

# **Dean's Regulation to the Rules for Studies and Examinations of Brno University of Technology**

## **To Article 2 Academic year and time schedule**

para (4) For instruction in compulsory subjects, study and lecture groups are set up by the Study Office. For instruction in subjects of other categories the groups are created, in all study formats, by the lecturer responsible for the subject, taking into account economic aspects and time schedules of faculty departments and students.

para (6) The Dean can approve, for well-grounded reasons, taking an examination outside the regular examination period.

## **To Article 3 Study plans**

para (2) The subjects taught at the Faculty of Electrical Engineering and Communication are structured in blocks as follows:

- a) in the Bachelor's and Master's degree programmes Electrical Engineering and Computer Science (offered until 2007)
- compulsory
  - optional
  - recommended technical (interdisciplinary)
  - recommended general knowledge
- b) in the Bachelor's and the follow-up Master's degree programme Electrical, Electronic, Communication and Control Technology (commenced in the academic year 2002/2003)
- compulsory
  - optional
  - optional interdisciplinary
  - optional general knowledge

## **To Article 4 Study programme council**

para (1e) To propose the credit structure of all blocks of subjects in study programmes

para (1f) To propose conditions of enrolment in study programmes and transfer between study programmes

para (2) The Dean appoints councils of Bachelor's and Master's degree programmes. There can be one joint council for a Bachelor's and a Master's degree programme. A council's term of office coincides with the Dean's term of office. Each council has sections for the study areas incorporated in a particular programme (subject councils). Each subject council has a chairman and at least five members. One of them represents another study area. Chairpersons of subject councils are members of the appropriate study programme council.

### **To Article 7 Instruction**

para (6a) Lectures provided by members of academic staff with titles DrSc., CSc., PhD., Dr, but who are not professors or associate professors must be approved by the Dean and the Scientific Board of the Faculty of Electrical Engineering and Communication.

para (6c) All forms of exercises and seminars can be conducted by academic staff in the sense of para (2) and (3) Section 70, or other specialists in accordance with para (4) of the Higher Education Act 111/1998 Coll. and postgraduate students.

### **To Article 11 Course-unit credit and graded course-unit credit**

para (4) The prescribed course-unit credit must be obtained on the day of the examination at the latest.

para (6) When a student has obtained a graded course-unit credit the examiner records the grade and the obtained number of points in the study record and in the examination report in accordance with amendment to Article 13 The ECTS Classification Scale

para (8) There are **two resits** for a graded course-unit credit. If a student's performance is evaluated on the basis of **work and activities carried out during the semester, no resit** is possible.

### **To Article 12 Examination**

para (3) The dates and places of examinations must be announced at least four weeks before the start of the examination period defined in the time schedule of the academic year. Details on organization of examinations and their contents are given by the lecturer responsible for the respective subject. The lecturer responsible for the subject is obliged to offer a sufficient number of dates appropriate to the numbers of students enrolled in the subject. The student who failed an examination must resit the examination by the end of the examination period of the semester in which the subject was taught.

para (4) **An examination can be resat twice.** Should a student fail to pass an examination, he/she has not completed the subject and does not earn the credits assigned to the subject. If a **compulsory subject** is concerned, the student is required to enrol in the subject in the following academic year. **Should he/she fail to complete the subject then, his/her study is terminated.** In repeated enrolment the lecturer responsible for the subject can acknowledge the successfully completed form of study (e.g. laboratory exercises) for which the student obtained the course-unit credit in the previous year.

para (7) The examiner records the grade and the obtained number of points in the study register and in the examination report in accordance with Article 13 of the ECTS classification scale.

### To Article 13 The ECTS classification scale

para (3) The examiner records the result of an examination /graded course-unit credit in the study record in verbal form (excellent, very good, good, see the last column of the table) slash, the total number of obtained points, e.g. excellent/95 points. In the examination report, the examiner writes all obtained points (either for partial activities, or the total). The appropriate grade is assigned automatically according to the number of points and the scale shown in the table.

ECTS	Points	Grades in numbers	Note		
<b>A</b>	100 – 90	1	excellent	výborně	výborně
<b>B</b>	89 - 80	1,5	very good	velmi dobře	velmi dobře
<b>C</b>	79 - 70	2	good	dobře	
<b>D</b>	69 - 60	2,5	satisfactory	uspokojivě	dobře
<b>E</b>	59 - 50	3	sufficient	dostatečně	
<b>F</b>	49 - 0	4	failed	nevyhovující	nevyhovující

para (4) 100 points represent the total point evaluation of

- results of tests in exercises and laboratories
- individual or group work outside scheduled tuition
- results of examination

The recommended maximum point evaluation of individual activities taken in a subject completed with an examination is as follows:

- 30 points for results of tests written during the semester
- 30 points for work outside scheduled tuition
- 70 points for examination

The recommended maximum point evaluation of individual activities taken in a subject completed with a graded course-unit credit.

