to semestral schedules.

4) The students may be for the purpose of instruction divided into lecture and study groups. The form of the groups is defined by the directive of the faculty.
5) Annually, the Rector determines the beginning of both the academic year and of the instruction in each semester.

6) Consequently, the Dean announces the timetable of the academic year for respective faculty. The timetable particularly determines:
   a) the beginning and the end of the exam period and the holidays in individual semesters,
   b) the deadline for examination completion in the academic year,
   c) study control dates,
   d) state examination period and deadlines for submission of state exam applications.

PART TWO
PROVISIONS FOR BACHELOR'S AND MASTER'S DEGREE STUDY PROGRAMS

SECTION 1
ORGANIZATION OF STUDY

Article 3
Study Plans

1) The basic instruction module of the study plan of the Bachelor's and Master's degree study program is a one-semester course (hereinafter referred to as “course”).

2) An integrated system of courses constitutes a block of courses.

3) Before the start of a study program, the home faculty\(^1\) publishes a structured list of courses whose completion is a prerequisite for duly completed study program. The list is structured as follows:
   a) it arranges courses into semesters and years of study, or into the grades of study,
   b) it defines conditions of sequence of courses,
   c) it defines blocks of courses as compulsory, compulsory elective and elective.

Each listed course has documentation according to Article 8. The structured list of courses together with course documentation constitute the study plan of the area of study of the study program.

4) The study plan of the area of study of the study program forms the basis for constitution of a student's study plan within bachelor's or master's degree study program.

5) Exceptionally, the Dean is entitled to allow a student upon his/her request to depart from the general rules for constitution of the study plan. Keeping the content of the study program in an unchanged form, the course of study and study control dates may be adjusted for those students who want to study part of the program at another university, particularly abroad, or for those students who want to expand their knowledge in training programs or in any other similar activity. The Dean bases his decision particularly on student's achieved study results and on the character of planned activities. An exception can also be granted on the grounds of other serious, particularly health reasons. The course of action in this matter is regulated by Section 68 of the

---

\(^1\) Article 4 para 4a of The Statute of the BUT.
Act.

Article 4
Study Program Boards

1) The Dean of the faculty appoints Study Program Boards for bachelor's and master's degree study programs. The boards are responsible for:

a) designing study plans of different areas of study within the study program, including the content of the final state exam and for proposing the changes in the structure of courses,

b) following and assessing of respective study program.

2) The structure of the boards, their authority, members' term of office and the scope of their duties are defined by the Dean.

Article 5
Credit System

The assessment of the course of study in bachelor's and master's degree study programs at the BUT is executed through a uniform credit system\(^2\) (hereinafter referred to as “ECTS”):

a) one credit represents 1/60 of student's average yearly load in a standard study period,

b) each course within respective study program is assigned a number of credits, which represents relative amount of student's load required for successful completion of particular course in particular area of study,

c) on successful completion of the course defined according to Article 6 a student obtains a number of credits assigned to respective course,

d) credits obtained within one study program are added,

e) number of obtained credits is a means of study control,

f) for the duly completed study it is necessary for students to obtain a number of credits equal to the multiple of sixty of the standard length of study with the prescribed structure of courses.

Article 6
The Completion of Courses

1) The course can be completed by:

a) obtaining a course-unit credit,

b) obtaining graded course-unit credit,

c) passing a colloquium,

d) passing an examination,

e) by passing an examination after obtaining a course-unit credit,

f) by handing in examination paper or presenting portfolio with long-term work at final commission.

2) On completion of a course according to paragraph 1 student obtains assigned number of credits in accordance with ECTS.

3) Provided that a student hasn't successfully completed a course which is listed in the study plan as compulsory, he/she must register it again. A course can be repeatedly registered only once.

---

\(^2\) Compatibility with ECTS enables students' mobility within European educational programs.
A course once successfully completed cannot be registered again.

Article 7
Instruction and Its Organization

1) Instruction is ensured by way of lectures, seminars, studio work, projects, various types of tutorials, guided consultations, practical trainings and excursions.

2) Different ways of instruction stated in paragraph 1 are characterized as follows:
   a) lectures present basic principles, methodology of particular discipline, examples of problems and their solutions,
   b) seminars, studio work and projects stress students' independent work. Significant part of these means of instruction is a presentation of independently acquired results and critical discussions,
   c) tutorials support mainly mastering of subject matter presented at the lectures or assigned for self-learning, they emphasize active participation of students,
   d) guided consultations are devoted to consulting and to checking of tasks assigned for self-study. This method of instruction is dominant in distant forms of study,
   e) practical training helps to deepen knowledge and skills acquired throughout study and to check student's ability to apply them in practice; it also serves as a means of expanding knowledge and of familiarization with methods of work especially outside the school environment,
   f) excursions familiarize students with methods of work outside the school environment.

3) Individual consultations supplement the instruction. Their scope and the way of their organization are defined by the directive of the faculty.

4) Assigned and independent work is part of students' school activities.

5) Students' attendance at lectures is recommended. Attendance at other forms of instruction is controlled. The scope and the method of this control are defined in the course documentation according to Article 8.

6) Personnel aspect of instruction:
   a) lectures are lead by professors and associate professors. In justified cases the lecture can be lead by other academic worker delegated by the Dean,
   b) a professional person can be authorized by the Dean to lead specific types of lectures,
   c) students of doctoral degree programs can actively participate in tutorials or laboratory exercises,
   d) the head of the institute or department (hereinafter referred to as “the head of the institute”) is obliged to monitor the instruction guaranteed by respective department or institute (hereinafter referred to as “department”) and maintain its standard. The evaluation of the instruction is based among others on the students' instruction assessment.

