

STUDY AND EXAMINATION REGULATIONS FOR STUDY PROGRAMMES OFFERED BY THE FACULTY OF APPLIED INFORMATICS, TOMAS BATA UNIVERSITY 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 on Alterations and Amendments to Other Acts, (the Higher Education Act); approved these Study and Examination Regulations for the Study Programmes offered by the Faculty of Applied Informatics, Tomas Bata University in Zlín, on 5th, January, 2026.

The Academic Senate of Tomas Bata University in Zlín has 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), as amended, and approved these Study and Examination Regulations on 10th, February, 2026, for study programmes offered by 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* for the study programmes offered by the Faculty of Applied Informatics (FAI), (hereinafter referred to as the "Regulations") are issued in compliance with Article (§) 33, Paragraph (2), Letter f), of Act No. 111/1998 Coll., on Higher Education Institutions, and on Alterations and Amendments to Other Acts (Higher Education Act (the Higher Education Act), as amended (hereinafter referred to as "the Act"); and Article 2 of the Statute of the Faculty of Applied Informatics.

These Regulations govern the specific conditions for the course of studies in the bachelor's, master's, and doctoral 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 Tomas Bata University in Zlín (hereinafter referred to as "TBU").

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

Volume 1 ORGANISATION OF STUDIES

Article 2 Academic year and study schedule

Ad Paragraph (2) of SER:

(1) The summer semester in the final year of Bachelor's and Master's study programmes shall consist of 12 weeks of instruction, followed by an examination period of 3 weeks for Master's study programmes and 4 weeks for Bachelor's study programmes.

Ad Paragraph (4) of SER:

(2) Tuition in the full-time study is organised according to weekly schedules; in the part-time form of study, tuition is typically organised in two-day blocks throughout the semester, i.e. held once every 14 days.

Ad Paragraph (5) of SER:

(3) The division of students into study groups is based on their preliminary registration, (also referred to as "pre-enrolment"), carried out during the period specified for preliminary registration in the Student Affairs Agenda information system (IS/STAG) for the respective semester of the relevant academic year. In one lecture group, the number of students is generally equivalent to the number of students enrolled in the course, and the group is scheduled in a classroom with an appropriate capacity. In one study group for seminars and practical classes, the number of students generally corresponds to the maximum capacity of the classroom. Study groups for classes held in special classrooms, in particular computer and language laboratories, are formed according to the capacity of the respective classroom.

Ad Paragraph (6) of SER:

(4) The curriculum for the respective academic year shall be announced by the Dean of FAI as an internal regulation, usually by the end of April of the preceding academic year. This document shall be published in the FAI information system.

Article 3
Degree programmes

(Without supplements and amendments)

Article 4
Curricula

Ad Paragraph (3) of SER:

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

Ad Paragraph (5) of SER:

(2) In exceptional cases, the Dean may, upon a student's request, grant an exemption from the general rules for the creation of a study plan. The course guarantors determine the individual study requirements for a specific course and the method of its completion. An application for an exemption from the general rules for the creation of a study plan shall be submitted to the Dean through IS/STAG.

Article 5
Degree Programmes Board

Ad Paragraph (3) of SER:

(1) At FAI, the Degree Programme Board (hereinafter referred to as "Board") is appointed by the Dean. The Board may be common to multiple study programmes. The rules of procedure of the Board are defined in the current Dean's Directive "Rules of procedure of the Degree Programme Board at FAI".

(2) The Programme Board consists of a Chair (a professor or associate professor at FAI), the relevant Vice-Dean, heads of FAI departments (hereinafter referred to as “Department Directors”), and, where appropriate, other experts from among academic staff of FAI, other higher education institutions, or professionals from practice. The guarantor of the respective study programme is always a member of the Programme Board.

Article 6 **Credit system**

(Without supplements and amendments)

Article 7 **Completion of a course unit**

Ad Paragraph (2) of SER:

If an elective course that the student has not successfully completed in the given academic year will not be offered in the following academic year, the guarantor of the study programme shall designate an equivalent substitute course.

