

## **STUDY AND EXAMINATION REGULATIONS OF STUDY PROGRAMMES REALISED AT THE FACULTY OF APPLIED INFORMATICS, TBU IN ZLIN**

*The Academic Senate of the Faculty of Applied Informatics, in compliance with Article (§),27, Paragraph (1), Letter b), of Act No. 111/1998 Coll., on Higher Education Institutions, and as altered and amended by other Acts, (i.e. The Higher Education Act); approved the Study and Examination Regulations of the Study Programmes at the Faculty of Applied Informatics at Tomas Bata University in Zlín on 5<sup>th</sup>, September,2017.*

*The Academic Senate of Tomas Bata University in Zlín, agreed to adopt the following Study and Examination Regulations, in compliance with Article (§) 9, Paragraph (1), Letter (b), point (2), and Article (§) 33, Paragraph (1), Letter f), of Act No. 111/1998 Coll., on Higher Education Institutions, as amended and altered by Other Acts, (The Higher Education Act); and approved the said Study and Examination Regulations on 19<sup>th</sup>, September, 2017, for study programmes realised at the Faculty of Informatics, Tomas Bata University in Zlín, as a part of its Internal Regulations.*

### **PART ONE BASIC PROVISIONS**

#### **Article 1 Introductory Provisions**

The *Study and Examination Regulations* governing the study programmes realised at the Faculty of Applied Informatics – FAI, (hereinafter, only referred to as the "Regulations") - in compliance with Article (§) 33, Paragraph (2), Letter f), of Act No. 111/1998 Coll., on Higher Education Institutions, as amended and supplemented by other Acts, (i.e. The Higher Education Act) - (hereinafter "the Act"); and in compliance with Article 2 of the Statutes of the Faculty of Applied Informatics in its Internal Regulations.

These rules govern the specific conditions of the course of studies in study programmes offered by the Faculty of Applied Informatics, (FAI); in the sense of Article 1, Paragraph (4), of the Study and Examination Regulations (SER) - of Bachelor's, Master's and Doctoral (Ph.D.) programmes offered at FAI, Tomas Bata University in Zlín.

### **PART TWO PROVISIONS RELATING TO STUDIES IN BACHELOR'S AND MASTER'S DEGREE PROGRAMMES**

#### *Part 1 ORGANISATION OF STUDIES*

#### **Article 2 Academic Year and Study Schedules**

##### **Ad Paragraph (2):**

- (1) The summer semester in the last year of the Bachelor's and Master's Degree Studies programmes is set as 12 weeks – and, 3 weeks for the Examination Period in Master's Degree Study programmes; and 4 weeks for Bachelor's Degree Studies programmes.

Ad Paragraph (3):

- (2) Tuition in the Full-time Studies mode of study is organised on the basis of weekly schedules; in the Part-time Studies mode of study, these are typically organised in two-day tuition blocks throughout each semester, i.e. realised once every 14 days.

Ad Paragraph (4):

- (3) The sub-distribution of Full-time students is based on their preliminary registration, (also, "Pre-enrolment"), during the dates set for Preliminary Registration in the Student Affairs Agenda's information system - (hereinafter "IS/STAG"), for the given semester of the respective academic year. The sub-distribution of Combined Studies students into lecture and study groups is performed annually by the FAI Student Affairs Office, based on the level of their knowledge of foreign languages, no later than by the beginning of tuition in the respective academic year. Usually, there are 100 students in one lecture group; while study groups for seminars and exercises/labs usually have 24 students. Study groups for tuition in special classrooms – especially, computer and language classrooms, are set depending on classroom capacity.

Ad Paragraph (6):

- (4) The curriculum of the respective academic year shall be announced by the Dean of FAI, TBU in Zlín, no later than the end of April of the preceding academic year. This document is published in the FAI Information System.

**Article 2  
Curricula**

Ad Paragraph (3):

- (1) The updated study plans for the following academic year of the Bachelor's and Master's Degree Studies programmes shall be published annually, no later than June of the preceding academic year.

Ad Paragraph (5):

- (2) In justified cases, on the request of a student, the Dean may grant an exemption from the general rules and regulations for drawing up a study plan. The Guarantors of the individual subjects offered at FAI, TBU in Zlín, determine the individual conditions of studies of a particular subject, and the way in which it is concluded. Requests for exemption from the general rules and regulations for the design of a study plan are submitted to the Dean; on the prescribed forms, through the intermediary of the FAI, Student Affairs Office.

**Article 3  
Degree Programmes Board**

Ad Paragraph (3):

- (1) At FAI, the Degree Programmes Board for each study programme – Bachelor's, Master's, and Doctoral (Ph.D) Study programmes is appointed by the Dean. The Degree Programmes Board is composed of its Chair, (a FAI, TBU in Zlín Professor or Associate Professor), the Vice-Dean for Pedagogical Activities, and the relevant Heads of Departments/Institutions - (hereinafter

referred to as "Heads of Department"); or, as the case may be, other FAI academic staff, or those from other university institutions, or even industrial practitioners. The Guarantor of a study programme is always a member of the Degree Programme Board.

- (2) One of the tasks of the Degree Programme Board is to discuss - and comment upon, the topics of the Bachelor's and Master's Degree diploma theses - as given for the respective academic year. Discussions relating to proposed Bachelor's and Master's Degree diploma theses of a given studies programme is conducted by a Committee - appointed by the given Degree Programme Guarantor. The Expert Committee is composed of at least three members; usually from FAI, TBU in Zlín staff. The Programme Supervisor then submits the topics for discussion to - and the approval of, the Degree Programme Board.

