

STUDY AND EXAMINATION REGULATIONS OF STUDY PROGRAMMES REALISED AT THE FACULTY OF APPLIED INFORMATICS, TBU IN ZLÍN

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 31st, May,2021.

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) 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 29th, June, 2021, 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 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 referred to as "the Act"); and in compliance with Article 2 of the Statute 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 (hereinafter referred to as “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) of SER:

- (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 (4) of SER:

- (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 (5) of SER:

- (3) The sub-distribution into study groups 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. 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) of SER:

- (4) The curriculum of the respective academic year shall be announced by the Dean of FAI as an internal norm usually by the end of April of the preceding academic year. This document is published in the FAI Information System.

**Article 3
Curricula**

Ad Paragraph (3) of SER:

- (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) of SER:

- (2) In exceptional 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 4
Degree Programmes Board**

Ad Paragraph (3) of SER:

- (1) At FAI, the Degree Programmes Board" is appointed by the Dean. This Degree Programme Board may be common to more than one degree programme. 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) 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.

**Article 5
Credit System**

(Without supplements and amendments)

**Article 6
Completion of a Course Unit**

Ad Paragraph (2) of SER:

- (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 7
Tuition Methods, Teaching Arrangements**

Ad Paragraph (3) of SER:

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 published at the beginning of the course unit - per semester by the Heads of Departments - in the FAI, STAG/IS Information System. Consultations take place during the teaching period at regular times, during the exam period by prior arrangement. Consultations can also be provided by means of distance communication.

**Article 8
Course Unit Documentation (Syllabus)**

Ad Paragraph (2) of SER:

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 Preliminary enrolment period.

Article 9
Studies Guidance and Counselling Services

Ad Paragraph (2) of SER:

- (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 TBU Counselling Centre.

Part 2

TESTING AND ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

Article 10
Testing of Student Academic Performance

Ad Paragraph (1) of SER:

- (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.
- (3) Verification of learning outcomes may be carried out electronically using computer technology.
- (4) Verification of a student's learning outcomes by means of remote communication is only possible at times when the personal presence of students is not possible due to a crisis measure declared under the Crisis Act or due to the ordering of an emergency measure under a special act and made possible by a decision of the Ministry of Education, Youth and Sports (hereinafter referred to as "public authority measure").
- (5) Instructions on the conduct of the verification of learning outcomes by means of distance communication shall be published by the teacher together with the publication of the examination date.
- (6) In the case of the verification of learning outcomes by means of distance communication, the examiner shall have the right to require the sharing of the student's entire screen and the switching on of the camera so that the camera occupies the student's immediate space throughout the verification of learning outcomes.
- (7) In the event of a disconnection during the verification of learning outcomes by means of remote communication due to a failure on the part of both the student and the examiner, the examiner may give the student a new question when the connection is restored. If the

connection is not restored by the end of the scheduled verification time, the examiner shall decide whether the progress to date has enabled the student to be assessed. If assessment is not possible, the attempt is entered into IS/STAG as excused. The examiner will make a brief report of the completion of the verification that had to be terminated early. The report shall include the name of the student being tested, the subject, the date of the credit, Graded Course Credit or examination, the reason for the interruption and the failure to grade the credit, Graded Course Credit or examination. In the event of repeated failures, the physical presence of the student may be required.

Ad Paragraph (6) of SER:

- (8) 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 11

Course Credits and Graded Course Credits

Ad Paragraph (3) of SER:

- (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 in accordance with the requirements set out in the subject syllabus. Students have the possibility to acquire a Course Credit, or a Graded Course Credit - according to the following (test requirement), i.e. one Ordinary and one Corrective deadline. 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 Commission is appointed by the Dean of FAI.

Ad Paragraph (7) of SER:

- (2) Dates and 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. '

Article 12

Examination(s)

Ad Paragraph (3) of SER:

- (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. This assignment is carried out in accordance with the accreditation and in coordination with the guarantor of the study programme and the course guarantor. Director of the 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.

- (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 Examiner, who is the examiner of the given subject.
- (5) The director of the Department appoints the examination committee for the commission examination in cooperation with the guarantor of the study programme and the course guarantor. If the director of the Department is the examiner, the examination board is appointed by the Dean of FAI in cooperation with the guarantor of the study programme and the course guarantor.

Ad Paragraph (8) of SER:

- (6) Dates and the method that a student's classification is registered, is specified in Article 61.
- (7) The student provides their identity by means of their Student Card documents during the examination.

**Article 13
Comprehensive Examinations**

There is no collective examination at FAI.

