

*The Rules for Studies and Examinations of the Brno University of Technology are registered by the Ministry of Education, Youth, and Physical Education registered in accordance with Section 36 para 2 of the Act No. 111/1998 Sb. regarding Institutions of Higher Education, and the amendments thereto (Act on institutes of higher education) in the version including later regulations, on 2 July 2004, No. 21 214/2004-30 .*

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## **RULES FOR STUDIES AND EXAMINATIONS of Brno University of Technology**

*In accordance with Section 9 para 1 b and Section 17 para 1 f of the Act No. 111/1998 Sb. regarding Institutions of Higher Education and the amendments thereto (Act on institutes of higher education), the Academic Senate of Brno University of Technology decided on the following Rules for Studies and Examinations of Brno University of Technology:*

### **PART ONE Basic provisions**

#### **ARTICLE 1 Introductory provisions**

1. Rules for Studies and Examinations of Brno University of Technology (hereafter „BUT“) are the Internal Rules of BUT according to Section 17 para 1 f) of the Act No. 111/1998 Sb., regarding institutions of higher education, and the amendments thereto (Act on Institutes of Higher Education) in the version including later regulations. They include study rules in Bachelor's, Master's, and Doctoral degree programmes held at BUT.
2. Study programme rules are included in the internal rule of BUT passed in accordance with Art 4 para 4 of the BUT statute, which also defines a faculty, at which students of Bachelor's or Master's degree programmes (hereafter “students“) or students of Doctoral degree programme have enrolled.

#### **ARTICLE 2 Academic year and study schedule**

1. The academic year is divided into winter and summer semesters.
2. A semester usually includes 14 weeks of instruction and 5 weeks of examination period.
3. The instruction in full-time form of study is usually organized according to weekly timetables, in distant and combined studies according to semester timetables.
4. For the purpose of the instruction students may be divided into lecture and study groups. Rules for setting up these groups are defined by faculty regulations.
5. Every year the Rector determines the beginning of the academic year as well as the beginning of the instruction.

6. The Dean consequently announces the timetable of the academic year for a faculty. The time-table determines particularly:
  - a) beginning and end of the instruction, examination period and holidays in semesters,
  - b) latest day in the academic year for examinations fulfilment,
  - c) study control days,
  - d) state examinations period and period for submitting state exam applications.

## **PART TWO**

### **Provisions for Bachelor's and Master's degree study programmes**

#### **SECTION 1**

#### **Organization of studies**

#### **ARTICLE 3**

#### **Study plans**

1. The basic instruction module of the study plan of Bachelor's or Master's degree programmes is one-semester course (hereafter "course").
2. An integrated system of courses constitutes a block of courses.
3. Before launching the study programme, faculties<sup>1)</sup> publish a list of courses, whose completion is a required condition for duly completed study. The list is structured as follows:
  - a) it groups courses into semesters and years of study or study grades,
  - b) defines conditions of relations between courses,
  - c) defines blocks of courses as required, required elective, and elective.

Each course from the list has documentation according to Art 8.

Such lists together with courses documentation constitute a study plan of an area of study of the study programme.

4. A study plan of an area of study of the study programme is the base for a study plan generation of a student of Bachelor's or Master's degree programmes.
5. Exceptionally, upon a written request, a student may be allowed by the Dean to have a departure from general rules for study plan generation. Keeping the study programme content unchanged, the course of study and study control days may be adjusted to students, who want to study part of the programme at another university, particularly in abroad, or students, who want to enlarge their knowledge by taking scholarships or other similar activities. When deciding, the Dean will take account of student's study results and characteristics of the planned activities. The departure from general rules for study plan generation may be provided also due to other serious reasons, such as healthy reasons, or the participation in universities' bodies. A line of action in this matter is regulated by Section 68 of the Act.

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<sup>1)</sup> *Art 4 para 4 a) concerning the BUT statute.*

#### **ARTICLE 4**

### **Study Programme Council**

1. The Study Programme Councils for Bachelor's or Master's degree programmes are appointed by the Deans at their faculties. The Council's assignment is to:
  - a) follow and evaluate the study of a particular study programme,
  - b) propose study plans of areas of study of the study programme, including the content of the final state examination and changes in courses structure.
2. The structure of the Council, its authority, members' office terms, and a detailed list of duties are defined by the Dean.

#### **ARTICLE 5**

### **Credit system**

Fulfilment of the requirements of studies in Bachelor's or Master's degree programmes at BUT is evaluated through a uniform credit system:<sup>2)</sup>

- a) one credit represents 1/60 of the student's average yearly load at standard study completion,
- b) a number of credits, which represents a relative student's load required for successful course completion in a certain area of study is assigned to each course,
- c) after the completion of the course prescribed according to Art 6, a student obtains a number of credits assigned to the course,
- d) credits obtained in one study programme are added,
- e) the number of obtained credits is a study control tool.
- f) For the duly completed study, it is necessary to obtain a number of credits, which is equal to the multiple of sixty of the standard study period with the prescribed structure of courses.

#### **ARTICLE 6**

### **Completion of courses**

1. Courses are completed in one of the following ways:
  - a) course-unit credit, or
  - b) graded course-unit credit, or
  - c) colloquium, or
  - d) examination, or
  - e) course-unit credit followed by examination.
2. When completing a course according to paragraph 1, a student obtains a number of credits assigned to the course.
3. If a student has not successfully completed an enrolled course, whose completion is required for a certain study programme, he (she) must enroll it again, but only one time at most. A successfully completed course cannot be enrolled again.