Article 8
Course Documentation

1) Course documentation is written in Czech and English language and contains mainly:
   a) course title,
   b) code and type of the course,
   c) language of instruction,
   d) year of study,
   e) semester,
g) scope of the course (number of classes per week or per semester according to the organization of instruction),
h) number of credits,
i) name of the person responsible for the coordination of the course,
j) the name of institute organizing the instruction,
k) instruction objectives (description of abilities, skills and level of knowledge achieved by the students attending the course),
l) prerequisites (required level of knowledge before entering the course)
m) content of the course (annotation, syllabus),
n) literature,
o) organization of instruction (lecture, seminar, tutorial etc.)
p) the rules of assessment and requirements for successful completion (the methods of continuous control of study, course unit-credit or graded course-unit credit requirements, examination forms and the methods of final assessment of the course).

2) Course documentation is published via BUT Information System, it must not be subject to change throughout the semester. Students are obliged to familiarize themselves with it.

Article 9
Study Counseling

1) A faculty provides a student with information necessary for his/her study, it mainly provides help with student plan making.

2) A faculty constitute counseling and information structure defined by the faculty directive to be able to provide students with service stated in paragraph 1.

SECTION 2
VERIFICATION AND ASSESSMENT OF STUDY RESULTS

Article 10
Verification and Assessment of Study Results

Study results are checked continuously, courses are completed by a course-credit, graded course-unit credit, colloquium or by an examination.

Article 11
Course-unit Credit and Graded Course-unit Credit

1) Obtaining a course-unit credit confirms that a student participated on instruction process actively throughout the semester and that he/she met requirements which were prerequisites of successful course completion or that he/she is able to take part in the professional discussion held during colloquium.

2) A graded course-unit credit is a type of assessment which evaluates students' level of
knowledge by means of grades.

3) A student who hasn't obtained a course-unit credit or graded course-unit credit is entitled to demand revision. The head of the institute has the final decision in matters of awarding a course-unit credit or graded course-unit credit. Provided that it is the head of the institute who is primarily responsible for student's assessment, the Dean of the faculty has the final decision.

4) A student must obtain a course-unit credit or a graded course-unit credit by the end of the examination period of the semester throughout which the course was held. In exceptional cases the head of the institute is allowed to extend this period on request of a student and after consulting with an instructor. Provided that it is the head of the institute who is primarily responsible for student's assessment, the Dean of the faculty has the final decision.

5) Should a student fail to obtain a course-unit credit or a graded course-unit credit from a course which is compulsory for the respective study program and which he/she enrolled for the second time, his/her study will be terminated pursuant to Section 56 para 1b of the Act. The course of action in this matter is regulated by Section 68 of the Act.

6) Decision on awarding or non-awarding a course-unit credit (graded course-unit credit) is registered in the study register (Article 50) by a sign of awarding or non-awarding, by a date and teacher's identification. A graded course-unit credit is entered in the study register in the form of an ECTS grade and also via point evaluation system (Article 13), provided that the faculty directive states so.

7) Non-awarding of course-unit credit or graded course-unit credit is not recorded in student's record book.

Article 12
Colloquium, Examination Paper/Portfolio and Examination

1) Colloquium is a type of course completion, it is a discussion on a topic covered by the course or it can have a form of an examination paper dealing with a topic relevant to the course. The result of colloquium is assessed by the words “passed” “did not passed”.

2) Examination paper or portfolio with long-term work are types of course completion defined by an internal directive of The Faculty of Fine Arts. They are assessed by ECTS grade and by point evaluation system (Article 13), provided that the faculty directive states so.

3) Examination assesses complex mastering of the course content defined in the course documentation and presented throughout the instruction at the level corresponding to completed level of study, it assesses ability to apply acquired skills independently and creatively. The scope of student's skills and abilities and fulfillment of long-term requirements are assessed by ECTS grade and by point evaluation system (Article 13), provided that the faculty directive states so.

4) Examinations may be:
   a) written
   b) oral
   c) written and oral.

5) Dates and locations of examinations as well as the way of exam registration and of determining the examiners must be published in advance. Details concerning exam organization
and the length of examination period in the academic year is defined by the faculty directive.

6) A student who fails an examination has the right to repeat it. Examinations can be repeated twice. Details on examination retakes are defined by the faculty directive.

7) The head of the institute can on student's request or of his/her own initiative hold an examination before a delegated committee. Provided that it is the head of the institute who is primarily responsible for student's assessment, the Dean of the faculty decides about a committee delegation.

8) Should a student fail to take an exam from a course which is compulsory for the respective study program and which he/she enrolled for the second time, his/her study will be terminated pursuant to Section 56 para 1b of the Act. The course of action in this matter is regulated by Section 68 of the Act.

9) The result of an examination is registered in the study register (Article 50). This registration contains ECTS grade, date of the examination or date of its last part, teacher's identification and point evaluation system (Article 13), provided that the faculty directive states so.

10) A student has the right to cancel his/her registration for an exam at latest 24 hours before its start. A student who canceled his/her registration is considered as never registered. Provided that a student terminates an exam before its completion, or fails to appear at the examination without an appropriate excuse, or if his/her excuse is not accepted, the examination will be assessed as “F”. Not later than five days after the date of the examination a student can be excused additionally on the grounds of serious, particularly health reasons. The head of the institute has the final decision on an acceptance of student's excuse. Provided that it is the head of the institute who is primarily responsible for student's assessment, the Dean of the faculty decides on this matter.

11) In case a student in a major way violates proper course of an examination, the examination will be considered as “Failed”. Gross violation of an examination may be considered as a disciplinary offense.