**Article 14
Grading Scale**

(Without supplements and amendments)

**Article 15
Grade Point Average**

Ad Paragraph (1) of SER:

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

Part 3
PROCESS OF STUDIES

Article 16
Prerequisites for Progress to the Next Year of Studies

Ad Paragraph (1) SER:

- (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 2nd semester of the 1st Year; 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 1st 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 uncompleted Compulsory and Compulsory Elective subjects of the 1st Year.
 - With priority, subjects of the 2nd 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 1st and 2nd years of their studies**; meanwhile, the student must fulfil all of the Compulsory and Compulsory Elective subjects of the 1st 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 2nd Year of studies
 - With priority, subjects of the 3rd 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 successful 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 successful 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 this condition, they will enroll for the next year of studies - including all of the non-concluded Compulsory and Compulsory Elective courses.

Ad Paragraph (4) of SER:

- (8) In the event of a justified failure to fulfil study obligations as a result of action by a public authority, the student has the right to re-enrol in the next year of study or to change the enrolled compulsory elective and elective course. This is done by a request with justification submitted to the FAI Student Affairs Department.

Article 17 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. Any major unexcused absences may be grounds for failing to award credit, Graded Course Credit, or an examination. The course guarantor decides on the method of resolution.
- (2) Control of attendance in tuition subject to controlled attendance is performed by the teacher.

Article 18 Enrolment for a Further Year of Studies

Ad Paragraph (1) of SER:

- (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) of SER:

- (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 cannot take that subject.

Article 19

Requirements Regarding Enrolment in Course Units

Ad Paragraph (1) of SER:

- (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) of SER:

- (3) When creating a study plan, the student generally follows the structure of courses given by the study programme's curriculum in each part of the study. In justified cases, a student may request an individual study plan approved by the Dean of FAI.
- (4) 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.
- (5) The data concerning the semester in the subject documentation is binding. The subject can only be enrolled in the same semester in which it is taught.

Ad Paragraph (3) of SER:

- (6) Students in the winter semester of the first year of the Bachelor's and Master's Degree Studies programmes will pre-enrol study subjects 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 20 Preliminary Enrolment

Ad Paragraph (1) of SER:

- (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 stored together with the study documentation as its part.
- (4) Only the student is responsible for the correctness of (their) selection of individual subjects in their studies plan.
- (5) In the event of an excessive number of applicants for a course of study, the course guarantor, in cooperation with the study programme guarantor, will decide on the order of applicants who will enrol on the course.

Article 21 Suspension of Studies

Ad Paragraph (1) of SER:

- (1) Students submit a request for a suspension of their studies to the FAI Student Affairs Department, on the prescribed 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 22 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 23 Withdrawal from Studies

Ad Paragraph (1) of SER:

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 submit their Student

Card at the time of the submission of their decision to withdraw from their studies, and submit the Settlement of Liabilities Protocol with reference to FAI, TBU in Zlín. The date of their 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 24 Recognition of a Part of Studies

Ad Paragraph (1) of SER:

- (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.

Ad Paragraph (5) of SER:

- (12) 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.

Ad Paragraph (6):

- (13) 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.

Part 4

PROPER COMPLETION OF STUDIES

Article 25

Requirements Regarding the Proper Completion of Studies

(Without supplements and amendments)

Article 26

Final State Examinations

Ad Paragraph (1) of SER:

- (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 method, deadlines and administrative matters related to the application for the FSE are published well in advance on the notice boards of the Departments and on the FAI website. A report on the course of the FSE is drawn up and signed by the chairman, or vice-chairman on his behalf, and all presented members of the examination board.
- (3) A student who fails to appear at the scheduled date for the final examination or for its repetition is obliged to submit an excuse to the Dean of FAI within five days of the scheduled date. If the excuse is accepted, the Dean of FAI shall designate an alternative date for the examination. A student who fails to appear for the final examination without an excuse or a student whose excuse for non-attendance has not been accepted by the Dean of FAI shall be graded with a failing grade (F).
- (4) The final examination consists of two parts: the defence of the bachelor's or diploma thesis and the examination in subjects. The defence or any part of it may be repeated once. In the case of a repeat of the examination in subjects, the student shall be examined in all the subjects comprising that part of the examination. The missing part of the FSE may be taken no later than in the year in which a period of time equal to twice the standard period of study has elapsed since the student's enrolment in the study programme. If the student fails to complete the FSE by that time, his or her studies shall be terminated in accordance with § 56, Paragraph (1), Letter b), of the Act. Section 68 of the Act applies to the decision-making procedure in this matter.

Ad Paragraph (7) of SER:

- (5) The course of the bachelor's or master's thesis defence and the examinations from the FSE subjects are recorded in the FSE protocol in IS/STAG or in paper form. The protocol is kept by the secretary of the committee appointed by the Dean of FAI according to the instructions of the chair of the committee. The Chairperson of the Board is responsible to the Dean of FAI for the accuracy and completeness of the minutes.