#### **Article 4 Credit System**

(Without supplements and amendments)

#### **Article 5 Completion of a Course Unit**

##### Ad Paragraph (2):

- (1) In the case of courses completed by a Course Credit and Examination, the FX classification means that – in the course of re-registration, the Course Credit is automatically recognised. Should the result be an F Grade, the Course Credit is not recognised.
- (2) In the event that a Compulsory Elective Subject is not opened in the ensuing academic year, and in which the student did not fulfil their obligation in the respective academic year, the Guarantor of that subject in the study programme shall set a substitute subject.

#### **Article 6 Tuition Methods, Teaching Arrangements**

##### Ad Paragraph (3):

The scope of the provision of individual consultations with individual teaching staff is - typically, 2 hours per week. An overview, specifying the specific time(s) of consultations with the relevant teaching staff is announced at the beginning of the course unit - per semester by the Heads of Departments - in the FAI, STAG/IS Information System.

#### **Article 7 Course Unit (Syllabi) Documentation**

##### Ad Paragraph (2):

The Guarantor of a course unit will ensure the publication of the updated subject's documentation (syllabus) in the FAI, IS/STAG system no later than a week before the beginning of the Pre-registration/enrolment period

## **Article 8 Studies Guidance and Counselling Services**

### Ad Paragraph (2):

- (1) At FAI, the guidance/counselling/advisor role is fulfilled by the Guarantor of the given course unit and study programme, Vice Deans, Heads of Departments, Guarantors of the appropriate subjects, and/or other academic staff and the Staff of the Student Affairs Office of FAI, TBU in Zlín.
- (2) Students at FAI, TBU in Zlín, may also use the services of the Academic Advisory, TBU in Zlín.

### *Part 2*

## **Article 9 Testing of Student Academic Performance**

### Ad Paragraph (1):

- (1) At FAI, UTB in Zlín, in the respective academic year, it is possible to obtain a Course Credit, a Graded Course Credit, or to pass an Examination, after undertaking tests or examinations, at dates specified by the timetable of FAI, TBU in Zlín for the given academic year, and in further deadlines set by the Teaching Staff.
- (2) At FAI, UTB in Zlín, it is possible - in justifiable cases; and on the student's own request, submitted to the relevant Head of Department, to take an examination; or respectively, a Graded Course Credit, in the course of the first three weeks of tuition in the given semester. If a student, at the examinations, is assessed with the Grade - Insufficient = ("F"), they shall continue their study of the subject, according to the rules and conditions of the given subject.

### Ad Paragraph (5):

- (3) Proof of studies at FAI, TBU in Zlín, is - in the form of an officially-certified registration issued by the internal FAI, TBU in Zlín, IS/STAG system/portal; which; based on a student's request, is issued by FAI, TBU in Zlín, through the intermediary of the FAI Student Affairs Department; and which provides an overview of the achieved learning outcomes.

## **Article 10 Course Credits and Graded Course Credits**

### Ad Paragraph (3):

- (1) The actual form of the granting of the Course Credit or Graded Course Credit is always set in the first week of a given course. Students have the possibility to acquire a Course Credit, or a Graded Course Credit - according to the following (test requirement), i.e. Ordinary, Corrective deadlines. Ordinary and Corrective Course Credit or Graded Course Credit dates are set by (a member of) the teaching staff - who is the examiner of the given course; in such a way that all such are duly completed by the end of the Revision Examination period of the relevant semester; according to the FAI, TBU in Zlín academic year timetable. A student who has not earned a Course Credit, or Graded Course Credit, can apply in writing to the Dean, FAI, TBU

in Zlín, for a review before a Commission - appointed by the relevant Head of Department. The form of such a re-examination shall be decided by the Chair of the Commission. The Commission shall be composed of at least three members. If the teaching staff member who grants the (Graded) Course Credit be the Head of Department; the decision on the re-examination of the Course Credit or Graded Course Credit shall be decided by a Commission; appointed by the Dean of FAI, TBU in Zlín.

Ad Paragraph (7):

- (2) The method of registering Course Credits or Graded Course Credits in the FAI, TBU in Zlín, IS/STAG system is specified in Article 61.
- (3) A student demonstrates their identity - when passing a Course Credit or a Graded Course Credit, by means of their University Student Card. Detailed instructions are regulated by FAI, TBU in Zlín's internal standards relating to "Student Classification Procedures."

**Article 11**  
**Examination(s)**

Ad Paragraph (3):

- (1) At the beginning of the tuition process in a given semester, the Head of Department shall entrust the academic staff to perform tests/examinations in the subjects whose tuition is assured and ensured by the respective Department. Equally, the Head of Department can call for the revocation – under justifiable circumstances, of that Examiner. Should the Examiner be the Head of the Department; they shall be relieved of their positions by the Dean of FAI, TBU in Zlín.
- (2) Students register for an examination using the FAI, IS / STAG portal. Equally, the dates and sites of such examinations are set by the Examiner no later than 7 days before the beginning of the examination period, and are also to be found in the FAI, IS/STAG portal.
- (3) The Examiner is obliged to set the appropriate number of examination dates, depending on the number of students enrolled in the given subject, and with regard to the course of the examinations.
- (4) FAI students have the possibility of taking an examination in one of the following deadlines: Regular; Corrective I; Corrective II; "Corrective" – i.e., the student has a maximum of up to three (3) attempts. Ordinary and Corrective deadlines are set by the subject teacher, who is the examiner of the given subject.

Ad Paragraph (8):

- (5) The way that a student's classification is registered, is specified in Article 61.
- (6) The student provides their identity by means of their Student Card documents during the examination. Their presence on the examination date is confirmed by their signature of the Examination Catalogue. Detailed instructions are set out in the FAI, Internal Norm: "Student Grading Procedure".

**Article 12**  
**Comprehensive Examinations**

(Without supplements and amendments)

**Article 13**  
**Grading Scale**

(Without supplements and amendments)

**Article 14**  
**Grade Point Average**

Ad Paragraph (1):

The Weighted Grade Average is calculated and the average is rounded out to two decimal points.