Article 8 **Methods of teaching and teaching arrangements**

Ad Paragraph (3) of SER:

(1) The weekly scope of individual consultations provided by each lecturer is generally 2 hours. A schedule specifying the exact consultation times of the respective lecturers is published by the Department Directors on the FAI website at the beginning of teaching in each semester. Consultations are held during the teaching period at regular times and during the examination period upon prior arrangement. Upon agreement with the lecturer, consultations may also be provided through distance communication methods.

Ad Paragraph (5) of SER:

(2) Attendance at lectures is recommended and may be subject to monitoring in the case of courses forming the profiling foundation of the study programme. In such cases, the student must attend the part of the lecture-based instruction specified by the course guarantor and stated in the course documentation in IS/STAG, but no more than 80%. Furthermore, the student must attend at least 80% of the seminars, practical classes, and laboratory classes. The detailed requirements for a specific course are determined by the course guarantor before the beginning of each semester and are stated in the course documentation in IS/STAG. Attendance in courses with monitored participation is checked by the lecturer. In the event of serious circumstances preventing the student from attending classes with monitored participation, the student may agree with the lecturer on a method of compensating for the missed instruction.

Article 9 **Course unit documentation (Syllabus)**

Ad Paragraph (2) of SER:

The course guarantor shall ensure that the updated course documentation (syllabus) is published in the FAI IS/STAG information system no later than one week before the beginning of the pre-enrolment period.

Article 10

Student guidance and counselling

Ad Paragraph (2) of SER:

(1) At FAI, academic guidance and counselling are provided by the guarantors of study programmes, the Vice-Deans, the Heads of Departments, other academic staff, and the staff of the FAI Student Affairs Office.

(2) Students of FAI may also use the services of the TBU Counselling Centre.

Volume 2

TESTING AND ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

Article 11

Testing of student academic performance

Ad Paragraph (1) of SER:

(1) At FAI, students may obtain a course credit, a graded course credit, or pass an examination by successfully completing the prescribed assessment on the dates specified in the FAI timetable for the relevant academic year or on additional dates announced by the teacher.

(2) In justified cases, a student may, upon written request submitted to the relevant Head of Department, take an examination or a graded course credit during the first three weeks of the teaching period in the relevant semester. If the student is awarded the grade F (Fail), they continue studying the course according to the rules and requirements of the respective course.

(3) Continuous assessment of study results may be carried out using information technology.

(4) The assessment of results upon completion of a course, which takes place on dates announced in IS/STAG, is conducted in the physical presence of the student, with the possibility of using information technology. Electronic presence through distance communication methods (hereinafter referred to as “electronic presence”) is possible in accordance with an internal regulation of TBU.

(5) In the event of the declaration of an extraordinary state of education pursuant to Article (§) Paragraph 95 Letter a) of the Act, tools for distance communication may be used in accordance with (§) Paragraph 95 Letter b) of the Act.

Article 12

Course credits and graded course credits

Ad Paragraph (3) of SER:

(1) The specific requirements for awarding a credit or graded credit are determined by the course guarantor before the beginning of teaching, in accordance with the requirements stated in the course syllabus.

(2) The student has the opportunity to obtain a credit or graded credit in the following assessment dates: one regular date and one resit date.

Ad Paragraph (7) of SER:

(3) The dates and method of recording course credits or graded course credits in the FAI, TBU in Zlín, IS/STAG information system are specified in Article 57.

(4) When obtaining a course credit or a graded course credit, the student shall verify their identity by presenting their University Student Card.

Article 13

Examination(s)

Ad Paragraph (3) of SER:

(1) At the beginning of teaching in the respective semester of the current academic year, the Head of Department appoints an academic staff member to conduct examinations in a course whose instruction is provided by the respective department. The selection of the examiner is carried out in accordance with the accreditation requirements and in cooperation with the guarantor of the study programme and the course guarantor. In justified cases, the Head of Department may remove the examiner from this role. If the examiner is the Head of Department, the examiner is removed from this role by the Dean of FAI.