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<sup>2)</sup> *Compatible with ECTS, enables students mobility within European educational programmes.*

## **ARTICLE 7**

### **Instruction ways**

1. Ways of the instruction are particularly lectures, seminars, studio work, projects, various types of exercises, practise, consultations, and excursions.
2. The ways of instruction listed in paragraph 1 are characterised as follows:
  - a) Lectures provide the explanation of basic principles, subject methodology, examples of problems and their solutions.
  - b) Students` independent work is emphasised at seminars, studio work, and projects. Important parts of this way of instruction are presentation of students` work and critical discussion.
  - c) Exercises support practical acquiring of themes presented at lectures, or self-studied. Active participation of students is needed.
  - d) Consultations are used to consult and check tasks given for self-study. This way of instruction is dominant at distant study.
  - e) Practise helps to amplify the knowledge and skills acquired by study and to verify their application in practice. It also familiarizes students with methods of work at institutions different from school.
  - f) Excursions familiarize students with methods of work at institutions different from school.
3. Individual consultations supplement the instruction. Their scope and the way they are provided are defined by faculty regulations.
4. The indispensable part of student`s study activities is homework and independent work.
5. Participation at lectures is recommended. Participation at other ways of instruction is checked. The way and extent of checking are defined in the course documentation according to Article 8.
6. Teaching personnel.
  - a) Lectures are given by professors and associate professors. At justified occasions another academic may be authorized by the Dean to give a lecture.
  - b) A professional person authorized by the Dean may give specific types of lectures.
  - c) A student of doctoral study may participate in exercises and laboratory exercises.
7. The head of department is obliged to monitor the instruction of his/her department and guaranties its high standard. Students` instruction evaluation is also used for the general instruction evaluation.

## **ARTICLE 8**

### **Course documentation**

1. Course documentation is written in Czech and English languages and includes particularly:
  - a) course title,
  - b) scope of the course (number of lessons a week or a semester according to ways of instruction),
  - c) credits assigned to the course in a particular study programme,
  - d) relations between courses,
  - e) a way of completion of course,
  - f) a person responsible for fulfilling basic goals of the course, instruction coordination, and the name of the department providing the instruction of the course,

- g) annotation and goals of the course and characteristics of knowledge and skills to be acquired,
  - h) course curriculum related to the study schedule,
  - i) basic bibliography and literature recommended to students
  - j) setting the instruction where the attendance is registered, the manner of registration, and ways of substituting missed lessons,
  - k) ways of continuous study verification,
  - l) course-unit credit and graded course-unit credit requirements,
  - m) way and rules of examination and the overall evaluation of the course.
2. Course documentation is published in BUT information system and students are obliged to familiarize with it.

### **ARTICLE 9 Study Counselling**

1. A faculty provides students with the information needed for their study and counselling with making their study plan.
2. To be able to provide the service meant in paragraph 1, faculties create counselling and information structure, which is defined by faculty regulations.

### **SECTION 2 Verification and evaluation of study results**

#### **ARTICLE 10 Verification of study results**

Study results are checked on a continuous basis and when completing a course by course-unit credit, graded course-unit credit, colloquia, and examination.

#### **ARTICLE 11 Course-unit credit and graded course-unit credit**

1. A credit confirms that the student has fulfilled the specified requirements stated at the beginning of instruction in a particular course as conditional for granting a credit or proved the ability to discuss professionally on the general content of the course during colloquium.
2. A graded course-unit credit is a course-unit credit evaluated with grades.
3. If the student does not fulfil within the regular time period the requirements for course-unit credit or graded course-unit credit, he/she has the right to ask for a revision. The head of the department has the final decision on credits. In case the head of the department is involved in examining the student, it is the Dean.
4. It is necessary to fulfil the requirements for course-unit credit or graded course-unit credit by the end of examination period of the same semester, in which the course has been enrolled. In special cases, upon the student's application and appropriate teacher's recommendation the head of department may extend this period. If the head of department is involved in examining the student, the Dean makes the decision.
5. Should a student fail to earn a course-unit credit or a graded course-unit credit from the course, which is required for the specific study programme, and which he/she has enrolled

in for the second time, his/her study is terminated in accordance with Section 56 para 1 b) of the Act. A line of action in this matter is regulated by Section 68 of the Act.

Decision on awarding credits or classified credits is registered to the study register (Art 50) by entering the word "započteno/credited" and adding the examiner's signature with the date of awarding the credit. The awarding of a classified credit is registered by entering an ECTS grade and also evaluation points (Art 13), as long as the faculty regulations say so.

6. The evaluation "fail" is not marked in the study register.

## **ARTICLE 12**

### **Colloquia and examination**

1. A colloquium is the completion of a course by discussion on the general content of a course, or by submission of written work dealing with a topic within a course. A colloquium is evaluated by the words „passed“ or „ did not passed“.
2. An examination measures the student's knowledge in the subject matter specified in the course documentation and presented during instruction at a level corresponding to the completed part of study, and the ability to apply the acquired knowledge in a creative way. The level of mastering given problems is evaluated by the teacher by means of an evaluation ECTS mark and evaluation points (Art 13), as long as the faculty regulation say so
3. An examination may be:
  - a) written,
  - b) oral,
  - c) written and oral.
4. Terms and places of examinations as well as the way of registering for examinations and setting examiners must be published in advance. Details regarding the organization of examinations and examination terms in the academic year are set by faculty regulations.
5. A student, who fails the examination, has the right to repeat it. Examinations may be repeated twice. Details on repeated examinations are set by faculty regulations.
6. On the basis of the student's own application or the initiation of the head of the department, the examination may be held before a committee. In case the head of the department is the examiner, the decision on the examination before the committee is made by the Dean.
7. Should a student fail the exam, completing of which is required for the study programme, and which he/she has enrolled in for the second time, his/her study is terminated according to Section 56 para 1 b) of the Act. A line of action in this matter is regulated by Section 68 of the Act.
8. Evaluation of examinations is registered into the study register (Art 50). A part of the registration to the study register is also an ECTS grade, date of the examination or the date of last part of the examination, identification of the examiner and evaluating points (Art 13), as long as faculty regulations say so.
9. Should a student fail to appear without excuse at the examination and should the head of department not accept his/her excuse, the outcome of the examination will be regarded as "failed." In case the head of department is the examiner, the Dean makes the decision on the excuse.
10. In case a student violates grossly the regular course of the examination, the outcome of the examination will be regarded as „failed“. Gross violation may be considered a disciplinary offence.