*Part 3*  
*PROCESS OF STUDIES*

**Article 15**  
**Prerequisites for Progress to the Next Year of Studies**

Ad Paragraph (1):

- (1) Fulfilment of the conditions governing the continuation of studies is controlled on the basis of the information stored in the FAI, IS/STAG portal. It is compulsory for students to control the registration of their data in this system during the course of the academic year.
- (2) In order for a student at FAI to be able to continue with their studies in the 1<sup>st</sup> Year - in the 2<sup>nd</sup> semester; it is essential that they fulfil the following conditions: the student must gain **at least 10 credits** prior to the ending of the Corrective Examination period of the 1<sup>st</sup> Semester. This limit does not include the calculation of credits gained by the recognition of subjects absolved in their previous studies. In cases where a student does not gain at least 10 credits, their studies will be terminated, in compliance with § 56, Paragraph (1), Letter b) of the Act. The procedure for resolving such matters adheres to § 68 of the Act.

*The Bachelor's Degree Studies Programme*

- (3) In accordance to the documentation contained in the study plan in the FAI, IS/STAG portal, a prerequisite for the continuation of their studies after the completion of their first year of studies in the Bachelor's Degree Studies programme is, that they obtain **at least 30 credits from the Compulsory and Compulsory Elective subjects they have enrolled in during their first year of studies**. Should a student fail to fulfil this condition, the student's studies will be terminated, under § 56, Paragraph (1), Letter b), of the Act; the procedure for decisions on this matter is covered by § 68 of the Act. Students who have fulfilled this condition, (may) then register for their second year of studies:
  - All of the Compulsory and Compulsory Elective subjects of the first year
  - Subjects prioritised in the 2<sup>nd</sup> Year (according to the current study plan for the given study programme), up to a maximum of 75 registered credits.

- (4) In accordance with the study plan documentation registered in the FAI, IS/STAG portal, a prerequisite for continuing their studies after the end of the second year of studies is **to obtain at least 80 credits from Compulsory and Compulsory Elective subjects they have enrolled in the 1<sup>st</sup> and 2<sup>nd</sup> years of their studies**; meanwhile, the student must fulfil all of the Compulsory and Compulsory Elective subjects of the 1<sup>st</sup> Year of the standard curriculum for the given study programme. If a student fails to fulfil these conditions, that student's studies will be terminated; in accordance with § 56, Paragraph (1), Letter b), of the Act. The procedure for decisions on this matter is covered by § 68 of the Act. A student who has fulfilled these conditions can then enrol in the next year of their studies:
- All uncompleted Compulsory and Compulsory Elective courses in the 2<sup>nd</sup> Year of studies
  - Subjects prioritised in the 3<sup>rd</sup> Year (according to the current study plan for the given study programme), so that - at the end of their third year of studies, they will have attained at least 140 credits.
- (5) In accordance with the study plan documentation provided in the FAI, IS/STAG portal, a prerequisite for the completion of a Bachelor's Degree Studies programme is to acquire **at least 180 credits from the Compulsory and Compulsory Elective subjects of the Bachelor's Degree Studies programme, in line with the given study programme's current study plan**. If a student fails to fulfil this condition; they will register in the next year of study for all of the Compulsory and Compulsory Elective subjects.

#### *Master's Degree Studies Programme*

- (6) The condition for continuing in a Master's Degree Studies programme, after the completion of their first year of studies, is to obtain **at least 30 credits from the Compulsory and Compulsory Elective subjects they registered for in their first year of studies**. If a student fails to fulfil this condition, the student's studies will be terminated under § 56, Paragraph (1), Letter b), of the Act. The procedure for deciding on these matters is covered by § 68 of the Act.
- (7) The condition for the completion of a Master's Degree Studies programme is to obtain **at least 120 credits from the Compulsory and Compulsory Elective courses of the Master's Degree Studies programme, according to current study plans for the given study programme**. If the student does not complete part of a Master's Degree Studies programme, they will enrol for the next year of studies - including all of the non-concluded Compulsory and Compulsory Elective courses.

### **Article 16 Monitoring of Student Attendance**

- (1) The non-attendance of a student in tuition with controlled attendance must not exceed 20% per semester, and that, in each subject. In case of a higher level of excusable non-participation (e.g. sickness, a study-stay abroad, etc.), the Guarantor of the subject will decide on the recognition of the subject, at the student's request.
- (2) Control of attendance in tuition subject to controlled attendance is performed by the teacher.

## **Article 17 Enrolment for a Further Year of Studies**

### Ad Paragraph (1):

- (1) The organisation of students enrolment for further years of studies is set annually, by the Internal Regulations and Norms of FAI, TBU in Zlín.

### Ad Paragraph (2):

- (2) Students may register, concurrently, for subjects that are part of a higher year of studies in the individual study programmes.
- (3) After registration, a student may not – without furnishing a serious reason, change a subject once it has been registered. Thereby, they are led to a responsible and well-weighed selection of subjects - on the basis of all of the available information, (e.g. subject documentation, consultations with the Guarantor of the subject(s) concerned, etc.).
- (4) If the student does not have a subject registered in the FAI IS/STAG portal, they may not absolve that subject.

## **Article 18 Requirements Regarding Enrolment in Course Units**

### Ad Paragraph (1):

- (1) The mutual interlinkages of subjects are defined in the subject documentation contained in the FAI, IS/STAG portal.
- (2) When creating individual curriculum, students must keep to these mutual interlinkages. In case these regulations are not respected, they will be informed in their Enrolment Form.

### Ad Paragraph (2):

- (3) The time-period for the creation of a student's study plan is set in the academic year's schedule. By enrolling for studies, or other parts of the studies programmes, the student's study plan becomes binding, and cannot be changed.
- (4) The data concerning the semester in the subject documentation is binding. The subject can only be enrolled in - and completed in, the same semester in which it is taught.