(2) Students shall register for examinations through the FAI IS/STAG portal. The dates and locations of examinations shall be set by the examiner no later than seven days before the beginning of the examination period and shall also be published in the FAI IS/STAG portal.

(3) The examiner shall announce an appropriate number of examination dates depending on the number of students enrolled in the course and with regard to the progress of the examination process. Registration for examination dates during the resit examination period may be subject to the condition that the student has unsuccessfully attempted the examination at least once during the regular examination period.

Ad Paragraph (4) of SER:

(4) FAI students may take an examination within one of the following examination attempts: regular, first resit, or second resit. Thus, a student has a maximum of three examination attempts. The regular and resit examination dates shall be set by the examiner responsible for the respective course.

Ad Paragraph (8) of SER:

(5) The dates and method of recording a student's assessment in the FAI, TBU in Zlín, IS/STAG information system are specified in Article 57.

(6) During an examination, the student shall verify their identity by presenting their Student Card.

Article 14

Comprehensive examinations

There is no comprehensive examination at FAI.

Article 15

Grading scale

Ad Paragraph (2) of SER:

For a course completed by both a credit and an examination, the grade FX credit obtained means that, upon repeated enrolment in the course, the successfully obtained credit is automatically recognized. If the grade is F, the successfully obtained credit is not recognized.

Article 16

Grade point average

Ad Paragraph (2) of SER:

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

Volume 3
PROCESS OF STUDY

Article 17
Prerequisites for progress to next year of study

Ad Paragraph (1) SER:

(1) Compliance with the conditions for continuation of studies shall be verified on the basis of information recorded in the IS/STAG information system. Students shall be obliged to check the accuracy and completeness of the data recorded in this system throughout the academic year.

(2) In order to continue their studies in the second semester of the first year at FAI, a student must meet the following condition: they must obtain **at least 10 credits** before the end of the resit examination period for the first semester. Credits obtained through the recognition of courses completed in previous studies shall not be included in this calculation. If a student fails to obtain at least 10 credits, their studies shall be terminated in compliance with § 56, Paragraph (1), Letter b) of the Act. The procedure for dealing with such cases shall comply with § 68 of the Act.

The bachelor's study programme

(3) In accordance with the study plan documentation recorded in the FAI IS/STAG information system, a prerequisite for continuing studies after completion of the first year of a bachelor's study programme is that the student has obtained **at least 30 credits from the compulsory and compulsory elective courses enrolled in during the first year of study**. If a student fails to meet this condition, their studies shall be terminated under § 56, Paragraph (1), Letter b), of the Act. The procedure for decisions in such matters shall comply with § 68 of the Act. A student who has fulfilled this condition may enrol in the second year of study as follows:

- all uncompleted compulsory and compulsory elective courses from the first year of study;

(4) In accordance with the study plan documentation recorded in the FAI IS/STAG information system, a prerequisite for continuing studies after completion of the second year of a bachelor's study programme is that the student has obtained **at least 80 credits from compulsory and compulsory elective courses enrolled in during the first and second years of study** and has fulfilled all compulsory and compulsory elective courses of the first year included in the standard curriculum of the respective study programme. If a student fails to meet these conditions, their studies shall be terminated in accordance with § 56, Paragraph (1), Letter b), of the Act. The procedure for decisions in such matters shall comply with § 68 of the Act. A student who has fulfilled these conditions may enrol in the following year of study as follows:

- all uncompleted compulsory and compulsory elective courses from the second year of study;
- preferentially, courses from the third year of study according to the current study plan of the respective study programme, so that the student will have obtained at least 140 credits by the end of the third year of study.