### ARTICLE 13 Grading scale

The ECTS grading scale is used for study evaluation:

ECTS	POINTS	GRADES IN NUMBERS	NOTE		
A	100 – 90	1	Excellent	výborně	výborně (1)
B	89 - 80	1,5	very good	velmi dobře	velmi dobře (2)
C	79 - 70	2	Good	dobře	
D	69 - 60	2,5	satisfactory	uspokojivě	dobře (3)
E	59 - 50	3	Sufficient	dostatečně	
F	49 - 0	4	Failed	nevyhovující	nevyhovující (4)

### ARTICLE 14 Average student study results

1. Average student study results within a given stage of study are expressed by the weighted study results average defined by the relation:

$$VP = \frac{\text{SUM} ( K_p \cdot Z_p )}{\text{SUM} ( K_p )} ,$$

where

$K_p$  is the number of credit units for a course  $p$  completed by passing an exam or a classified credit

$Z_p$  is the evaluation mark in numbers for a course  $p$ ,

and  $p$  is the set of all courses completed by a student within a given stage of study, finished by passing an examination or receiving a classified credit (Art 55 para 2)

2. The weighted study average is used particularly for:
  - a) awarding a scholarship for study results,
  - b) setting the total study evaluation (Art. 26).

### SECTION 3 Course of study

#### Study verification and conditions for study continuation

### ARTICLE 15

1. Study verification is carried out every academic year to check whether in a given stage of study a student has obtained the number of credits in the structure determined by a study programme. If this condition is not satisfied, the study is terminated in accordance with Section 56 para 1 b) of the Act. A line of action in this matter is regulated by Section 68 of the Act.

2. Based on a written application submitted by a student and due to namely healthy reason, the Dean may forgive a student fulfilling a condition required for study continuation. Simultaneously, the Dean lays down conditions for the remaining course of study.

## **ARTICLE 16**

For registering purposes, attendance verification at exercises, seminars, and studios may be carried out during the first semester. Repetitive inexcusable absence in the instruction with the attendance verification may result in terminating the study due to not fulfilling study requirements. The rules for study verification in the first semester are determined by faculty regulations.

## **ARTICLE 17**

### **Enrollment into another year of study**

1. A student, who has fulfilled the conditions for continuation of the study, or has been granted an exception in accordance with Art 15 para 2, has the right to enroll in another year of study.
2. During the enrollment a student enrolls in courses of the study programme in accordance with the given study programme instructions.
3. As long as more than one teacher instructs one course, a student has right of choice. The right is applied by a written request to the Dean. The Dean complies with the request unless capacity, technical, or other objective reasons are involved. The manner and deadlines for submitting requests are determined by the faculty rules.
4. The Dean determines the time period for study enrollment.
5. If a student fails to attend the enrollment in the determined period without an excuse, or his/her excuse has not been accepted, his/her study is terminated in accordance with Section 56 para 1 b) of the Act. The excuse must be submitted to the Dean. A line of action in this matter is regulated by Section 68 of the Act.

## **ARTICLE 18**

### **Interruption of studies**

1. Based upon a student's written request the Dean sets the period of interruption of study so that all requirements of the Rules for Study and Examinations were satisfied in accordance with the appropriate study programme.
2. The interruption of study in the period, when a suspicion of not fulfilling study requirements exists, must not be allowed.
3. Except for serious, namely health reasons, study may be interrupted in the first semester.
4. The interruption of study is usually terminated at the beginning of a semester.
5. Except for serious, namely health reasons accepted by the Dean, the longest period of interruption are 2 years.
6. Study may be interrupted even repeatedly. The overall period of interruption of study must not exceed the half of the standard period of study in an appropriate study programme.
7. Based upon a student's written request the Dean may terminate the interruption of the study before the interruption period expires, as long as the reasons for the interruption of study have ceased to apply. Consequently the Dean lays down the further course of study.

8. Based on a student's written request, recommended by the head of department responsible for the course at the faculty, the Dean may acknowledge the course completed at another faculty with the assigned credits, if a student studied at another faculty and took its examinations during the interruption of study. A line of action in this matter is regulated by Section 68 of the Act.
9. On the date of interruption of study the applicant loses the status of student. On the date of expiring the interruption of studies an applicant has the right to reenroll in study programme. A person, who fails to attend the reenrollment within five calendar days after the interruption period has expired without any excuse or whose excuse has not been recognized by the Dean, loses the right for the reenrollment in the study.
10. Study may be interrupted until the repeating date of the state final examination to a student, who has failed it.

## **ARTICLE 19**

### **Dropping out of study**

If a student decides to drop out of study, he/she announces his/her decision to the Dean in a written form.