### Ad Paragraph (3):

- (5) Students in the first year of the Bachelor's and Master's Degree Studies programmes will pre-enrol for the winter semester with the FAI Student Affairs Department. Students are obliged to enrol for summer semester subjects, in accordance with the study program documentation, in the FAI IS/STAG portal.



## **Article 19 Preliminary Enrolment**

### Ad Paragraph (1):

- (1) Students are required to enrol, during the Preliminary Enrolment Period, in the FAI, IS/STAG portal and to select subjects for their study plan. Without this, they will not be enrolled for studies.
- (2) Students are required, in the course of preliminary enrolment, to check for themselves that the composition of subjects in their study plan is in harmony with the structured list of subjects of the given study discipline.
- (3) The performance of their enrolment, within the prescribed time-limit and in the prescribed manner, is controlled by the FAI Student Affairs Department, which will print the data on their Registration Form. Enrolment for studies or for another part of the studies programme will be conducted by FAI only if the student's Enrolment Form is not in contradiction with the structured list of subjects. The content of this scrutiny of the Enrolment Form in the FAI IS/STAG portal is decisive for assessment purposes. The Enrolment Form is part of the study documentation and is archived.
- (4) Only the student is responsible for the correctness of (their) selection of individual subjects in their studies plan.

## **Article 20 Suspension of Studies**

### Ad Paragraph (1):

- (1) Students submit a request for a suspension of their studies to the FAI Student Affairs Department, on the proscribed form.
- (2) Students are obliged to submit the duly-completed Settlement of Liabilities Protocol and their Student Card.
- (3) During the period of the suspension of their studies, they cannot sit for examinations/tests or to fulfil other studies-related obligations.

## **Article 21 Changes in the Mode of Studies**

Requests for changes to the form of studies are submitted to the Dean of FAI, through the intermediary of the FAI Student Affairs Department, on the proscribed form, which is available on the FAI IS/STAG portal. The request must be duly justified.

## **Article 22 Withdrawal from Studies**

### Ad Paragraph (1):

Students shall inform the Dean, FAI – in writing, of their decision to withdraw from their studies; through the intermediary of the FAI Student Affairs Department. They will also surrender their Student Card at the time of the submission of their decision to withdraw from their studies themselves, and submit the Settlement of Liabilities Protocol with reference to FAI, TBU in Zlín.

The date of their self-withdrawal from their studies is the date on which the Registered Delivery of this written submission regarding their intention/decision to terminate/withdraw from their studies is received.

### **Article 23 Recognition of a Part of Studies**

#### Ad Paragraph (1):

- (1) Students must request the recognition of subjects from earlier studies, or allowed studies within the framework of mobility programmes § 60 Paragraph (2) of the Act. Credits and assessments for recognised subjects are then calculated and counted-in to the overall number of credits proscribed for the absolution of a given study programme at FAI, TBU in Zlín.
- (2) In order for the earlier-absolved subject(s) to be recognised, they must – with regard to their professional content, extent, and way of completing these studies, cover the recognised subject in the current study plan in the given study programme at FAI, TBU in Zlín.
- (3) When recognising subjects from other universities with differing evaluation methods, where a student is unable to prove the assessment of examinations/tests in “Points” or “Percentages”, the following Table is used for such credit transfers:

Original Assessment	ECTS Assessment	Point-based Assessment	Numerical Classification	Verbal Grade - English	Verbal Grade - Czech
Excellent (1)	A	90	1	Excellent	Výborně
Very Good (2)	C	70	2	Good	Dobře
Good (3)	E	50	3	Sufficient	Dostatečně

- (4) For subjects absolved at other universities; or, as the case may be in the context of mobility programmes, where assessments are only expressed in percentages, the transformation into the ECTS Classification Scale is based on the following Table:

Percentile Assessment	ECTS Scale	Numeric Classification	Verbal Mark - English	Verbal Mark - Czech
100 - 90	A	1	Excellent	Výborně
89 - 80	B	1.5	Very Good	Velmi dobře
79 - 70	C	2	Good	Dobře
69 - 60	D	2.5	Satisfactory	Uspokojivě
59 - 50	E	3	Sufficient	Dostatečně
49 - 0	F	4	Failed	Nevyhovující

- (5) The subject may also be recognised on the basis of several courses absolved during previous studies, which together, cover the study subject matter of an existing curriculum in a given study program at FAI, TBU in Zlín, which must be explicitly stated in the Application for

Recognition Protocol. The assessment is calculated as the weighted average of the partial score(s); whereby, this calculation will be clearly stated in the application.

- (6) If the assessment of a duly-recognised subject cannot be determined by any of the above methods, the assessment shall then be determined by the Guarantor of the recognised subject.
- (7) Subjects can be recognised up to 5 years after their successful completion.
- (8) Subjects that end with a Test or a Classified Credit can be only recognised with an evaluation of 70-100 points; (ECTS Classification Scale, subjects completed with A, B, C).
- (9) Students who have previously studied at some of the other faculties of TBU in Zlín can use their data in the TBU Central Database for recognition of subject purposes.
- (10) Applications for the Recognition of a Subject must be submitted no later than 14 days after the beginning of the course.
- (11) When assessing the time elapsed since the successful completion of the course, this is based on the date of completion of the subject.
- (12) Recognition of foreign studies is governed by the Internal Regulations and Norms of TBU in Zlín, (International Student Mobility) and the FAI Internal Regulations and Norms on FAI Student Mobility Abroad.
- (13) Applications for the Recognition of a Subject is submitted through the intermediary of the FAI Student Affairs Office to the Dean of FAI; who decides, taking into account the Guarantor of the subject's statement.