(5) In accordance with the study plan documentation recorded in the FAI IS/STAG information system, a prerequisite for successful completion of a bachelor's study programme is the acquisition of **at least 180 credits from compulsory and compulsory elective courses included in the current study plan of the respective study programme**. If a student fails to meet this condition, they shall enrol in the following year of study in all uncompleted compulsory and compulsory elective courses.

Master's study programme

(6) A prerequisite for continuing studies in a master's study programme after completion of the first year of study is that the student has obtained **at least 30 credits from the compulsory and compulsory elective courses enrolled in during the first year of study**. If a student fails to meet

this condition, their studies shall be terminated in accordance with § 56, Paragraph (1), Letter b), of the Act. The procedure for decisions in such matters shall comply with § 68 of the Act.

(7) A prerequisite for successful completion of a master's study programme is the acquisition of **at least 120 credits from compulsory and compulsory elective courses included in the current study plan of the respective study programme**. If a student fails to meet this condition, they shall enrol in the following year of study in all uncompleted compulsory and compulsory elective courses.

Ad Paragraph (4) of SER:

In the event that a student is unable to fulfil their study obligations due to an extraordinary educational situation declared pursuant to § 95, Paragraph (1), Letter a), of the Act with the prior approval of the Ministry of Education, Youth and Sports (hereinafter referred to as an "extraordinary educational situation"), the student shall have the right to re-enrol in the uncompleted study obligation in the following year of study or to change the compulsory elective and elective courses in which they are enrolled. The student shall submit a justified request to the Dean through the IS/STAG information system.

Article 18
Monitoring of student attendance

(1) A student's attendance in courses with compulsory attendance shall comply with the attendance requirements specified in Article 8, Paragraph (2). In the event of a higher level of excused absence (e.g. illness, study stay abroad etc.), the course guarantor shall decide, upon the student's request submitted through the IS/STAG information system, whether the attendance requirement may be deemed fulfilled. Significant unexcused absences may constitute grounds for not awarding a course credit, graded course credit, or examination. The course guarantor shall decide on the method of resolving such cases.

(2) Attendance in courses with compulsory attendance shall be monitored by the teacher.

Article 19
Transfer between study programmes at TBU in Zlín

Ad Paragraph (5) of SER:

(1) An application for permission to transfer between study programmes shall be submitted by a student, or by a person whose studies in the original study programme have been suspended, to the Dean of the faculty providing the continuing study programme in writing through the IS/STAG information system. The application shall include a justification for the transfer together with the applicant's academic results in the form of a transcript of records generated from the IS/STAG information system for the original study programme.

(2) An application for permission to transfer may be submitted no later than 31 January for a transfer following the winter semester or no later than 31 August for a transfer following the summer semester.

Ad Paragraph (6) of SER:

(3) A student may apply for a transfer only after fulfilling the study requirements in the first semester that entitle the student to continue to the second semester of study in the original study programme in accordance with the first sentence of Article 17, Paragraph (2).

(4) If the transfer is approved, the date of enrolment in the continuing study programme shall be specified by the Dean in the relevant decision.

Ad Paragraph (10) of SER:

(5) If the transfer is approved, the Dean shall decide whether the student is required to complete supplementary examinations, taking into account the nature and similarity of the study programmes.

Article 20

Enrolment in the next year of study

Ad Paragraph (2) of SER:

(1) The organisation of student enrolment in the next years of study shall be determined annually by the internal regulations and norms of FAI, TBU in Zlín.

Ad Paragraph (3) of SER:

(2) A student may concurrently enrol in courses from higher years of study within the respective study programmes.

(3) After enrolment, a student may not change an enrolled course without a serious reason. Students are therefore required to make a responsible and well-considered selection of courses based on all available information (course documentation, consultations with course guarantors etc.).

(4) If a course is not enrolled by a student in the IS/STAG information system, the student shall not be permitted to complete the course.