## **ARTICLE 20**

### **Acknowledgement of previously completed parts of studies**

1. Acknowledgement of parts of study completed at an institution of higher learning in the Czech Republic or another country of the European area supports academic mobility. An acknowledgement of parts of studies is regulated by the principles set in paragraphs 2 to 6.
2. Upon a written request completed parts of study or individual courses may be acknowledged to a student, who has completed the study in the study programme or its part, or studies in a different study programme at another institution of higher learning in the Czech Republic or abroad. It is the duty of a student, who applies for acknowledgement of parts of studies to submit a certificate proving the completion of parts of studies or courses, credit value, grade, and annotation of the completed courses. When deciding, area of the completed study or its part, credit value of the completed courses of the study programme, study results, and the period after completing the study are taken into consideration.
3. Acknowledgement of a part of study may be conditional upon passing equivalency examinations.
4. Acknowledged parts of study or courses are assigned credit values corresponding to the given study programme.
5. A number of years corresponding to the total credit value of the acknowledged parts of study are added up to the total period of study to students, to whom a part of study has been acknowledged. The standard period of study is taken into account for this purpose.
6. The Dean decides on the acknowledgement of studies.

## **SECTION 4**

### **Duly completed studies**

## **ARTICLE 21**

1. Studies are duly completed by completing one's study in a particular study programme. A student completes studies as long as he/she obtains a number of credits, which is at least equal to the multiple of sixty of the standard study period years with the prescribed structure of courses and passes the state final examination, a part of which is the defence of the Bachelor's thesis in the Bachelor's programme and the defence of the diploma thesis in the Master's degree programme.
2. The day of duly completion of study according to Section 55 para 1 of the Act is the day on which the state final examination or its final part was passed.

## **ARTICLE 22**

### **State final exam**

1. The study programme determines parts of the final state examination and their content. Rules for organization and the course of state final examinations are laid out by the faculty regulations.
2. The state final examination or any of its parts may be repeated only once.
3. When repeating the state final examination a student repeats only the part, which has been evaluated as "F".
4. The last part of the final state examination must be taken by the student at latest during the year, after completion of which twice the standard period of studies has gone by since the enrollment of the student in the programme. The studies in a programme of a student who does not successfully complete the state exam within the proper period are terminated according to Section 56(1b) of the Act. A line of action in this matter is regulated by Section 68 of the Act.
5. A record is kept on the course and evaluation of the defence of the diploma or Bachelor's thesis and other parts of the state final examination, and the overall evaluation of the state final examination according to Art 25. The written evaluation of an opponent and academic adviser is enclosed. The form of the record is laid by the Rector's directive.

## **ARTICLE 23**

### **Examination commission for state final examinations**

1. The state final examination takes place before an examination commission. The Chairperson and members of the commission are appointed by the Dean on recommendation of the Study Programme Council in accordance with Section 53 (2,3) of the Act.
2. There must be at least five members in the examination commission.
3. The Chairperson of the commission conducts its activities. The order of procedure of the commission and the manner of meeting is determined by faculty regulations.
4. The commission has a quorum if at least three fifths of its members are in attendance.

## **ARTICLE 24**

### **Defence of diploma or Bachelor's thesis**

1. Diploma or Bachelor's thesis shows that a student is able to solve and present a given problem in an oral or written form and to defend his/her own approaches. The diploma thesis differs from the Bachelor's one by the character of given problems and by the scope and profundity of elaboration. The diploma thesis elaboration is a part of the study plan. The bachelor's thesis is elaborated as long as it is a part of the study programme.

2. After discussion within the Study Programme Council, heads of departments set a list of topics for diploma or Bachelor's thesis. Dates and the manner of publishing the topics and choice of diploma or Bachelor's thesis topics are determined by faculty regulations.
3. Diploma or Bachelor's thesis assignment includes particularly brief characteristics of topic, goals that shall be reached, basic bibliography, the name of the academic adviser, and a submitting date. A specialist from practice may become an adviser, too.
4. Upon the agreement of the adviser, diploma or Bachelor's thesis may be submitted in a foreign language. In this case an extended abstract in Czech must be enclosed.
5. The adviser and the opponent or opponents appointed by the head of department elaborate written evaluations of a thesis. A student must be familiarised with them at least 3 days before the date the defence is held.
6. During the diploma or Bachelor's thesis defence a student first mentions main goals of his/her work and then comments on remarks listed in the adviser's and opponent's or opponents' evaluations. A discussion follows afterwards.
7. In case a student fails the defence, the commission decides whether the thesis shall be completed, rewritten or a thesis with a new topic shall be elaborated. The commission justifies its decision in the state final examination record.
8. A student who has failed to submit a Bachelor's or diploma thesis within the set term without an excuse or his/her excuse is not recognized, is evaluated with a failing mark "F". The excuse is submitted to the Dean who definitively decides on it.

## **ARTICLE 25**

### **Evaluation of state final examination**

1. Each part of the state final examination is evaluated separately. The commission votes on the evaluation of each part as well as the whole exam without public. The ECTS grading scale is used for evaluation according to Art 13. The evaluation proposal is accepted as long as it gets majority of votes of members present. In case of a tie, the vote of the Chairperson is decisive.
2. The overall result of the state final examination is based on the evaluation of all individual parts as follows:
  - a) if one part of the state final exam is evaluated with a failing mark "F", the overall result is "F",
  - b) if all parts of the state exam were evaluated with „A“, the overall result is "A".
  - c) in rest of the cases the commission decides on the overall result marked as B, C, D, or E.
3. If a student is evaluated with a failing mark "F", the commission decides upon rationalization, which is written into the state final examination record, and announced to a student.
4. If a student fails to attend the state final examination without an excuse or his/her excuse is not recognized, he/she is evaluated as if he/she failed the exam. The written excuse is submitted to the Dean who definitively decides on it.