#### *Part 4*

### *PROPER COMPLETION OF STUDIES*

#### **Article 24**

### **Requirements Regarding the Proper Completion of Studies**

(Without supplements and amendments)

#### **Article 25**

### **Final State Examinations**

#### Ad Paragraph (1):

- (1) The FAI timetable for the respective academic year, (see Article 2, Para. (6), of the SER), shall determine the dates of the Final State Examinations ("FSE"). The departmental and organisational aspects of the preparation and course of the FSEs are given by the Dean to the Heads of Departments, in which the Guarantors of the individual study programmes work. The Secretariats of the relevant departments are responsible for all administrative requirements associated with the setting of diploma or Bachelor's Degree theses, their defence and the FSE itself.
- (2) The organisation, course and evaluation of the FSE is regulated by the FAI Internal Regulation and Norms: "Guidelines for the Organisation, Course and Evaluation of the Final State Examinations at the Faculty of Applied Informatics, TBU in Zlín".

**Article 26**  
**Final State Examination Board**

Ad Paragraph (3):

The meeting of the Examination Board is convened by the Dean, FAI, TBU in Zlín, in writing and within sufficient time in advance, in compliance with § 53 Paragraph (2) and Paragraph (3) of the Act. The Chair of the Examination Board is entrusted by the Dean to manage the Examination Board's deliberations according to the normal rules of scientific debate. In their absence, the Vice-Chair or other person - appointed by the Chair of the Examination Board, manages the meeting.

**Article 27**  
**Master's or Bachelor's Degree Theses**

Ad Paragraph (1):

- (1) The student is fully responsible for the content and quality of their Master's or Bachelor's Degree thesis. The Master's or Bachelor's Degree theses are in a written form. Their extent and form are established by the appropriate UTB in Zlín's "Rector's Directive".

Ad Paragraph (2):

- (2) On an annual basis, the FAI Heads of Department - no later than in October, shall make public the topics set for Diploma or Bachelor's Degree work for that academic year. Their minimum number is given according to the given number of student; who, in the given year, complete their studies at the Final State Examinations.
- (3) Students in the Bachelor's Degree, or the follow-on/up Master's Degree Studies programme will register for the Master's or Bachelor's Degree thesis topics using the FAI, IS/STAG portal no later than the deadline outlined in the "Time-tabled Schedule for the Bachelor's and Master's Degree Theses" for the respective academic year.
- (4) In compliance with § 62 Paragraph (1) Letter f) of the Act, it is (also) possible for a student to prepare their own topic for a Bachelor's and Master's Degree Thesis. The student's proposal is submitted, in sufficient time, to the Guarantor of the relevant study programme, and well in advance of the publication of the topics.
- (5) The official assignment of Bachelor's and Master's Degree Theses is handed over to the student, in accordance with the "Timetabled Schedule for the Bachelor's and Master's Degree Theses" for the respective academic year.
- (6) A student's Bachelor's and Master's Degree thesis will not be accepted if they fail to produce a Confirmation of Completion of Study Duties/Responsibilities certificate in the given study programme issued by the FAI Student Affairs Department.

Ad Paragraph (5):

- (7) The defence of a Bachelor's or Master's Degree thesis shall take place even in the case where it is assessed by the Tutor or Opponent as "Unsatisfactory".
- (8) The Examination Board shall decide on the overall result and assessment of the defence of this work.

Ad Paragraph (11):

- (9) Students may request the postponement of the publication of a Bachelor's or Master's Degree thesis. Details of this request are specified in the Internal Regulations and Norms, FAI, TBU in Zlín "Procedure for Requesting Postponement of Publication of the relevant qualification work".

**Article 28**

**Assessment of the Final State Examinations**

Ad Paragraph (1):

- (1) The FAI, TBU in Zlín State Final Examination Board shall decide in a private session on the issues of the evaluation and assessment of the examinations and the defence of the relevant thesis, as well as the overall results of the Final State Examination process. The evaluation is proposed by the Chair of the Examination Board, taking into account the opinions of the members of the Examination Board, the level of the defended work and the course of its defence, as well as the level of knowledge the student demonstrated in the Oral Exam. The proposed evaluation is approved, if more than half of the members of the Examination Board agree with it. In the event of equality of votes, the chairman or, eventually, the Vice-Chair shall manage the course of the FSE.
- (2) The details of the FSE Classification is governed by the FAI Internal Regulations and Norms: "Guidelines for the Organisation, Course and Evaluation of the Final State Examinations at the Faculty of Applied Informatics, TBU in Zlín."

**Article 29**

**Overall Assessment of Studies**

Ad Paragraph (3):

At FAI, TBU in Zlín, Excellent Learning Outcomes are attained by students who simultaneously fulfil the following conditions:

- a) The student's average grade for the whole period of their studies shall not exceed the value: 1.50
- b) During the course of their studies, (when taking) tests, examinations or graded course credits, have they ever been assessed the grade "E - Sufficient"
- c) Their overall classification at the FSE is: "A - Excellent", or "B - Very Good".