---

**Article 13**

Grading Scale

The ECTS grading scale is used for study assessment:

<table>
<thead>
<tr>
<th>ECTS</th>
<th>POINTS</th>
<th>GRADES IN NUMBERS</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>1</td>
<td>excellent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>výborně (1)</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80</td>
<td>1,5</td>
<td>very good</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>velmi dobře (2)</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2</td>
<td>good</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>dobře (3)</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
<td>2,5</td>
<td>satisfactory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>uspokojivě</td>
</tr>
<tr>
<td>E</td>
<td>59-50</td>
<td>3</td>
<td>sufficient</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>dostatečně</td>
</tr>
<tr>
<td>F</td>
<td>49-0</td>
<td>4</td>
<td>failed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>nevyhovující (4)</td>
</tr>
</tbody>
</table>
Article 14
Student's Average Study Results

1) Student's average study results within a given unit of study are expressed by weighted average defined by relation:

\[ VP = \frac{\sum (K_p \cdot Z_p)}{\sum K_p} \]

where

- \( K_p \) is the number of credits obtained for a course \( p \) completed by an examination or by a graded course-unit credit,
- \( Z_p \) is a completed course \( p \) assessment mark for an examination or a graded course-unit credit expressed in numbers, the sum of all courses completed by a student in the respective stage of study by an examination or a graded course-unit credit (Article 55 para 2). Weighted study average can also be expressed as weighted average point assessment.

2) Weighted study average is used particularly for:

a) award of merit-based scholarship,
b) overall study evaluation (Article 26).

SECTION 3
COURSE OF STUDY

Article 15
Study Verification and Conditions for Study Continuation

1) Study verification is carried out every academic year in given periods, it is verified whether a student obtained in respective period of study number of credits required by the study program. Provided that he/she fails to meet this condition, student's study is terminated pursuant to Section 56 para 1 b of the Act. The course of action in this matter is regulated by Section 68 of the Act.

2) In exceptional and justified cases, particularly for health reasons, the Dean of the faculty is on a student's written request entitled to forgive him/her some of the prerequisites for the continuation of study. At the same time the Dean determines the conditions of following course of study.

Article 16

For evidence purposes, a check of students' attendance at tutorials, seminars and in studios may be carried out throughout the first semester of study. Repeated, unexcused absence in the course with registered attendance may result in the termination of study due to the failure of fulfilling study requirements. The rules for the study verification throughout the first semester of
study are defined by the faculty directive.

Article 17
Enrollment Into Another Year of Study

1) A student who fulfilled the conditions for continuation of his/her study or a student who was granted an exception according to Article 15 para 2 has the right to be enrolled into another year of study.

2) During the enrollment into another year of study a student registers into the courses of respective study program in accordance with its regulations and with the study plan.

3) If a course is taught by more than one teacher, a student has the right to choose among them. The method and the period of this selection are stated in the faculty directive.

4) The Dean determines the dates of the study enrollment.

5) If a student fails to carry out his/her study enrollment within the designated period without an excuse or in case his/her excuse is not accepted, a student’s study is terminated pursuant to Section 56 para 1b of the law. An excuse is submitted to the Dean. The course of action in this matter is regulated by Section 68 of the Act.

Article 18
Interruption of Study

1) On the grounds of a student's request the Dean determines the period of the study interruption so that all study and examination regulations are observed in accordance with respective study program.

2) The interruption of study in the period of expected failure of meeting study requirements must not be allowed.

3) The interruption of study in the course of the first semester of study may be allowed only in exceptional cases, particularly for health reasons.

4) The interruption of study is usually terminated at the beginning of semester.

5) The study can be interrupted for a period of two years. The exceptions to this rule may be granted by the Dean mainly on the grounds of health reasons.

6) Study may be interrupted repeatedly. The total length of the interruption must not exceed a half of the standard length of study in respective study program.

7) Provided that the reasons for interruption of study cease to exist, the Dean may terminate the interruption on a student's request and determine the course of following study.

8) If a student at the time of the interruption studied at a different faculty and took examinations there, the Dean may acknowledge respective exams with assigned credits on a student's request and on the grounds of the recommendation of the head of the institute organizing the course. The course of action in this matter is regulated by Section 68 of the Act.
9) On the date of the study interruption the applicant loses the status of a student. On the date of the termination of the interruption, an applicant gains the right to enroll again in respective study program. The person, who fails to enroll in the study program within five days after the interruption period has expired without an excuse or in a case his/her excuse is not accepted, loses the right for reenrollment in the study. The Dean decides about an acceptation of the excuse.

10) If a student fails to pass a state final exam, his/her study may be interrupted until the date of its retake.

Article 19
Termination of Study
Provided that a student decides to terminate his/her study, he/she shall announce this decision to the Dean in a written form.

Article 20
Acknowledgement of Part of Study

1) Acknowledging of parts of study completed at other institution in the Czech Republic or in another country of the European region supports mobility of students. The process of acknowledgement is regulated by the principles stated in paragraphs 2 to 6.

2) A student who has completed study or its part in a study program or has studied in a different study program at a different higher education institution in the Czech Republic or abroad may be acknowledged on his/her written request parts of the study or individual examinations. A student who applies for acknowledgement of parts of study is obliged to submit a certificate confirming the completion of study or a course, stating the credit value, grade assessment and annotation of completed courses. Decision is made on the grounds of orientation of completed area of study or its part, credit value of individual courses of the study program, study results and the length of period from the termination of the study. Student mobility agreement is also taken into consideration.

3) Acknowledgement of the part of study may be conditioned by passing equivalency examinations.

4) Acknowledged parts of study or individual examinations are assigned credit values corresponding to respective study program in accordance with student mobility agreement.