## **ARTICLE 26**

### **Overall study results**

1. Overall evaluation of duly completed studies are assessed by the following evaluation grades:
  - a) passed with honour,

- b) passed very well,
  - c) passed.
2. A student who passed with honour will receive a Diploma with Honour.
  3. The Diploma with Honour is awarded to the graduate whose final state exam results have been evaluated with the excellent grade "A" and whose results within the whole course of study in the study programme were excellent. Excellent study results are expressed by an overall weighted study average of maximum 1.50. The "Passed Very Well" Diploma is awarded to the graduate whose final state exam results have been evaluated with grade not worse than "C" and whose results within the whole course of study in the study programme were very good. Very good study results are expressed by an overall weighted study average of max. 2.0.

## **PART THREE**

### **Provisions for doctoral degree study programmes**

## **SECTION 1**

### **Organization of doctoral degree study programme**

## **Subject Councils**

### **ARTICLE 27**

1. Subject Councils determined by Section 47 para 6 of the Act have at least five members who are appointed and withdrawn by the Dean after the discussion in the proper Scientific or Art Council (hereafter Scientific Council) in accordance with Art 4 para 4 of the BUT internal rule regarding the BUT statute. The Dean also sets the number of members of the Subject Council and their office terms.
2. The Council's activities are regulated by Rules of Procedure, which also determine the way of the Chairperson election. Rules of Procedure are published by the Dean after discussion with the Subject Council.
3. The way of establishing the common Subject Council according to Section 47 para 6 of the Act is set by the proper agreement.

### **ARTICLE 28**

The Subject Council performs, among the others, the following:

- a) comments on proposed tutors,
- b) approves the topics for scientific, research, and development activities or independent theoretical and creative art activities in appropriate study programmes submitted by tutors (hereafter "topics for doctoral studies") and topics for doctoral theses,
- c) discusses changes in the structure of courses, which are parts of study programmes,
- d) proposes members of entrance examination committees of appropriate study programmes,
- e) reviews drafts of committees for entrance examinations and submits to the Dean a draft for admitting study applicants,
- f) comments on the maximum number of students per one tutor,

- g) comments on individual study plans of students in doctoral study programmes and to their changes,
- h) discusses the evaluation of students submitted by tutors,
- i) recommends to the Dean the study termination for a student who does not fulfil his/her duties, the student and his/her tutor are invited for the meeting,
- j) evaluates tutors performance and submits conclusions to the Dean,
- k) at least once a year evaluates the level of accomplishing the study programme and submits the conclusion to the Dean of the home faculty and to the Deans or statutory representatives of institutions involved in the study programme, respectively,
- l) initiates changes of study programmes related to accreditation conditions,
- m) approves the content and the scope of state doctoral examinations,
- n) proposes Chairpersons and Committee members for state doctoral examinations and theses presentations.

## **ARTICLE 29**

### **Tutor**

1. A tutor is a person of the area of people creating the scientific aiming of the study programme and is important for performing the programme with relation to the accreditation and to a student.
2. The tutor may be a member of the academic staff with the title of Prof or Doc or a noted specialist of the area creating the study programme. The tutor is appointed and removed by the Dean upon the Scientific Council's approval. When appointing the tutor, the Dean sets his/her term of office, statute and rights.
3. Topics of the doctoral study programme submitted by the tutor particularly correspond with his/her own research, though the specialization of the tutor and of the student's tutoring facility (hereafter "Facility") are considered.

## **ARTICLE 30**

### **Individual study plan**

1. The individual study plan of the study programme particularly determines to a student the following:
  - a) basic orientation of his/her independent scientific, research and development activity or independent theoretical and creative art activity and his/her own educational activity with regard to the specialization and the thesis topic,
  - b) courses that a student must complete,
  - c) activities related to the creative activity, particularly fellowships and stays at other Facilities, participation in conferences, seminars, and summer schools,
  - d) his/her pedagogical activity with regard to faculty regulation,
  - e) time schedule of the study.
2. The way of elaboration of the individual study programme is laid by faculty regulation.
3. The tutor cooperates with the student on the study plan and its changes, and after the expertise of the head of the Facility, he submits the study plan to the Subject Council and asks it for a statement. The Dean approves the study plan and its changes.

## **ARTICLE 31**

### **Courses in doctoral degree study programme**

1. Courses in doctoral degree study programme are designated so that a student together with his/her teacher could acquire sufficient knowledge with regard to the overall current scientific knowledge in the area corresponding with his/her study programme aim.
2. Courses are lectured and examined by members of the academic staff with the titles of Prof or Doc or other noted specialists in corresponding areas.
3. Courses are completed by examinations, which is oral and usually relates to the student's submitted written work.
4. Courses have documentation, which includes particularly the following:
  - a) course title,
  - b) scope of the course,
  - c) names of teachers,
  - d) annotation of the course,
  - e) course curriculum related to the instruction schedule,
  - f) basic bibliography and literature recommended to students.

Course documentation is published through BUT information system.

5. The course instruction form is based on the number of students studying the course. Either it may be lectures held for a group of students, whose minimum number is set by the Dean, or seminars, or controlled independent study with consultations.

## **ARTICLE 32**

### **Course examination in doctoral degree study programme**

1. The examiner determines the date of the examination upon the agreement with the student. The tutor must be informed about holding the examination.
2. The examination is public and may be held in the form of colloquium.
3. The grading scale with grade excellent, very good, good, and failed is used for examination evaluation, and passed for colloquium evaluation.
4. A student of the doctoral degree study programme who has been evaluated with the failing grade has the right to repeat the examination. If he/she fails again he/she has the right to take the examination before a Committee. The Committee is initiated by the tutor and appointed by the appropriate Subject Council. The Chairperson of the Committee is usually a member of the Subject Council; members are the tutor and the teacher of the course. The Chairperson sets the date of the examination. The Committee decides on the result of the examination without public. The evaluation is accepted if it is agreed by the majority of present members of the Committee. The report is written about the examination before the Committee.
5. The evaluation of the examination is written into the study register (Art 50). The grading in words, date of the examination, and the name of the examiner or the Chairperson in case of the examination before the Committee is written into the study record. The failing grade is not written into the study record.
6. If a student fails the examination of the course prescribed by his/her study plan before the Committee according to para 4, his/her study is terminated in accordance with Section 58 para 1 b) of the Act. A line of action in this matter is regulated by Section 68 of the Act.
7. If a student fails to attend the examination without an excuse or his/her excuse is not recognized, the examination is evaluated with failing grade. The Chairperson of the appropriate Subject Council finally decides on the excuse.