Article 27
Final State Examination Board

Ad Paragraph (3) of SER:

The meeting of the Examination Board is convened by the Dean of FAI in writing and within sufficient time in advance. The Chair of the Examination Board is entrusted by the Dean of FAI to manage the Examination Board's deliberations according to defending qualification theses and verifying knowledge of professional subjects. In their absence, the Vice-Chair or other person manages the meeting.

Article 28
Master's or Bachelor's Degree Theses

Ad Paragraph (1) of SER:

- (1) The student is fully responsible for the content and quality of their 'Bachelor's or Master's Degree thesis. The Bachelor's or Master's Degree theses are in a written form. Their extent and form are established by the appropriate internal TBU norm" supplemented by the relevant FAI internal norm "Rules for the submission and processing of bachelor's and master's theses, their storage, access and control of originality".

Ad Paragraph (2) of SER:

- (2) On an annual basis, the FAI Heads of Department - no later than in October of appropriate academic year, shall make public the Bachelor's or Master's Thesis topics 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 Master's Degree Studies programme will register for the Bachelor's or Master's Thesis topics till the end of November of appropriate academic year.
- (4) It is possible for a student to prepare their own topic for a Bachelor's and Master's Thesis. The student's proposal is submitted, in sufficient time, to the Guarantor of the relevant study programme for approval.
- (5) The official assignment of Bachelor's and Master's Degree Theses is handed over to the student till the end of December of the respective academic year.
- (6) A student's Bachelor's and Master's Degree thesis will not be accepted if they fail to fulfil the study obligations set out in the study plan. Confirmation of Completion of Study Responsibilities in the given study programme issued by the FAI Student Affairs Department to the secretariats of the individual Departments.

Ad Paragraph (5) of SER:

- (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".

Ad Paragraph (11) of SER:

- (8) 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 29

Assessment of the Final State Examinations

Ad Paragraph (1) of SER:

- (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 or the Vice-Chair in his absence, taking into account the opinions of the members of the Examination Board, the level of the defended work, evaluation of the supervisor and opponent of the thesis and the course of its defence, as well as the level of knowledge the student demonstrated in the Oral Exam.
- (2) The ECTS grading scale is used for the assessment of students at the FSE.
- (3) The classification of the examination in the FSE subjects is composed of the grades of the individual examinations in the FSE subjects. Each sub-exam is graded separately. The final evaluation of the examination in the FSE subjects is carried out by the examination board taking into account the classification of the individual examinations.
- (4) In the case that a student is graded "Failed" (F) in any subject, the final grade of the examination in the FSE subjects shall be "Failed" (F). On the repetition exam, the student shall take the entire examination in all FSE subject.
- (5) If the FSE was graded "Failed" (F) and the defence of the Bachelor's or Master's Thesis was graded better than "Failed" (F), the student has the option of repeating only the examination in the FSE subjects in the FSE repetition term.
- (6) If the final grade of the final examination was "Failed" (F) and the examination in the professional subjects was graded better than "Failed" (F), the examination board shall decide whether the student shall complete or completely revise the Bachelor's or Master's thesis or prepare a thesis with a different assignment. The reasons for its decision shall be included by the committee in the record of the examination. The student has the option of holding only a defence of the Bachelor's or Master's thesis in the repetition' term.

Article 30

Overall Assessment of Studies

Ad Paragraph (3) of SER:

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 31

Doctoral (Ph.D.) Study Programmes

(Without supplements and amendments)

Article 32

FAI Academic Year and Study Schedule

Ad Paragraph (3) of SER:

The possibilities and forms of setting holiday seasons are specified in the Internal Regulation supplementing the rules of course of the doctoral study programmes (DSP) at FAI, TBU in Zlín.

Article 33

Modes of Studies

(Without supplements and amendments)

Article 34

Doctoral (Ph.D.) Studies Programme Board

(Without supplements and amendments)

Article 35

Supervisors

Ad Paragraph (1) of SER:

- (1) Supervisors at FAI are usually academic or scientific research workers at FAI.
- (2) If the supervisor of a doctoral study programme student (hereinafter referred to as “PhD student”) 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 nominate an academic or research worker of FAI as a consultant for this PhD student. 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) of SER:

- (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 36 Individual Curriculum

Ad Paragraph (1) of SER:

- (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.
- (2) Teaching practice, creative activities in the field of research and development, or the doctoral student's own educational activities carried out as part of his/her studies are usually carried out on the premises of UTB. In accordance with the study programme, doctoral students in the full-time form of the DSP are obliged to perform their study duties at least 30 hours per week at a workplace designated by their supervisor. The detailed specification of the scope of activities related to the study in the DSP and the doctoral student's work mode is given by the individual study plan (hereinafter referred to as "ISP") and the FAI internal standard supplementing the rules of the DSP study course at FAI.
- (3) Repeated non-compliance with the study obligations at the workplace by a doctoral student in full-time study is the basis for unsatisfactory evaluation and the supervisor may propose to the departmental board to discuss a proposal for termination of the doctoral student's studies pursuant to Section 56(1)(b) of the Act. Section 68 of the Act applies to the decision-making procedure in this matter. A doctoral student may apply for a change of form of study.