5) A number of years corresponding to the total credit value of the acknowledged parts of study are added to the total period of study to those students who have been acknowledged part of study. The standard period of study necessary for its completion within the study program is taken into account for this purpose.

6) The Dean decides on matters of acknowledgement of study.
SECTION 4
DULY COMPLETED STUDIES

Article 21

1) Studies are duly finished on completion of study within respective study program. A student successfully completes his/her studies by obtaining a number of credits in prescribed form equal to the multiple of sixty of the standard length of study and passes the state final examination. Part of the state final examination is usually the Bachelor's thesis defense in the bachelor's degree program, in the master's degree program it is the Master's thesis defense.

2) The day of duly completed study is pursuant to Section 55 para 1 of the Act the day on which a student passes state final examination or its final part.

Article 22
State Final Examinations

1) Division of the state final examination into segments and their content are determined by a study program. The regulations for organization and course of the state final exams are defined by the faculty directive.

2) State final examination or any of its parts may be repeated only once.

3) When repeating state final exam a student retakes only the part which he/she failed.

4) The latest time for taking the last part of the state final exam is the year in which a period twice the standard length of study has passed since student's enrollment into the study program. Provided that a student doesn't pass the state final exam within that period, his/her study is terminated pursuant to Section 56 para 1b of the Act. The course of action in this matter is regulated by Section 68 of the Act.

5) The course of the state final exam is recorded in a protocol which describes the course and the assessment of the master's or bachelor's thesis defense and of other other segments of the state final exam together with its overall assessment according to Article 25. The annexe of this record are opponents' assessments and an assessment of the master's or bachelor's thesis advisor. The form of the protocol is defined by the directive of the rector.

Article 23
Examination Committee for The State Final Examinations

1) The state final examination takes place before the examination committee. The head and the members of the committee are appointed by the Dean on recommendation of the Study Program Board pursuant to Section 53 para 2 of the Act.

2) There are five members in an examination committee.

3) The proceedings of the examination committee are led by its Chairperson. The rules of procedure of examination committees and the way of their organization are defined in the faculty directive.

4) Examination committee has a quorum provided that at least three fifths of its members are
Article 24
Bachelor's Thesis and Master's Thesis Defense

1) Bachelor's or Master's thesis demonstrates student's ability to solve and subsequently present in an oral and written form assigned problem and to present individual approaches. The Bachelor's thesis differs from the Master's thesis by character of the assigned problems and by the scope and profundity of their treatment. The Bachelor's thesis is elaborated provided that it is a part of the study plan. The Master's thesis elaboration is a part of the study plan.

2) The Bachelor's and Master thesis assignment mainly contains brief characteristic of the task, of objectives, which should be achieved, basic sources of literature, the name of the advisor and closing date for submission. The advisor of the Bachelor's or Master's thesis may be a specialist working outside the university environment.

3) The Bachelor's and Master's thesis may be submitted with an approval of the advisor in a foreign language. In such case the work must contain an abstract in Czech language.

4) The advisor and the opponent or opponents of the Bachelor's or Master's thesis who are appointed by the head of the institute submit assessments of the work. A student must be acquainted with them at least 3 days before the date of defense.

5) During the defense of the Bachelor's or Master's thesis a student at first presents the main results of his/her work and then comments on observations stated in the assessments of the advisor and the opponent or opponents. This is followed by a discussion.

6) In case a student fails to defend his/her Bachelor's or Master's thesis, committee decides whether a student shall extend it, or rewrite it or elaborate a new thesis with a different topic. The reason of such decision must be stated in the protocol on the state final exam.

7) Provided that a student fails to submit The Bachelor's or Master's thesis within respective deadline without an excuse or if his/her excuse is not accepted, the thesis is assessed with a grade “F”. An excuse shall be presented to the Dean who has the final decision on its acceptance.

Article 25
Assessment of The State Final Examination

1) Individual segments of the state final examination are assessed independently. An assessment of the state final examination is discussed by the committee at a closed meeting. The state final exam is assessed with ECTS grade according to Article 13. The assessment proposal is accepted if it is voted for by a majority of committee members. If the vote is tied, the chairperson has a casting vote.

2) An overall assessment of the state final examination is based on the assessment of its individual segments:
   a) if one of the segments is “failed”, the overall result of the exam is “F”,
   b) overall result is assessed with a grade “A” only when all other segments are assessed with “A”,
c) in other cases the committee decides on the overall assessment of B, C, D and E grades.

3) If a student fails the examination, the committee decides on the reasons for this assessment and states them in the protocol on the state final examination and presents them to the student.

4) If a student fails to attend the state final examination without an excuse or if his/her excuse is not accepted, the exam is considered as failed. An excuse is presented to the Dean who has the final decision in its acceptance.

Article 26
Overall Study Assessment

1) An overall study assessment of duly completed studies is following:
a) passed with honor,
b) passed very well,
c) passed.

2) A student who passed his/her studies with honor receives university Diploma with Honor.

3) The Diploma with Honor is received by a graduate who was assessed at the state final exam with the excellent grade “A” and throughout the whole course of study in the study program leading to obtaining university education and academic degree has shown excellent study results. The study results are expressed by weighted study average of maximum 1.50. The “Passed Very Well” Diploma is received by a graduate who was not assessed at the state final exam with worse grade than “C” and throughout the course of study in the study program leading to obtaining university education and academic degree has shown very good study results. Very good study results are expressed by weighted study average of maximum value 2.00.