### **ARTICLE 33**

#### **Evaluation and checking the individual study plan fulfilment**

1. A student reports to the Faculty usually once a year on his/her study, results in solving tasks, and preparation of the doctoral thesis.
2. Every year by the date set by the faculty a student writes a report on results of his/her activities, which serves as the basis for his work evaluation by the tutor.
3. The tutor regularly evaluates a student's fulfilment of study duties and presents the evaluation to the Subject Council. The evaluation period of the student in doctoral degree study programmes is determined by the faculty.
4. In case of unsatisfactory evaluation, based on the opinion of the head of the Faculty, the tutor proposes the Subject Council to terminate the student's study in accordance with Section 56 para 1 b] of the Act. This procedure may be initiated also by the head of the Faculty or the Subject Council. A line of action in this matter is regulated by Section 68 of the Act.

### **ARTICLE 34**

#### **Interruption of doctoral degree study programmes**

1. Based on the student's written application approved by his/her tutor, the Dean may interrupt the study.
2. Study may be interrupted continuously for up to two years. Study may be interrupted even repeatedly. The overall period of interruption of study must not exceed two years. Exceptions due to serious, namely healthy reasons may be allowed by the Dean.
3. Based upon a student's written request the Dean may terminate the interruption of the study before the interruption period expires, as long as the reasons for the interruption of study have ceased to apply.
4. Based on a student's written request, recommended by the tutor and the Subject Council, the Dean may acknowledge the course completed at another faculty or institution of higher education.
5. A person, who fails to attend the reenrollment within five calendar days after the interruption period has expired without any excuse or whose excuse has not been recognized by the Dean, loses the right for the reenrollment in the study.

### **ARTICLE 35**

#### **Dropping out of study**

If a student decides to drop out of study, he/she announces his/her decision to the Dean in a written form. If the student has committed himself/herself during the study to work on projects or other tasks related to main or minor activities defined by a contract, he/she is obliged to complete duly the contract.

### **ARTICLE 36**

#### **Acknowledgement of previously completed parts of doctoral degree study programmes**

1. Upon a written request completed parts of study or individual courses may be acknowledged to a student of doctoral degree study programme, who has completed the study in the study programme or its part, or studies in a different study programme at

another institution of higher learning in the Czech Republic or abroad. When deciding on acknowledgement, area of the completed study or its part, study results, results of the student's own creative activities, and the period passed by after completing the study is taken into consideration.

2. Acknowledgement of a part of study may be conditional upon passing equivalency examinations.
3. Based on the tutor's proposal and the Subject Council's opinion, the Dean decides on the acknowledgement of parts of studies.

**SECTION 2**  
**State doctoral examination (PhD)**  
**ARTICLE 37**

1. The objective of the state doctoral examination is to verify student's profound theoretical findings in the area of his/her doctoral thesis and his/her acquiring required knowledge from the study including methodological base of scientific work. The content of the thesis is particularly based on the topics of doctoral degree study programme and the student's individual study plan.
2. A component part of the state doctoral thesis is also a professional discussion on problems related to the doctoral thesis based on the submitted student's exposition. The exposition contains particularly critical evaluation of the findings of the area of the doctoral thesis topic, expected goals, and characteristics of the methods used. The Subject Council determines the scope of the exposition.
3. The state doctoral examination may be repeated only once.
4. A record is kept on the course of the state doctoral examination. The form of the record is determined by the Dean's regulation.

**ARTICLE 38**  
**Registering for state doctoral examination**

1. A student may register for the state doctoral examination after completing all courses prescribed in his/her individual study plan.
2. In addition to the application for the doctoral examination, a student submits the summary of all activities performed during the study in the doctoral degree study programme, and the exposition according to Art 37 para 2 including the summary of published works or created engineer or art works.
3. The manner of registering for the state doctoral examination and submitting requirements according to para 2 is laid by the faculty regulation.

**ARTICLE 39**  
**Committee for state doctoral examinations**

1. The state doctoral examination takes place in front of a committee for state doctoral examinations. The committee is permanent or ad hoc. The Chairman and members of the committee are appointed, on the basis of the Subject Council's proposal, by the Dean according to Section 53 para 2 and 3 of the Act. The tutor is also a member of the committee.
2. The committee must have at least five members.
3. The committee is managed by its Chairperson. Rules of procedure of the committee for state doctoral examinations and the way of its calling is set by the faculty regulation.
4. The Chairperson of the committee delegates one of the members, except from the tutor, to prepare and present the committee's standpoint to the student's exposition as the basis for the committee's discussion.
5. The committee has a quorum if at least three fifths of its members are in attendance.