## **PART THREE**

### **PROVISIONS FOR STUDIES IN (Ph.D.) DOCTORAL PROGRAMMES**

#### *Part 1*

#### *THE ORGANISATION AND IMPLEMENTATION OF DOCTORAL PROGRAMMES*

##### **Article 30**

##### **Doctoral (Ph.D.) Study Programmes**

(Without supplements and amendments)

##### **Article 31**

##### **FAI Academic Year and Study Schedule**

##### Ad Paragraph (3):

- (1) The pedagogical practice, research and development activity or other own educational activity that a student of the Doctoral (Ph.D.) study programme, (hereinafter "PhD student"), realises in the course of their studies is usually carried out on the premises of FAI, TBU in Zlín. PhD students in the full-time Doctoral (Ph.D.) Study Programme, (hereinafter referred to as "DSP"); are required - according to their chosen study programme, to undertake at least 30 hours per week on study duties at the workplace designated by their Supervisor. A detailed specification of the scope of activities related to the DSP and the PhD students' work-schemes is given by an Individual Curriculum, (hereinafter referred to as IC), and the FAI Internal Regulations and Norms that supplement the course rules in the DSP at FAI, TBU in Zlín.
- (2) In the case of repeated non-observance of the working regime of a student in the Full-time form of studies; the Supervisor or relevant Vice-Dean may - if necessary, propose to the relevant Department Council that their doctoral studies be terminated studies, pursuant to §56, Paragraph (1), Letter b), of the Act, if the student does not apply for a change of form of studies.
- (3) The holiday period in the DSP is five weeks. The options and forms of setting holiday seasons are specified in the Internal Regulations and Norms which supplement the course rules of the DSP at FAI, TBU in Zlín.

##### **Article 32**

##### **Modes of Studies**

(Without supplements and amendments)

##### **Article 33**

##### **Doctoral (Ph.D.) Studies Programme Board**

(Without supplements and amendments)

### **Article 34 Supervisors**

#### Ad Paragraph (1):

- (1) Supervisors at FAI are usually academic or scientific research workers at FAI.
- (2) If the supervisor is an external FAI Associate, it is the responsibility of the FAI Vice-Dean in charge of the DSP - in cooperation with the external supervisor, to designate a consultant for this PhD student, or a scientific research worker. The procedure for nominating a consultant is specified in greater detail in the Internal Regulations and Norms for the DSP at FAI.

#### Ad Paragraph (6):

- (3) The proposal for the nomination of a consultant for a specific doctoral dissertation is usually submitted by the supervisor to the relevant Doctoral Studies Programme Board; and this, either prior to beginning their course of studies, or during the course of their studies.
- (4) The supervisor is responsible for the organisation and professional management of the course.

### **Article 35 Individual Curriculum**

#### Ad Paragraph (1):

- (1) The engagement of the PhD student in pedagogic activities is a component of their preparation for scientific research. PhD students also gain experience in the transmission of observations and knowledge. The extent and potential forms of pedagogical activities set out in the studies programme documentation is set out more precisely in the Internal Regulations and Norms for studies in the DSP at FAI, TBU in Zlín.

#### Ad Paragraph (2):

- (2) The IC Form - approved by the Dean of FAI, is made public and updated on the FAI internet pages, and is stored in the Administrative Section of the appropriate Vice Dean.

#### Ad Paragraph (3):

- (3) The supervisor, working with the PhD student, will establish the IC - and elaborate any eventual adjustments to it. It is necessary to submit the proposed IC to the Doctoral Studies Programme Board, for them to be able to comment on it, no later than two months after the commencement of their studies.

### **Article 36 Doctoral (Ph.D.) Programme Course Units**

#### Ad Paragraph (4):

DP course units are either Compulsory, or Compulsory Electives. Compulsory subjects include Foreign Languages and Mathematics. PhD students will take tests/examinations in a minimum of 6 subjects. The possible selection of Doctoral (Ph.D.) Degree programme subjects is set out in the study programme documentation, and these are described in greater detail in the Internal Regulations and Norms supplementing the rules for the DSP at FAI, TBU in Zlín.

**Article 37**  
**Course Unit Examinations in Doctoral (Ph.D.) Programmes**

- (1) The examiner of a given subject is a Professor, Associate Professor, or other renowned expert in the relevant field, who has been approved by the Doctoral Studies Programme Board. The recommended list of examiners for individual DSP subjects is available on the FAI web-site.
- (2) DSP course unit examinations may be oral, written, or a combined form, and may be based upon the PhD student's submitted thematic work.

Ad Paragraph (1):

- (3) As a rule, the supervisor takes part in the examinations; the supervisor may be represented by the PhD student's consultant during the examination. The supervisor and consultant must not be the examiner in their study subjects' examinations.

Ad Paragraph (5):

- (4) The course and classification of the FSE examinations are recorded in the "FSE Examination Report". The form of this register about the examination (based) on the study subjects approved by the FAI Dean, is published and updated on the FAI website, and is stored in the Administrative Section of the relevant Vice-Dean.
- (5) Details relating to the FSE examination results - entered in the FAI, IS/STAG portal, are described in Article 61.

**Article 38**  
**Assessment and Control of Fulfilment of Individual Curriculum**

Ad Paragraph (1):

- (1) Upon completion of each academic year, it is the PhD student's responsibility to submit a report on their studies and creative and other activities to the Administrative Department of the relevant Vice-Dean. This report is part of the supporting documentation for the doctoral candidate's assessment covering the previous academic year. The form of report-processing and the schedule they submit are further specified in the Internal Regulations and Norms that supplement the DSP course rules at FAI, TBU in Zlín.
- (2) The evaluation and control of the fulfilment of the doctoral candidate's duties and responsibilities is performed in harmony with the study programme documentation. The conditions for continuing in their studies are set out in the study programme documentation and details are further specified in the FAI Internal Regulations and Norms which supplement the DP course rules at FAI, TBU in Zlín.

Ad Paragraph (2):

- (3) The doctoral candidate's annual evaluation (i.e. information about the course of their studies and recommendations for their further course of studies), is prepared by their supervisor on the basis of reports submitted by the PhD student. In the case that a PhD student disagrees with the supervisor's assessment, the Chair of the Doctoral Studies Programme Board shall appoint an at least three-member Commission for the independent deliberation of the PhD student's



assessment. The PhD student's supervisor is not a member of this Board, but expresses their opinion on the assessment at the Board's meeting.

- (4) The PhD student's supervisor's assessment, together with the reports submitted by the PhD student, shall be discussed by the Doctoral Studies Programme Board.