- 80 points for results of tests written during the semester
- 80 points for individual or group work

### **To Article 14 Average study results**

para (1) The weighted study average, Article 14 of the Rules for Studies and Examinations of Brno University of Technology) is calculated from the ECTS grading (1 – 1.5 – 2 – 2.5 – 3) and is rounded to two decimals.

### **To Article 15 Verification of study results for continuation of study**

para (1) A student can enrol in the next year of study on condition that he/she has earned at least 30 credits in the given academic year. Credits earned during the previous years of study are not considered. In case that a student was enrolled in only one semester of study (e.g. after a termination of study) he/she is required to earn 15 credits. To continue his/her studies in the summer semester of the first year of the Bachelor's degree programme EECR, a student must meet the requirements given by the Dean's regulation. Should a student fail to meet these requirements, his/her study is terminated in accordance with Section 56, para 1 b) of the Act. On reasonable grounds, on the basis of a written request, a student can be granted permission by the Vice-Dean for Study Affairs to earn the required credits later.

para (4) A student who is obliged to pay his/her study fees in accordance with Section 58, para (3) and (4) of the Act is required to do so in the sense of the Rector's regulation issued every year and stating the amount, methods and dates of payment, etc. A student who has not remitted the payment to the stated date can enrol in the next period of study, however, a disciplinary procedure will be started. Should a student fail to pay his/her fees even after the disciplinary procedure, his/her study will be terminated in accordance with Section 65 of the Act.

### **To Article 16**

During the second month of the first semester of study, the teachers check attendance in compulsory subjects (mainly laboratory and numerical exercises). By the end of the second month of instruction heads of departments give the names of students who do not attend classes and will not be able to earn the prescribed course-unit credits and complete these subjects to the Study Office. If a student does not attend classes in two or more subjects, his/her study will be terminated during the first semester on grounds of not meeting study requirements.

### **To Article 17 Enrolment in another year of study**

para (3) A written request must be handed to the Vice-Dean for Study Affairs at least two months before commencement of instruction.

### **To Article 18 Interruption of Study**

para (10) This interruption of study (up to two years) is not included in the overall length of interruption of study in accordance with para (6).

### **To Article 19 Dropping Out of Study**

A student who has dropped out of study or whose study has been terminated can resume his/her studies at the Faculty of Electrical Engineering and Communication only on the basis of a regular admission procedure. If he/she succeeds, the Dean can, on the basis of a written request and approval by the chairman of the subject council for the study area in which the

student pursued his/her studies before dropping out or before termination of study, recognize the previous completed study or its part, on condition that the student resumes studies at the faculty within three years after the termination.

### **To Article 20 Recognition of a Part of Study**

para (6) Students who have completed part of study at a higher education institution abroad within the framework of various international programmes (including private arrangements in advance approved by the Dean) in their particular area of study can ask for recognition of credits earned abroad. This can be done on condition that an individual study plan was approved in advance by the chairman of the appropriate subject council and on the basis of documents (study plans, area and credit assessment of subjects, etc.). submitted by the student. Having completed his/her studies abroad, a student is required to submit a written certificate of completion and examinations (grading) in relevant subjects. The subjects studied abroad (including the diploma thesis) can be, on proposal of the chairman of the appropriate subject council assigned a higher credit value than the corresponding subjects from the FEEC curricula. The chairman of the study programme council informs in writing the Study Office about the proposed credit assignment.

para (7) Practical training of at least two months completed abroad, with the exception of the Slovak Republic, can be recognized in the Czech Republic (if such training is required by the curriculum), or a student can earn three credits for training in an optional interdisciplinary subject (if the training was completed within the framework of the original study programme Electrical Engineering and Computer Science, the credits can be recognized in the category of recommended technical subjects).

### **To 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 by the Dean, and are organized by subject councils at individual departments in accordance with the study programme. The state final examination starts with the diploma/Bachelor's thesis defence. In about 15-minutes the student presents the main points of his/her thesis. The adviser and the opponent read their appraisals, and in the following discussion on the thesis the student makes a statement to the opponent's appraisal and to inquiries of the members of the committee for thesis presentation.

The second part of the examination is an oral examination whose contents are given in advance by the appropriate subject council on the basis on the structure of the compulsory and optional subjects completed by the student. The student must be informed about the structure and contents of examination subjects at least two months before the date of the state final examination. The time span of the state final examination (including evaluation in a closed session, classification and announcement of results to the student) should not exceed 1.5 hours. The Dean can announce an additional date (besides the dates given in the study timetable) of a state final examination on the basis of a written request of the chairman of the appropriate subject council (e.g. for students who have written their diploma/Bachelor's theses at universities abroad).