**ARTICLE 40**  
**Evaluation of state doctoral examination**

1. The outcome of the state doctoral examination is either "passed" or "failed".
2. The outcome of the examination is discussed within the committee for the state doctoral examination in a closed session and decided by means of a ballot.
3. A clear majority of all members voting "passed" is required for the evaluation "passed".
4. Should a student fail the state doctoral examination, the grounds of the decision are stated in a report and announced to the student.
5. Should a student fail to appear without excuse at the state doctoral examination and should the Dean not accept his/her excuse, the outcome of the examination will be regarded as „failed.“
6. Should a student fail the state doctoral examination repeatedly, his/her study is terminated according to Section 56 para1 b) of the Act. A line of action in this matter is regulated by Section 68 of the Act

### **SECTION 3**

#### **Doctoral thesis and its presentation**

#### **ARTICLE 41**

##### **Doctoral thesis**

1. The doctoral thesis may be one of the following:
  - a) independent work in the form complying with para 2 containing results achieved when solving a scientific tasks or
  - b) an organized set of publications.
2. The doctoral thesis includes, among the others, the following parts:
  - a) the overview of current findings concerning the topic of the doctoral thesis,
  - b) the objective of the doctoral thesis,
  - c) the achievements of the doctoral thesis with new findings, their analysis and importance evaluation for their use in practice or for the further development of the scientific branch,
  - d) bibliography,
  - e) a list of the student's own publications related to the topic of the doctoral thesis.

Among the parts of the doctoral thesis may be also a documentation of engineer or artistic works. One-page summary in Czech and English is a part of the doctoral thesis, too.

3. The thesis is usually presented in Czech or English languages.
4. The form of the thesis is determined by the Rector's regulation.
5. Should the student present in the set of publications according to para 1 b) works, in which he/she participated as one of the authors, the statement of the co-authors confirming the student's authorship for the works and evaluating his/her contribution must be included.

#### **ARTICLE 42**

##### **Proceedings of doctoral thesis presentation**

1. The condition for submitting an application for the thesis presentation is completion of the state doctoral examination with the result "passed".
2. Besides the application the applicant submits the following:
  - a) number of copies of the student's thesis as defined by the faculty,
  - b) number of copies of theses of the doctoral thesis as defined by the faculty,
  - c) the summary of activities performed within the study in the doctoral degree study programme, including the list of original and published findings or findings accepted for publication or the list of created engineering or artistic works and responses to them,
  - d) the list of original and published findings or findings accepted for publication including confirmation of accepted publication,
  - e) the tutor's statement to the doctoral thesis.
3. The manner of submitting applications for the defence of the doctoral thesis is set by the faculty regulations.
4. The process of the defence of the doctoral thesis starts as of date of the application delivery.
5. If the application meets all requisites according to para 2, it is passed to the Subject Council.
6. Should the application fail to meet all requisites according to para 2, the Dean interrupts the proceedings and asks the applicant to solve drawbacks, or else he/she discontinues the proceedings.

### **ARTICLE 43**

#### **Theses of doctoral thesis**

1. Theses of the doctoral thesis include basic ideas, methods, findings and conclusions of the doctoral thesis in the structure of the doctoral thesis. The scope is set by the Rector's regulations.
2. Theses of the doctoral thesis submitted together with the application for the defence of the doctoral thesis is delivered to all members of the Committee for thesis presentation and opponents.
3. After the successful presentation of the doctoral thesis, the theses with incorporated remarks stated in conclusions of the Committee for thesis presentation are published in accordance with the Rector's regulations.

### **ARTICLE 44**

#### **Committee for thesis presentation**

1. The thesis presentation takes places in front of the Committee for thesis presentation, which is permanent or appointed ad hoc. The Chairperson and members are appointed on the basis of the proposal from the Subject Committee, by the Dean.
2. The Committee must have at least five members. At least two members of the Committee, must not be members of the academic staff of BUT.
3. The Committee's session is lead and called by its Chairperson.
4. The Committee has a quorum if at least three quarters of its members are in attendance. The Committee takes decisions by means of a ballot by the majority of all Committee members.

## **ARTICLE 45**

### **Opponents of doctoral thesis and their appraisals**

1. The Committee for thesis presentation appoints at least two opponents of the doctoral thesis, one of which at most may be an employee of the faculty or institution, where the thesis was originated. Neither the tutor or a student's direct superior or subordinate must be appointed as an opponent.
2. The opponent will develop a written appraisal of the thesis.
3. The appraisal comments, among the others, on the following:
  - a) how current the topic of the thesis is,
  - b) whether the expected objectives have been achieved,
  - c) the procedure of solving the problem, the outcome of the thesis and the student's own contribution,
  - d) the importance for practise or the development of the scientific branch,
  - e) the quality of linguistic and formal standards,
  - f) whether the thesis comply with the conditions set in Section 47 para 4 of the Act.
4. Should the opponent fail to develop the appraisal within 2 months from the appointment, the Committee for thesis presentation may appoint another opponent.
5. If the appraisal does not meet the requirements according to para 3, the Committee for thesis presentation asks the opponent to complete or rewrite the appraisal. Should the opponent fail to do so within the determined period, the Committee appoints another opponent.
6. Opponent appraisals must be delivered to all members of the Committee for thesis presentation and the student at least 15 days before the thesis presentation.

## **ARTICLE 46**

As long as the opponent does not recommend the thesis for presentation, a student may ask for the interruption of the proceedings of doctoral thesis defence, so that he/she could complete or rewrite his/her thesis. This issue is finally decided by the Dean following the opinion of the Committee for thesis presentation and the appropriate Subject Council.

## **Thesis presentation**

### **ARTICLE 47**

1. Thesis presentation is a scientific discussion among the student, opponents, members of the Committee for thesis presentation, and other attendants of the presentation.
2. The thesis presentation is public. The date and place of the presentation must be announced on the official board of the appropriate faculty at least two weeks in advance.
3. The thesis presentation is usually held within six weeks from the beginning of the proceedings. The period of interruption is not included in the six-week period.
4. In case the presentation is assessed as "not accepted", the student has the right to repeat the presentation after a year at least. If the thesis presentation is not accepted for the second time, his/her study is terminated according to Section 56 para 1 b) of the Act.