PART THREE
PROVISIONS FOR DOCTORAL DEGREE STUDY PROGRAMS

SECTION 1
ORGANIZATION OF DOCTORAL STUDY PROGRAM

Article 27
Doctoral Board

1) Doctoral board is determined by Section 47 para 6 of the Act and it consists of minimum of 5 members who are appointed and removed from office by the Dean of the home faculty after his conferring with respective Scientific and Art Board (hereinafter referred to as “Scientific Board”) in accordance with the internal directive of the BUT pursuant to Section 4 para 4 of The BUT Statute. The Dean also determines the number of members of the Doctoral Board and their terms of office.

2) The activities of the Board are regulated by the Rules of Procedure which also determine the election of its Chairperson. The Rules of Procedure are issued by the Dean after his conferring with The Doctoral Board.
3) The constitution of the common Doctoral Board is determined by respective agreement pursuant to Section 47 para 6 of the Act.

Article 28
The Doctoral Board mainly:

a) comments on tutor's proposals,
b) approves the topics for independent scientific, research, development activities or for independent theoretical and creative art activities in respective study program submitted to a tutor (hereinafter “research topics of doctoral study”) and doctoral dissertation themes,
c) negotiates the changes in the structure of courses which are part of respective study program,
d) proposes the members of the entrance exam committees to respective study program,
e) reviews entrance exam committees proposals and submits its proposal of applicants' acceptance into a study program to the Dean,
f) comments on the maximum number of doctoral program students who can be led by one tutor,
g) comments on individual study plans of doctoral program students and their potential changes,
h) reviews assessments of doctoral program students submitted by tutors,
i) recommends the termination of study of a doctoral program student for his/her failure of meeting study requirements; the student and his/her tutor are present at the negotiations,
j) assesses the performance of tutors and submits its conclusions to the Dean,
k) evaluates at least once a year the level of the study program and submits its conclusions to the Dean of the home faculty, or to the Deans of other faculties or to statutory representatives of corporate bodies participating on realization of the study program,
l) initiates proposals for the study program adjustments in relation to the conditions of accreditation,
m) approves the content and the scope of the state doctoral examination,
n) proposes Chairpersons and members of the state doctoral examination committees and the committees of doctoral dissertation defense.

Article 29
Tutor

1) A tutor is a person working in the scientific area of a study program, a person crucial for its realization in relation to the study program accreditation and to a student.

2) A member of academic staff with the title of Prof or Doc can become a tutor and the role of tutor can also be taken with the Scientific Board approval by a notable specialist in respective area of study.

3) Research topics of doctoral study proposed by a tutor are mainly connected to his/her own research activities and to the orientation of his/her academic environment and the academic environment of the PhD student (hereinafter tutoring institute).

Article 30
Individual Study Plan

1) Individual study plan which is a guideline for the course of study in the study program determines to a PhD student following aspects:
a) content of student's independent scientific, research, development activities or independent theoretical and creative art activities and his/her own educational activities with respect to his/her specialization and doctoral dissertation theme,
b) compulsory courses,
c) activities connected to creative aspects of student's performance, mainly practical trainings and stays at other institutions, participation at conferences, seminars, summer schools,
d) his/her pedagogical performance in accordance with the faculty directive,
e) time schedule of study.

2) The form of the individual study plan is defined by the faculty directive.

3) Individual study plan and its possible changes are prepared in cooperation with the tutor who submits it to the head of the institute and subsequently to the Doctoral Board for comments. Individual study plan and its possible changes are approved by the Dean.

Article 31
Courses of Doctoral Study Program

1) The courses of doctoral study program are set so that a student together with a tutor have sufficient background corresponding with contemporary state of knowledge in the research area which is relevant for the dissertation theme.

2) The courses are lectured by experienced members of academic staff with the titles of Prof or Doc or other noted specialists in respective research areas.

3) The courses are usually completed by an oral examination which is based on student's submitted written work.

4) The courses have documentation which mainly contains:
   a) title of the course,
   b) scope of the course,
   c) instructors' names,
   d) annotation of the course,
   e) syllabus of the course,
   f) primary literature and secondary, recommended literature.
   Documentation of the course is published via BUT information system.

5) Instruction of the course depends on the number of students of doctoral study program who enroll the course, i.e. it has either a form of lectures organized for a group of students whose minimum number is determined by the Dean, or a form of seminars or a guided self-learning with consultations.

Article 32
Course Examination in Doctoral Study Program

1) The date of the examination is determined after consultation with a student. A tutor is always informed about the exam.

2) An exam is public and may have a form of colloquium.

3) A grading scale of grades excellent, very good, good, and failed is used for the purpose of exam assessment, colloquium is assessed by words passed or failed.
4) A student of doctoral study program assessed with a grade failed has the right to repeat it. Provided that a student fails the exam again, he/she has the right to take the exam before a committee. The committee is initiated by the tutor and is appointed by respective Doctoral Board. The chairperson of the committee is usually a member of the Doctoral Board, its members are always respective tutor and instructor of the course. The date of the exam is determined by the Chairperson of the committee. The result of the exam is decided on at the closed meeting of the committee. The assessment of the exam is accepted when it is voted for by a majority of members. The report of the exam is recorded in the study documentation.

5) Assessment of the examination is recorded in the study documentation (Article 50). Assessment of the examination is recorded in student's record book in words together with the date of the exam and examiner's signature, in case of examination taken before the committee it is Chairperson's signature. Assessment failed is not recorded in the student's record book.

6) Provided that a student of doctoral study program fails to take an examination prescribed by his/her study plan before the committee according to paragraph 4, his/her study is terminated pursuant to Section 58 para 1b of the Act. The course of action in this matter is regulated by Section 68 of the Act.

7) Provided that a student of doctoral study program fails to attend the examination without an excuse or if his/her excuse is not accepted, the exam is considered as failed. The Chairperson of respective Doctoral Board has the final decision in the matter of acceptance of the excuse.