Ad Paragraph (3):

- (5) After the deliberations regarding the annual assessment of the PhD student by the Doctoral Studies Programme Board; the Dean may decide - on the basis of the opinion of the Doctoral Studies Programme Board, to terminate their studies, in accordance with § 56, Paragraph (1), Letter b), of the Act.
- (6) Registration for the next year of studies shall take place within the deadline stipulated by the Dean, FAI. If a PhD student does not enrol within the set deadline and does excuse themselves within five working days, or the apology is not accepted by the Dean, FAI, the PhD student's studies will be terminated, according to § 56 Paragraph (1), Letter b) of the Act, with regard to the specified date of registration.

**Article 39**  
**Changes in Mode of Study**

Ad Paragraph (1):

In the case where a PhD student does not complete their studies within the standard period of studies; they may - after their supervisor has given their written approval, and the deliberations of the Doctoral Studies Programme Board, ask the FAI, Dean to (be able to) proceed on to their next year of studies. Continuation of studies, after the standard period of studies, is only possible in the Combined Form of Studies. The application for their continuation into the next year of studies; and this change in form of studies, must be submitted before the end of the standard period of studies.

**Article 41 and Article 42**  
(Without supplements and amendments)

**Article 43**  
**Recognition of Part of Studies in Doctoral (Ph.D.) Programmes**

Ad Paragraph (1):

- (1) A PhD student may request recognition of subjects from a previous doctoral degree course, concurrent doctoral studies, or studies within the mobility framework. Credits for recognised subjects are calculated towards the overall number of credits required to complete the DSP at FAI.
- (2) A proposal for recognition of a subject completed within the framework of other doctoral programmes for a subject that is cited in the IC shall be submitted by the PhD student after approval by their supervisor, to the Doctoral Studies Programme Board for their opinion. The Dean shall decide on such a recognition.
- (3) Subjects completed within the framework of another, (former), doctoral programme, may be recognised - up to a maximum of 5 years from their successful completion.

- (4) The State Doctoral (Ph.D.) Examinations, (hereinafter referred to as the "SDE"), cannot be recognised from previous Doctoral (Ph.D.) Studies.
- (5) The results of publication and creative activities achieved prior to commencement of studies in the given DSP shall not be counted towards the fulfilment of the doctoral candidate's duties.

*Part 2*

*DOCTORAL (Ph.D.) STATE EXAMINATIONS*

**Article 44**

**Doctoral (Ph.D.) State Examinations**

Ad Paragraph (4):

- (1) The SDE Protocol form is published and updated on the FAI website.
- (2) Details of SDE results registered in the FAI, IS/STAG portal are described in Article 61.

**Article 45**

**Submission of Applications for the State Doctoral (Ph.D.) Examinations**

Ad Paragraph (1):

- (1) The Rules and Dates associated with the SDE are specified in the Internal Regulations and Norms for the course of studies in the SDE at FAI, TBU in Zlín.

Ad Paragraph (2):

- (2) The SDE Application Form is publicised and updated on the FAI internet pages.

**Article 46**

**The State Doctoral Examination Board**

Ad Paragraph (1):

The SDE Examination Board is nominated "ad hoc". The Supervisor is obliged to participate in the SDE; they are, however, not a member of the Examination Board.

**Article 47**

**Assessment of a State Doctoral Examination**

(Without supplements and amendments)

*Part 3*  
**DOCTORAL (Ph.D.) THESES AND THEIR DEFENCE**

**Article 48**  
**Doctoral (Ph.D.) Theses**

Ad Paragraph (9):

The application for postponement of the publication of the thesis, together with the reasons for the postponement of its publication by the PhD student shall be submitted, together with the application to defend their dissertation to the relevant Vice Dean. Further details are specified in the FAI, UTB in Zlín, internal norm "Procedure for Requesting Postponement of Publication" of the said thesis.

**Article 49**  
**Application for a Doctoral Thesis Defence**

Ad Paragraph (1):

- (1) The Application for the Defence of a Doctoral Thesis Form is publicised and updated on the FAI, TBU in Zlín website.
- (2) The rules and deadlines associate with the defence of a Doctoral thesis are specified in the Internal Norms supplementing the rules of the relevant DP at FAI, TBU in Zlín.

**Article 50**  
**Dissertation Thesis Summary**

(Without supplements and amendments)

**Article 51**  
**Doctoral Thesis Defence Board**

Ad Paragraph (1):

The Commission is nominated "ad hoc."

**Article 52**  
**External Examiners of Doctoral Thesis Defences and their Reviews**

(Without supplements and amendments)

**Article 53**  
**Doctoral Thesis Defence**

- (1) The defence of a doctoral thesis shall take place even in the case that one of the external examiners does not recommend the thesis for defence, if the PhD student insists on the defence of the submitted thesis.
- (2) If two external examiners' opinions do not recommend the doctoral thesis for defence; the PhD student has the right to declare that they shall not appear at the defence, without excuse. This declaration must be delivered in paper form with a signature - "in one's own hand", to the Administrative Department of the relevant Vice-Dean; no later than 10 days before the defence deadline. Based on such a statement, the defence will be classified as 'Failed'.

Ad Paragraph (7):

- (3) At least two-thirds of all of the external examiners must attend the defence of the doctoral thesis. The external examiner who did not recommend the doctoral thesis for defence is usually present at the defence.
- (4) In exceptional circumstances, with the consent of all of the members of the Board - and with the consent of the PhD student, the external examiner who recommended the dissertation thesis for defence may take part in the defence of the dissertation - at a distance by means of a technical device enabling the real-time simultaneous transfer of sound and image.

Ad Paragraph (13):

- (5) The Protocol Form on the Defence of a Ph.D. Thesis, is published and updated on the FAI, TBU in Zlín website.