5. Doctoral thesis must be presented in the period of up to 7 years from the date of enrollment in the study. In case a student's thesis presentation fails to be accepted within this period, his/her study is terminated according to Section 56 para 1 b) of the Act. In special cases, on the basis of the student's application and following the opinion of the tutor and the appropriate Subject Council, the Dean may extend this period.

## **ARTICLE 48**

1. The Committee for thesis presentation makes sure thesis presentation is held within 30 days after all opponents appraisals delivery or after completing or rewriting the appraisals (Art. 45 para 5). If the period condition cannot be fulfilled, the Dean must be informed and may extend the period accordingly.
2. Opponents must be present at the thesis presentation. In case one of them cannot be present, thesis presentation may be held on condition that an absent opponent submitted a positive appraisal. On this occasion the appraisal of the absent opponent is read.
3. The presentation is run by the Chairperson of the Committee for thesis presentation or on a special occasion a member of the Committee authorised by the Chairperson.
4. The proceedings of the thesis presentation are usually as follows:
  - a) the chairperson starts the presentation, introduces a presenter, announces the topic of the doctoral thesis, makes the Committee familiar with the list of the presenter's publications or his/he engineering or artistic works,
  - b) the presenter explains the content and the main outcomes of his/her doctoral thesis,
  - c) the tutor presents his/her statement to the presenter's work and doctoral thesis,
  - d) opponents present the content of their appraisals,
  - e) the presenter makes a statement to opponents' appraisals, particularly to their remarks and inquiries,
  - f) the Chairperson opens a discussion, which all attendants may take part in.
5. The presentation usually lasts no more than 2 hours.
6. The Committee for thesis presentation with the tutor and opponents' attendance evaluates the presentation in a closed session and decides about the outcome by means of a ballot. A clear majority of all members voting "accepted" is required for the evaluation "accepted". After making the decision the Committee decides on the grounds of the decision by means of a ballot. The grounds of the decision and the decision itself are announced to the presenter.
7. A report on the thesis presentation is kept, enclosures of which are opponents' appraisals. The conclusions of the Committee for thesis presentation also include the statement to the theses of the doctoral thesis and eventual demands for their corrections due to their publication. The form of the report is determined by the Rector's regulation.
8. The Chairperson of the Committee for thesis presentation informs the appropriate Subject Council and the Dean about the thesis presentation.

## **SECTION 4**

### **Duly completed study in doctoral degree study programme**

## **ARTICLE 49**

The day of the thesis presentation acceptance is the day of duly completed study.

## **PART FOUR Common provisions**

### **ARTICLE 50 Study register**

1. The enrollment and all data regarding the progress of study of each student are registered in the study register.
2. The study register is a part of the BUT information system. Details on the study register maintenance are set by faculty regulations.

### **ARTICLE 51 Student's contact with faculty**

Regarding study issues, an authorised person may act on behalf of a student only in extraordinary cases. The Dean's approval is required.

### **ARTICLE 52**

A student who has completed the study is obliged to return his/her student's ID card and submit proof of settling all claims towards BUT, including the payment of fees, without delay.

### **ARTICLE 53 Alternative delivery**

Decisions on the issues such as:

- a) granting the departure from study plan rules according to Art 3 para 5,
- b) interruption of the study according to Art 18 or 34,
- c) acknowledgement of the parts of study or individual courses according to Art 20 or 36,
- d) completing study according to Art 11 para 5, Art 12 para 7, Art 15 para 1, Art 17 para 5, Art 22 para 4, Art 32 para 6, Art 40 para 6, and Art 47 para 4,

may be delivered to students by personal delivery directly at their home faculty or by mail. The date of delivery is the day of mail receipt, the day of mail decline or 3 days after mail storage at the Post Office. In case the decision is not delivered according to letters a) to c), it is put up on the official faculty board. The day of putting it on the board is considered the day of delivery.

### **ARTICLE 54 Appraisals and awards**

1. According to Section 43 para 4 regarding the BUT statute the Rector awards a student with the Rector's Prize for his/her extraordinary results.
2. Study results appraisals awarded by faculties are set by faculty regulations.

## **PART FIVE Temporary and closing provisions**

## **Transitional provisions**

### **ARTICLE 55**

1. In case of the contradiction of these Study Rules with consequences of previous Study Rules, Rules must be followed so that no harm is caused to a student in the transition period.
2. Weighted average according to Art 14 in the part of study evaluated with words such as excellent, very good, good, and not satisfactory is calculated with numbers stated in brackets in the column titled „Note“ (see Art 13), weighted average in the part of study evaluated with ECTS grading scale is calculated with numbers from the column titled „Grades in numbers“ (see Art 13).
3. The period of interruption of the study that started before January 1, 1999 is not counted to the period of study.

### **ARTICLE 56**

#### **Closing provisions**

1. The Rules for Studies and Examinations of Brno University of Technology, registered by the Ministry for Education, Youth and Sports on 25 April 1999 No. 20 244/99-30 are hereby abolished.
2. These Rules were approved in accordance with Section 9 para 1 b) of the Act by the Academic Senate of VUT on 4 May 2004.
3. These Rules come into force in accordance with Section 36 para 4 of the Act on the day they are registered by the Ministry for Education, Youth and Sports.
4. These Rules come into effect at the start of the academic year 2004/2005.

Doc. Ing. František Zbořil, CSc.,  
Chairman of the Academic Senate

Prof. RNDr. Ing. Jan Vrbka, DrSc.,  
Rector