Article 33
Assessment and Verification of Individual Study Plan Compliance

1) A student of doctoral study program presents once a year the solutions of his/her tasks and the review of the preparation of his/her dissertation at the tutoring institute.

2) Annually, within a period determined by the Dean, a student of doctoral study program prepares a written report on the results of his activities. The report is used by a tutor for student's assessment.

3) A tutor regularly evaluates student's fulfillment of requirements and submits an assessment to respective Doctoral Board. The assessment period is defined by the faculty directive.

4) In case of an unsatisfactory assessment of a Phd student, the tutor proposes after consulting with the head of the tutoring institute to the respective Doctoral Board a termination of student's study pursuant to Section 56 para 1b of the Act. This procedure may be initiated also by the head of the tutoring institute or by the Doctoral Board. The course of action in this matter is regulated by Section 68 of the Act.

Article 34
Interruption of Study in Doctoral Study Program

1) Based on the grounds of student's written request recommended by his/her tutor the Dean may interrupt student's study.

2) Study can be interrupted for maximum continuous period of two years. Study can be interrupted repeatedly. The total period of interruption must not exceed two years. The Dean is
entitled to grant exceptions to this rule particularly for health reasons.

3) Provided that the reasons for interruption of study cease to exist, the Dean may terminate the interruption on a student's request before the end of the interruption period.

4) If a student of doctoral study program at the time of the interruption studied at a different faculty or university and took examinations there, the Dean may acknowledge respective exams taken at other institutions on the grounds of student's request recommended by the tutor and the Doctoral Board.

5) The person, who fails to enroll in a study program within five days after the interruption period has expired without an excuse or in a case his/her excuse is not accepted, loses the right for reenrollment in the study. The Dean decides about an acceptance of the excuse.

Article 35
Termination of Study in Doctoral Study Program

Provided that a student of doctoral study program decides to terminate his/her study, he/she shall announce this decision to the Dean in a written form. If a student of doctoral study program has taken on commitments during his/her studies related to project solving or to main or minor activities defined by a contract, he/she is obliged to duly terminate this contractual relation.

Article 36
Acknowledgement of Part of Study in Doctoral Study Program

1) A student of doctoral program who has completed study or its part in a study program or has studied in a different study program at a different higher education institution in the Czech Republic or abroad may be acknowledged on his/her written request parts of the study or individual examinations. Decision is made on the grounds of orientation of completed area of study or its part, study results, results of independent creative activities and the length of period from the termination of the previous study. Student mobility agreement is also taken into consideration.

2) Acknowledgement of part of study may be conditioned by passing equivalency examinations.

3) The Dean decides on matters of acknowledgement of part of study on recommendation of the tutor and after Doctoral Board statement.

SECTION 2
STATE DOCTORAL EXAMINATION

Article 37

1) At the state doctoral examination a student shall prove profound theoretical knowledge in the research area of dissertation and required knowledge and understanding in respective area of study including the methodological foundations of scientific work. The content of the exam is based on the topics of doctoral study program and on the individual study plan of a student.

2) Part of the state doctoral examination is a discussion connected with the theme of
student's dissertation on the grounds of the treatise submitted by the student. This treatise shall particularly contain critically assessed state of knowledge within the dissertation theme, definition of anticipated objectives of the dissertation and a characteristics of applied methods of solution. The scope of the treatise is defined by the Doctoral Board.

3) The state doctoral examination may be repeated once.

4) The course of the state doctoral exam is recorded in a protocol. The form of the protocol is defined by the directive of the Dean.

Article 38
Registration for State Doctoral Examination

1) A student of doctoral study program can register for the state doctoral exam after completion of examinations in all courses prescribed in his/her individual study plan.

2) A student shall submit together with an application an overview of all activities performed throughout his/her study in doctoral study program and a treatise according to Article 37 para 2, including the list of published works, or created engineer or art works.

3) The regulations for registration for state doctoral examination and submitting of all documents according to para 2 are defined by the faculty directive.

Article 39
Committee for State Doctoral Examinations

1) State doctoral examination is held before an examination committee. The committee may be permanent or appointed “ad hoc”. The Chairperson and the members of the committee are appointed upon the recommendation of the Doctoral Board by the Dean in compliance with Section 53 para 2 and 3 of the Act. The tutor of the student of doctoral program is also a member of the examination committee.

2) The examination committee consists of five members.

3) The negotiations of the committee are led by its Chairperson. The rules of procedure of examination committees and their organization are defined by the faculty directive.

4) The Chairperson of the committee delegates one of its members with the exception of the tutor to prepare and present, as the main document for the negotiations of examination committee, a statement assessing the treatise submitted by the student.

5) Examination committee has a quorum if at least three fifth of its members are present.

Article 40
Assessment of the State Doctoral Examination

1) The result of the state doctoral examination is either “passed” or “failed”.

2) At a closed meeting the examination committee assesses the course of the state doctoral examination and makes decision on its outcome.
3) To achieve the assessment “passed” there must be a majority of votes of all members of the committee.

4) Provided that a student “fails” the state doctoral exam, the reason of such assessment must be stated in the protocol and announced to a student.

5) Provided that a student of doctoral study program fails to attend the state doctoral examination without an excuse or if his/her excuse is not accepted, the exam is considered as failed. The excuse is submitted to the Dean who has the final decision in the matter of its acceptance.

6) If a student fails even the retake of the state doctoral exam, his/her study is terminated pursuant to Section 56 para 1b of the Act. The course of action in this matter is regulated by Section 68 of the Act.

SECTION 3
DOCTORAL THESIS (DISSERTATION) AND ITS DEFENSE

Article 41
Doctoral Thesis (Dissertation)

1) Dissertation may be one of the following:
   a) independent work created in compliance with para 2 containing results of scientific tasks or
   b) thematically organized collection of published works.