Ad Paragraph (2) of SER:

- (4) The doctoral student incorporates his/her Individual Curriculum (IC) in the IC Form, which is published on the FAI website.

Ad Paragraph (3) of SER:

- (4) It is necessary to submit the proposed IC to the Doctoral Studies Programme Board no later than two months after the start of their studies.

Article 37 Doctoral (Ph.D.) Programme Course Units

Ad Paragraph (4) of SER:

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 38 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) of SER:

- (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) of SER:

- (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 39

Assessment and Control of Fulfilment of Individual Curriculum

Ad Paragraph (1) of SER:

- (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 Regulation supplementing the DSP course rules at FAI, TBU in Zlín.

Ad Paragraph (2) of SER:

- (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) of SER:

- (5) After the annual evaluation of the PhD student has been discussed 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. Section 68 of the Act applies to the decision-making procedure in this matter.
- (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 the enrolment. Section 68 of the Act applies to the decision-making procedure in this matter.

Article 40 **Changes in Mode of Study**

Ad Paragraph (1) of SER:

In the event that a PhD student does not complete their studies within the standard period of studies; they may - with the written consent of their supervisor, and the deliberations of the Doctoral Studies Programme Board, ask the FAI Dean 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 expiry 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) of SER:

- (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.

Ad Paragraph (3) of SER:

- (2) Subjects completed within the framework of another doctoral programme or mobility may be recognised - up to a maximum of 5 years from their successful completion.
- (3) The State Doctoral (Ph.D.) Examinations, (hereinafter referred to as the "SDE"), cannot be recognised from another Doctoral (Ph.D.) Studies.
- (4) 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

- (1) In exceptional justified cases, a maximum of one member of the Board may be present by means of remote communication (even outside the measures of a public authority) with the consent of the Dean and all members of the Board. The chair of the committee and the member (opponent) who has produced a negative opinion on a thesis submitted by the doctoral student cannot be present in this way. In this case, a secret ballot on the outcome of the State Doctoral Examination (SDE) is conducted electronically. In this case, an audio and visual record is made of the proceedings of the SDE and kept for 5 years.

Ad Paragraph (5) of SER:

- (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) of SER:

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

Ad Paragraph (2) of SER:

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

Article 46
The State Doctoral Examination Board

Ad Paragraph (1) of SER:

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) of SER:

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) of SER:

- (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 associated with the defence of a Doctoral thesis are specified in the Internal Norm of FAI supplementing the rules of the relevant DSP at FAI, TBU in Zlín.

Article 50
Dissertation Thesis Summary

(Without supplements and amendments)

Article 51
Doctoral Thesis Defence Board

Ad Paragraph (1) of SER:

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'.

- (3) In exceptional justified cases, a maximum of one member of the Board may be present by means of remote communication (even outside the measures of a public authority) with the consent of the Dean and all members of the Board. The chair of the committee and the member (opponent) who has produced a negative opinion on a thesis submitted by the doctoral student cannot be present in this way. In this case, a secret ballot on the outcome of the State Doctoral Examination (SDE) is conducted electronically. In this case, an audio and visual record is made of the proceedings of the SDE and kept for 5 years.

Ad Paragraph (7) of SER:

- (4) 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 must be present at the defence.

Ad Paragraph (13) of SER:

- (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) of SER:

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)

The rigorous procedure is not accredited at FAI.

PART FIVE

COMMON PROVISIONS

Article 61

Documentation of Studies

Ad Paragraph (2):

- (1) The granting of the 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. The provisions of this paragraph shall apply appropriately to Graded Course Credit and examinations.
- (2) 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 Vice Dean for Study Affairs shall randomly check the timeliness of registrations and examinations.
- (3) A corrected and assessed Written Examination Protocol is saved for at least two years, by the relevant FAI Department.
- (4) 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.
- (5) 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) of SER:

- (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:
 - 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 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) These rules shall take effect on 1st September 2021.
- (2) On the effective date of these rules, the Study and Examination Rules for Study Programmes Realised at FAI, TBU in Zlín from 19th September 2017 shall become invalid.

Ing. Miroslav Matýsek, Ph.D., m. p.
Chair, Academic Senate FAI

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

Assoc. Prof. Martin Sysel, Ph.D., m. p.
Chair, Academic Senate, TBU

Prof. Ing. Vladimír Sedlařík, Ph.D., m. p.
Rector, TBU