Article 21

Rules for design of a student's curriculum

Ad Paragraph (1) of SER:

(1) The prerequisites and interrelations between courses are defined in the course documentation available in the FAI IS/STAG information system.

(2) When creating an individual study plan, students shall comply with these prerequisites and interrelations. If these requirements are not met, the relevant information shall be indicated in the enrolment form.

Ad Paragraph (2) of SER:

(3) When creating a study plan, a student shall generally follow the structure of courses specified in the curriculum of the respective study programme for each stage of study. In justified cases, a student may request an individual study plan approved by the Dean of FAI.

(4) A student may request an exceptional third enrolment in a course that is compulsory or compulsory elective within the respective study programme and that the student has failed to complete successfully even after the second enrolment. Such a request shall be submitted to the Dean through the IS/STAG information system in accordance with Article 7, Paragraph (2) of SER. The request may be submitted no later than the end of the academic year preceding the enrolment in the following year of study.

(5) The period for creating a student's study plan shall be specified in the academic year schedule. By enrolment in a study programme or enrolment in a subsequent part of the study programme, the student's study plan becomes binding and may not be changed.

(6) The semester specified in the course documentation shall be binding. A course may only be enrolled in during the semester in which it is offered.

Ad Paragraph (3) of SER:

(7) In the winter semester of the first year of study in bachelor's and master's study programmes, students shall be pre-enrolled by the FAI Student Affairs Office. Students shall enrol in courses for the summer semester in accordance with the study programme documentation through the IS/STAG information system.

Article 22

Preliminary enrolment

Ad Paragraph (1) of SER:

(1) A student shall be obliged to register in the IS/STAG information system during the pre-enrolment period and select the courses included in their study plan. Without such registration, the student shall not be enrolled in the study programme.

(2) During the pre-enrolment period, the student shall be responsible for verifying that the structure of courses included in their study plan complies with the structured list of courses of the respective study programme.

(3) Completion of enrolment within the prescribed deadline and in the prescribed manner shall be verified by the FAI Student Affairs Office, which shall print the relevant data on the enrolment form. Enrolment in a study programme or in a subsequent part of a study programme shall be carried out by the FAI Student Affairs Office only if the student's enrolment form does not conflict with the structured list of courses. For assessment purposes, the content of the enrolment form together with the IS/STAG control report shall be decisive. The enrolment form shall be stored together with the study documentation, of which it forms a part.

(4) The student shall be solely responsible for the correctness of the selection of individual courses included in their study plan.

Ad Paragraph (2) of SER:

(5) If the number of students interested in a course exceeds the available capacity, the course guarantor, in cooperation with the guarantor of the study programme, shall determine the order of students who will be permitted to enrol in the course. Students shall be responsible for obtaining information on the outcome of this decision and for making any necessary corrections to their pre-enrolment.

Article 23

Suspension of study

Ad Paragraph (1) of SER:

(6) A student shall submit a request for suspension of study to the Dean through the IS/STAG information system.

(7) The student shall submit their Student Card and a completed Settlement of Liabilities Form to the FAI Student Affairs Office.

(8) During the period of suspension of study, a person whose studies have been suspended may not take examinations or fulfil any other study obligations.

Article 24

Changes of the form of study

Requests for changes to the form of study shall be submitted to the Dean of FAI through the FAI Student Affairs Office using the prescribed form, which is available in the FAI IS/STAG information system. The request shall include a proper justification.

Article 25

Withdrawal from studies

Ad Paragraph (1) of SER:

(1) A student shall notify TBU in Zlín of their decision to withdraw from studies by submitting a notification through the IS/STAG information system, or a person whose studies have been suspended shall submit a signed written notification of withdrawal from studies. At the same time as submitting the notification of withdrawal from studies, the student may request the issuance of a transcript of completed examinations or a confirmation of study.

(2) The student shall submit their Student Card and a completed Settlement of Liabilities Form to the FAI Student Affairs Office.