If the two parts of the state final examination are not held on the same date, the defence of thesis must come first.

para (2) The dates and manner of publishing and selecting diploma/Bachelor's theses are set by the subject council. The assignment of the thesis in writing is handed over to the

student who will, in the prescribed time and manner, complete his/her studies in the given academic year at the beginning of the winter semester of the given academic year by the latest.

para (6) A student who in the given academic year received the assignment of the diploma/Bachelor's thesis and has not submitted the thesis by the required date, is denied the first date of defence of the thesis. On serious grounds, by the end of the winter semester of the given academic year, a student can ask the Vice-Dean for Study Affairs for exemption from the duty to submit a registered thesis.

## **To Article 25 Evaluation of the state final examination**

para (3) If a student's performance in the state final examination is evaluated with the 'failed' grade, the examination committee states the conditions of a resit in the state final examination report, and informs the student about them.

## **To Article 30 Individual study plan**

### **Parts of study**

During the **first three semesters** of postgraduate study (hereinafter PGS) **attendance** in specialist subjects is compulsory. Besides attendance in specialist subjects, the doctoral students are involved in study and analysis of materials and achievements in fields in which the topics of their doctoral theses fall, and their publishing.

In the following years of PGS the students concentrate on study and research in the respective subject areas of their doctoral theses, on preparation of publications and work on their theses. **By the end of the second year of PGS ( by the end of the third year in part-time study) the students take the state doctoral examination** where they will prove a wide scope of profound knowledge in the research area of their theses. The students will register for the examination **by 30 April in the second year of study (by 30 April in the third year of part-time study)**. The validity of the state doctoral examination is **5 years**. Before the state doctoral examination the students take an examination in English (see Language examination).

In the third year of PGS the students complete research, publish results and work on their doctoral theses.

By the end of the winter examination period in the third year of PGS, and in the fourth year in part-time of study, the students submit their theses to their advisers for point evaluation. The student is required to obtain at least one point.

The complete doctoral thesis is to be submitted by the end of the third year of PGS, by the end of the fifth year in part-time study.

## **Instruction in the doctoral degree programme**

The academic year is structured in semesters similarly as in the Master's degree programme. After consultations with his/her adviser the student selects subjects from the PGS subjects offered by the Vice-Dean on the basis of the offer of faculty departments and cooperating institutions. The student enrolls **at least 4 subjects** completed with semester examinations. **In**

**the fourth semester** the student takes an examination in English and **the state doctoral examination**. **The state doctoral examination** must be passed by the date of enrolment in the third year of study. Part-time students must pass the state doctoral examination by the end of **the third year of study**.

Each enrolled subject will be completed by an examination. If a student has completed a subject at a university abroad, he/she will submit the subject syllabus to the adviser who will ask an expert in the relevant area from the faculty to conduct discussion on the subject with the student and record the results as the result of an examination.

The completed subjects are point evaluated. Point evaluated are also study stay abroad, the examination in the English language, the paper and discussion on the doctoral thesis in progress. The number of points obtained for individual activities and the minimum numbers of points to be obtained by the set deadlines are given in **Appendix 1: Point evaluation of PGS. (A) Study area**.

### **Involvement of doctoral students in instruction and appraisal**

Involvement in instruction is part of **student's training**. In this way the student gets experience in passing knowledge and research results. Full-time doctoral students in the first, second and third year of study **are required** to undertake **supervising work involving teaching**. The compulsory amount of work is not paid. Work over the compulsory amount of teaching will be paid. The scope of instruction work and its evaluation are given in **Appendix 1: Point evaluation of PGS, (B) Supervising work**.

The supervising work (exercises, laboratory exercises, projects, etc.) will be defined by the head of the appropriate department after consultation with the adviser. Exempt from compulsory supervising work are international students, students paying their fees and part-time students.

The head of of department will record **undertaking of supervising work** and the number of hours in the student's study record. Having completed the study part of PGS, the student may apply for a certificate of supervising work.

### **Involvement of doctoral students in research and creative activities**

The objective of PGS is to train students in creative research work. The student is required to participate in research activities conducted at the faculty and contribute to their achievements. The minimum scope of creative activities and evaluation criteria are given in **Appendix 1: Point evaluation of PGS, (C) Research and creative activities**.

In calculating the number of points for creative activities the student's percentual share in an activity (publication) will be given. The number of points will be multiplied by the percentage of the student's share in authorship.