2) Dissertation may be divided mainly to following parts:
   a) review of contemporary state of problematics which is the subject of the dissertation,
   b) objectives of dissertation,
   c) results of dissertation including the new facts and their analysis and their importance for practical realization or for future development of the area of study,
   d) bibliography,
   e) list of student's own publications relevant to the dissertation.
   Part of the dissertation may also be documentation of engineer or artistic works. Part of the dissertation is always Czech and English one-page summary.

3) Dissertation is usually written in Czech or English language.

4) The form of dissertation is defined by the directive of the Rector.

5) If there are works of which a student of doctoral study program is a co-author in the collection of published works as stated in paragraph 1b, there must be specified his/her contribution in a form of declaration of other co-authors.

Article 42

1) A student may apply for dissertation defense after passing state doctoral exam.

2) Together with an application for dissertation defense a student submits:
a) number of dissertation copies defined by the faculty,
b) theses of dissertation in number of copies defined by the faculty,
c) overview of activities performed throughout his/her study in doctoral study program, including the list of published works and works accepted for publication, or a list of created engineer or art works, and responses to his/her works.
d) published works or manuscripts of works which are accepted for publication together with evidence of their acceptance,
e) tutor's assessment of dissertation.

3) The form of application for dissertation defense is defined by the faculty directive.

4) Proceedings of dissertation defense are begun on the day of delivery of application.

5) If an application for dissertation defense meets the requirements in accordance with paragraph 2, it is submitted to the Doctoral Board for following processing.

6) If an application for dissertation defense fails to meet requirements in accordance with paragraph 2, the Dean interrupts the proceedings and asks the applicant to remove the deficiencies within a set period of time, otherwise the proceedings are discontinued.

Article 43
Theses of Doctoral Thesis (Dissertation)

1) Dissertation theses contain in a brief form basic ideas, methods, results and conclusions of the dissertation in the structure identical to the dissertation structure. The scope of theses are defined by the directive of the Rector.

2) Dissertation theses which a student submits together with a dissertation defense application are received by all member of the dissertation defense committee and by opponents.

3) After successful defense of dissertation its theses are published together with incorporated comments expressed in the conclusions of the dissertation defense committee in accordance with the directive of the Rector.

Article 44
Doctoral Thesis (Dissertation) Defense Committee

1) Dissertation defense takes place before the dissertation defense committee which can be permanent or appointed “ad hoc”. The Chairperson and the members of the committee are appointed by the dean on Doctoral Board recommendation.

2) The dissertation defense committee has at least five members. At least two members of the committee are not members of the academic community of the BUT.

3) The meeting of the dissertation defense committee is led by its Chairperson.

4) The dissertation defense committee has a quorum if at least three quarters of its members are present. A majority of votes of all members of committee is necessary for passing a proposal.
Article 45
Doctoral Thesis (Dissertation) Opponents and Their Assessments

1) The dissertation defense committee appoints at least two opponents of dissertation, only one of them may be a member of the faculty or the institution where the work was written. A tutor, direct superior or subordinate of a student of doctoral program cannot be appointed an opponent.

2) An opponent prepares a written assessment of the dissertation.

3) An Opponent's assessment addresses mainly:
   a) the topicality of the dissertation theme,
   b) the measure of met objectives of dissertation,
   c) the procedure of problem solving and the dissertation results with an emphasis on student's contribution,
   d) the importance of the work for practice or development of the area of study,
   e) the formal aspect of dissertation and its language qualities,
   f) the measure of met conditions listed in Section 47 para 4 of the Act.

4) Should the opponent fail to submit his/her dissertation assessment within 2 months since the day of his/her appointment, the dissertation defense committee is entitled to appoint another opponent.

5) Provided that the dissertation assessment does not meet the conditions stated in paragraph 3, the dissertation defense committee asks the opponent to rewrite his/her assessment. If the opponent fails to do so within set period of time, the committee is entitled to appoint another opponent.

6) Opponent assessments must be delivered to all members of the dissertation defense committee and the student of doctoral program at least 15 days before the date of the dissertation defense.

Article 46
In case that one of the dissertation opponents does not recommend the dissertation for acceptance, the student of doctoral study program may ask for an interruption of dissertation defense proceeding to be able to complete it or rework it. The Dean decides in this matter on the grounds of the dissertation defense committee and respective Doctoral Board recommendation.

Article 47
Doctoral Thesis (Dissertation) Defense

1) The defense of the dissertation is a scientific discourse between a student of doctoral study program and opponents, members of the dissertation defense committee and other participants of the proceeding.

2) The defense of the dissertation is public. The date and the location of the meeting must be announced on an official board of respective faculty at least two weeks in advance.

3) The defense of dissertation usually takes place within six months from the beginning of the proceeding. The period of interruption of proceeding is not included in this time.

4) If the dissertation is assessed as "not accepted", new dissertation defense may be held in one year at the earliest. Should the dissertation fail to be accepted the second time, the study of the
student of doctoral study program is terminated pursuant to Section 56 para 1b of the Act. The course of action in this matter is regulated by Section 68 of the Act.

5) Dissertation must be defended within 7 years from the day of enrollment into the study. If a student fails to do so, his/her study is terminated pursuant to Section 56 para 1b of the Act. The course of action in this matter is regulated by Section 68 of the Act. On the grounds of student's request recommended by the tutor and respective Doctoral Board, the Dean is entitled to extend this period in exceptional, justified cases.

Article 48

1) Dissertation defense committee makes sure the defense of the dissertation takes place within 30 days from the delivery of opponents' assessments, or from their completion or adjustments (Article 45 para 5). Should the period be exceeded, the Dean must be informed. The Dean is entitled to expand the period on justified grounds.