*PART 4*

*PROPER COMPLETION OF A DOCTORAL (Ph.D.) PROGRAMME REQUIREMENTS*

**Article 54**

**Requirements Regarding the Proper Completion of Doctoral (Ph.D.) Programme**

Ad Paragraph (3):

The Doctoral (Ph.D.) programme ends on the day of the successful defence of their thesis. On the day of their successful completion, the doctoral (Ph.D.) student will receive a Certificate of Absolution of the DP. The Diploma and Diploma Supplement are usually handed over to the absolvent (graduate) at the Graduation Ceremony organised by TBU in Zlín. The graduate will be informed in good time of the date of the Graduation Ceremony.

## **PART FOUR**

### **RIGOROUS ADVANCED MASTER'S (RIGOROSUM) EXAMINATION PROVISIONS**

#### **Articles 55 to 60**

(Without supplements and amendments)

## **PART FIVE**

### **COMMON PROVISIONS**

#### **Article 61**

#### **Documentation of Studies**

##### Ad Paragraph (2):

- (1) The granting of the Course Credit (or, as the case may be, a Graded Course Credit) is registered by the supervisor in the FAI, IS/STAG portal no later than 7 days from the date of fulfilment of the conditions for the granting of the Course Credit/Graded Course Credit. The student is obliged to check that the appropriate Credit has been registered in the FAI, IS/STAG portal. Any discrepancies in the registration of the appropriate Credit will immediately be resolved with the supervisor, who is required to resolve the identified shortcomings within 4 working days. In the case where a supervisor fails to do so, the student shall contact the appropriate Vice Dean for those studies; who must arrange for their remedy, within 3 working days.
- (2) After the absolution of the SFE examinations, the Examiner will register the ECTS Classification in the FAI, IS/STAG portal. The Examiner is obliged to register the ECTS classification grade in the FAI, IS/STAG portal, no later than 7 days after the absolution of the examination date. The student is obliged to check that the grade has been registered in the FAI, IS/STAG portal. Any inconsistency in the registration of the examination is immediately dealt with by the Examiner, who is obliged to resolve the identified shortcomings, within 4 working days. In the case where the supervisor fails to do so, the student will contact the contact the appropriate Vice Dean for those studies; who must arrange for their remedy, within 3 working days.
- (3) Neither the staff of Departmental Secretariats nor Assistants in the FAI Student Affairs Office may, without the consent of the supervisor, interfere in any way with FAI, IS/STAG portal entries. The The Vice Dean for Bachelor's and Master's Study shall randomly control the timeliness of registrations and examinations.
- (4) A corrected and assessed Written Examination Protocol is archived for at least two years, by the relevant FAI Department.
- (5) The course of the SFE in the DSP and their classification shall be registered by the Examiner in the "Examination Record" Form, which is available on the FAI, website. Immediately upon completion of the SFE, the student shall deliver the (duly) completed and signed form to the Administrative Section of the appropriate Vice-Dean. The Student Affairs Assistants will register the assessment in the FAI, IS/STAG portal, within 7 days after the date of the FSE. The PhD student is obliged to check this record - and in the event of irregularities, to resolve their correction with the appropriate Student Affairs Assistant and the Examiner or Supervisor. If the

matter is not resolved, the PhD student shall contact the relevant Vice-Dean; and they must arrange remedies within 3 working days.

- (6) The course of the State Doctoral Examinations, (SDE), process and its classification are registered in the "SDE Protocol" Form, which is available on the FAI website. The Chair of the SDE Commission will, without delay after the conclusion of the SDE, send a completed and signed form to the Administrative Section of the relevant Vice-Dean. The Student Affairs Assistant will register the assessment in the FAI, IS/STAG portal, within 7 days after the date of the SDE examination. The PhD student is required to control this registration - and, in the event of irregularities, to resolve their correction with the Student Affairs Assistant or supervisor. If the matter is not resolved, the PhD student shall contact the relevant Vice-Dean; and they must arrange remedies, within 3 working days.

**Article 62**  
**Settlement of Liabilities**

(Without supplements and amendments)

**Article 63**  
**Recommended Delivery Methods**

(Without supplements and amendments)

**Article 64**  
**Completion of Studies Date**

(Without supplements and amendments)

**Article 65**  
**Appraisals and Awards**

Ad Paragraph (2):

- (1) The Dean of FAI, TBU in Zlín, grants awards relating to material or financial rewards to (doctoral) students who have achieved extraordinary success in their studies, or have successfully represented the faculty.
- (2) Awards by the Dean of FAI, TBU in Zlín, have the following forms:
  - a) Best Student in Their Academic Year
  - b) Authors of the Best Bachelor's Degree and other Diploma Theses
  - c) Significant representation of FAI, TBU in Zlín in the scientific, sporting and cultural fields
- (3) Other commendations and awards can be awarded by businesses and institutions outside TBU in Zlín.

**Article 66**  
**Proceedings Concerning the Declaration of the Invalidity of SDE Examinations, or Parts Thereof, or of a Doctoral Thesis Defence**

(Without supplements and amendments)

## **PART SIX**

### **INTERIM AND FINAL PROVISIONS**

#### **Article 67**

##### **Interim Provisions**

During the duration of the validity of the accreditation of degree programmes, the provisions of the rules governing the implementation of study programmes shall apply appropriately to the implementation of the degree courses.

#### **Article 68**

##### **Validity and Effectiveness**

- (1) By the entry-into-force of these rules, the FAI Internal Standard Supplementary to the TBU Study and Examination Rules of 16.6.2016 shall become invalid.
- (2) These rules gain validity and are effective on the day of their approval by the Academic Senate of Tomas Bata University in Zlín.

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Chair, AS, FAI

Assoc. Prof. Mgr. Milan Adámek, Ph.D., m. p.  
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