## **To Article 31 Enrolment in subjects of the doctoral degree programme**

### **Enrolment and reenrolment**

The students enrol in subjects offered in **'Subjects in doctoral degree programme'** in accordance with Amendment 30, part *Instruction in the doctoral degree programme*. In case the enrolled courses are not opened, the students **are required to enrol in another subject within two weeks from the start of the semester**.

## **To Article 32 Examination in a subject of the doctoral degree programme**

### **Language examination**

- 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 study, by the date of the state doctoral examination at the latest.**
- The Department of Languages (UJAZ) provides language courses for doctoral students at intermediate level in dependence on the capacity of the department. If such a course is not offered, doctoral students can join the standard Upper-intermediate courses for Master's students, if there are free places, or prepare for the examination on their own.
- The examination consists of two parts (written and oral) where four language skills are tested – **speaking, reading, listening and writing.**
- **The written part** of the examination comprises **listening for information**, reading of a general professional text and **writing a summary** of the text. **Oral examination** is a discussion over a general professional text. The examination is completed in one day.
- **One resit** of the examination is allowed, on a date agreed with the head of the Department of Languages.
- Examinations are held at the Department of Languages where the students also register for the examination. The dates of examinations are announced to all departments of the Faculty of Electrical Engineering and Communication.
- The Department of Languages can recognize the general state examination in English passed at the State Language School. Students who have passed this examination will only be required to write a summary of a general professional text.

## **To Article 33 Evaluation and checking the individual study plan fulfilment**

### **Progress check**

In **full-time study**, the progress check is performed at the end of **each year of study**. Students in the first year must fulfil their duties by **30 June** of the given calendar year. Other deadlines are **registration for the state doctoral examination, submission of the doctoral thesis in progress and registration for thesis presentation.**

Fulfilling the student's duties means obtaining the minimum number of points for study, supervising work and research by the set date. By that date the student must obtain the required minimum total number of points. The minimum numbers of points are given in **Appendix 1: Point evaluation of PGS.**

If a student does not fulfil his/her duties (i.e. does not obtain the required number of points by the set dates), his/her scholarship will be reduced or not paid, or his/her study will be terminated on the recommendation of the Vice-Dean and the adviser.

## **To Article 36 Acknowledgement of previously completed parts of doctoral degree study programmes**

### **Irregular forms of doctoral study**

a) Irregular study

An irregular form of study is completion of study and defence of doctoral thesis following the study period completed in a non-standard form, mainly at another, usually foreign, university.

b) Acknowledgement of previous parts of study

The applicant who has completed the study part of PGS in other form than that given by the Study and Examination Regulations for Postgraduate Study at Brno University of Technology will deliver to the Research Department of the Dean's Office a request for acknowledgement of the completed part of study, study records and a list of subjects studied and completed by examinations. The documents will be submitted to the appropriate subject council that will decide about acknowledgement of part or the whole study.

If the previously completed study has been acknowledged, the applicant will continue PGS by submitting and defending his /her doctoral thesis in the required way.

### **To Article 50 Study register**

para (2) The study register is kept in printed and in electronic form. The written version is retained at least 10 years. The basic study register in the Bachelor's and Master's programmes comprises examination reports, registration cards and records of study results, reports on summary and state final examinations, decision on interruption of study and reenrolment in study, decision on termination of study, decision on paying fees for study over the nominal length of study, etc. In the doctoral study programme the basic study register comprises documents on the admission procedure, an individual study plan, examination reports, report on the state doctoral examination and doctoral thesis defence, or other materials to be retained in the study register in the sense of Section 88 of Act 111.

### **To Article 54 Appraisals and awards**

para (2) For an excellent diploma/Bachelor's thesis a student can receive an appraisal with financial award or a 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.

### **To Article 56 Closing provisions**

The Regulation of the Dean of the Faculty of Electrical Engineering and Communication to the Rules for Studies and Examinations of Brno University of Technology was approved by the Academic Senate of the Faculty of Electrical Engineering and Communication on 12 March 2002.

The regulation comes into effect on 23 September 2002.

The Regulation of the Dean of the Faculty of Electrical Engineering and Communication to the Rules for Studies and Examination of Brno University of Technology (articles 31 to 37) was approved by the Academic Senate of the Faculty of Electrical Engineering and Communication on 3 June 2003 and comes into effect on 3 June 2003.

The Regulation of the Dean of the Faculty of Electrical Engineering and Communication to the Rules for Studies and Examinations of Brno University of Technology (to articles 11 to 15 and to Article 30) was approved by the Academic Senate of the Faculty of Electrical Engineering and Communication on 15 June 2004 and comes into effect on 1 September 2004.

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Dean