2) The defense of the dissertation takes place in attendance of the opponents. Provided that one of them cannot be present, the defense of the dissertation can take place on condition that the missing opponent has submitted affirmative dissertation assessment. In such case the dissertation assessment is read.

3) The dissertation defense is led by the Chairperson of the dissertation defense committee, exceptionally by a member of the committee delegated by the Chairperson.

4) The defense of dissertation usually proceeds as follows:
   a) the chairperson starts the proceeding, introduces the student, announces the topic of the dissertation and acquaints the dissertation defense committee with an overview of student's published scientific works, or with his/her engineer or artistic works,
   b) the student of doctoral study program presents the content and the main results of his/her dissertation work,
   c) the tutor acquaints the commission with his/her evaluation of student's work and his/her assessment of student's dissertation,
   d) the opponents present major part of their assessments,
   e) the student of doctoral study program comments on the opponents' assessments, especially on raised objections, remarks and inquiries,
   f) the Chairperson launches discussion in which all attendants may participate.

5) The dissertation defense does not usually exceed two hours.

6) In a closed meeting the dissertation defense committee assesses student's presentation in attendance of the opponents and the tutor and decides about its result in a secret vote. For successful result a majority of all members of the committee must vote “accepted”. After passing a resolution the committee decides on formulation of the reasons that led to its decision. The student of doctoral study program is acquainted with both the resolution and reasons that formed its grounds.

7) Defense of the dissertation is reported in a form of protocol, the annexes of the protocol include opponents' assessments. The conclusions of the committee also contain comments on theses of the dissertation and possible requirements on their adjustment for publication. The form of the protocol is defined by the directive of the Rector.

8) The Chairperson of the dissertation defense committee informs respective Doctoral Board
and the Dean on the course of the dissertation defense.

SECTION 4
DULY TERMINATED STUDY IN DOCTORAL STUDY PROGRAM

Article 49

The day of termination of study is the day when a student’s dissertation was accepted.

PART FOUR
GENERAL PROVISIONS

Article 50
Study Documentation

1) Study documentation serves for registration, storing and processing data related to the study of individual student and students of doctoral program.

2) Study documentation is a part of the BUT information system. The details on keeping study documentation are defined by the faculty directive.

3) Part of the study documentation is closing work.

4) The Bachelor's, Master's theses and dissertations submitted for defense must be at least five working days prior to the proceeding made accessible to the public at the BUT where the proceeding takes place. Every person can use extracts and make copies from published works at one's own expenses.

5) The regulations of paragraph 4 are applied when special legal enactments on intellectual property protection or trade secret don't prescribe otherwise.

Article 51
Student's Contact with Faculty

In negotiations regarding student matters, an authorized person may act on student's behalf.

Article 52

An undergraduate student or a student of doctoral study program is obliged to return his/her student's ID card and submit a certificate confirming the settling of all claims of a student towards the BUT and the faculty towards him/her.

---

3 E.g. the Act no. 121/2000 Coll, on Copyright, Rights related to Copyright and on the Amendment of Certain Laws (Copyright Act), in the wording of later regulations, Section 17 to 20 of The Commercial Code.
Article 52
Alternative Delivery

Decisions in matters of:

a) granting an exception to the rules for constitution of a study plan according to Article 3 para 5,
b) interruption of study according to Article 18 or Article 34,
c) acknowledgement of the part of study or examinations according to Article 20 or Article 36,
d) termination of study according to Article 11 para 5, Article 12 para 7, Article 15 para 1, Article 17 para 5, Article 22 para 4, Article 32 para 6, Article 40 para 6 and Article 47 para 4

may be delivered to undergraduate students and students of doctoral program personally directly at their home faculty or by post. The decision shall be considered as delivered on the day of its reception, on the day of refusal to receive the delivery or after three-day storage of the delivery at the post office. Provided that the decision according to letters a) to c) fails to be delivered, it is posted on the official board of the faculty. The date of the official display of the decision is considered to be its delivery date.

Article 54
Appraisals and Awards

1) According to Article 42 para 4 of the Statute of the BUT the Rector awards as an appreciation of outstanding results of undergraduate students or students of doctoral study program throughout their study the Rector's award.

2) Awards granted by the faculty for study results are defined by the faculty directive.

PART FIVE
TRANSITIONAL AND FINAL PROVISIONS

Article 55
Transitional Provisions

1) In case of collision of enactment of these regulations with the consequences of previous study regulations, it is proceeded in such a way that it is without detriment to an undergraduate student or a student of doctoral study program.

2) Weighted average according to Article 14 in the part of study assessed with words excellent, very good, good and failed is counted with numbers listed in brackets in the column Note (Article 13), weighted average in the part of study assessed via grading scale ECTS is counted with numbers listed in the column GRADES IN NUMBERS (Article 13).

3) The period of interruption of study prior to 1 January 1999 is not included into the period of study.
Article 56
Final Provisions

1) Study and Examination Regulations of the BUT registered by the Ministry of Education, Youth and Sports on 2 July 2004 under the no. 21214/2004-30 is declared null and void.

2) These Study and Examination Regulations were pursuant to Section 9 para 1b of the Act approved by The Academic Senate of the BUT on 30 May 2006.

3) These regulations pursuant to Section 36 para 4 of the Act come into effect on the day of their registration by the Ministry of Education, Youth and Sports.

4) These regulations come into force at the beginning of the academic year 2006/2007.

Doc. RNDr. Josef Dalík, CSc., v. r. Prof. Ing. Karel Rais, CSc., MBA, v. r.
Chairman of The Academic Senate Rector