Article 26

Recognition of part of studies

Ad Paragraph (1) of SER:

(1) A student may submit a request to the Dean for recognition of courses completed in previous studies. Credits and grades for recognised courses shall be included in the total number of credits required for completion of the respective study programme at FAI.

(2) In order for a previously completed course to be recognised, its professional content, scope, and method of completion must correspond to the course included in the current study plan of the respective study programme at FAI.

(3) For the purposes of recognising courses completed at other higher education institutions with different assessment systems, where a student is unable to provide evidence of examination results expressed in "points" or "percentages", the following conversion table shall be used:

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 courses completed at other higher education institutions where the assessment is expressed only as a percentage, the conversion to the ECTS grading scale shall be carried out according to 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	Nedostatečně

(5) A course may also be recognised on the basis of several courses completed during previous studies which, when considered together, cover the subject matter of the course included in the current study plan of the respective study programme at FAI. This fact must be explicitly stated in the application for recognition of the course. The grade shall be calculated as a weighted average of the partial point assessments, and the calculation method shall be specified in the application.

(6) If the grade of a recognised course cannot be determined by any of the methods specified above, the grade shall be determined by the guarantor of the recognised course.

(7) Courses may be recognised within five years from the date of their successful completion.

(8) When assessing the period elapsed since the successful completion of a course, the date of completion of the course shall be taken into account.

(9) Courses completed by an examination or a graded course credit may only be recognised if assessed with 70–100 points (corresponding to ECTS grades A, B, or C).

(10) For students who have previously studied at one of the faculties of TBU in Zlín, data recorded in the IS/STAG information system may be used for the purposes of course recognition.

(11) An application for recognition of a course shall be submitted no later than 14 days after the beginning of the course.

Ad Paragraph (5) of SER:

(12) An application for recognition of a course shall be submitted to the Dean of FAI through the IS/STAG information system. The Dean shall decide on the application taking into account the statements of the course guarantor and the guarantor of the study programme.

Ad Paragraph (6) of SER:

(13) Recognition of studies completed abroad shall be governed by the internal regulation of TBU in Zlín concerning student international mobility.

Volume 4

PROPER COMPLETION OF STUDIES

Article 27

Requirements regarding proper completion of studies

(Without supplements and amendments)

Article 28

Final state examination

Ad Paragraph (1) of SER:

(1) The Final state examination (hereinafter referred to as the "FSE") consists of two parts: the defence of a bachelor's or master's thesis and an examination in the FSE subjects specified by the study programme.

(2) The dates of the FSE shall be specified in the academic year schedule of FAI (see Article 2, Paragraph (6) of SER). The Dean shall assign the departmental and organisational arrangements for the preparation and course of the FSE to the Heads of Departments where the guarantors of individual study programmes work. The secretariats of the relevant departments shall be responsible for all administrative matters related to the assignment of bachelor's and master's theses, their defence, and the course of FSE.

Ad Paragraph (3) of SER:

(3) The dates, place of examination, and administrative requirements related to registration for the FSE shall be published sufficiently in advance in the relevant section of the FAI website.

(4) A student may take the FSE provided that, in accordance with the academic year schedule announced by the Dean, they have:

- a) fulfilled all study obligations of the respective study programme,
- b) registered for the FSE within the prescribed deadline,
- c) submitted their bachelor's or master's thesis for defence.

(5) The recommended schedule for the course of the FSE in bachelor's and master's study programmes is specified in the Framework Schedule for the Organisation of the FSE.

(6) A student who fails to attend the scheduled date of the FSE or its repeat attempt shall excuse their absence to the Dean no later than on the day of the scheduled examination date. If the excuse is accepted, the Dean shall determine an alternative date for the FSE.

(7) A student who fails to attend the FSE without an excuse, or whose excuse has not been accepted by the Dean, shall be assessed with the grade "Failed" (F).

Ad Paragraphs (4)-(6) of SER:

(8) The FSE or any of its parts may be repeated once.

(9) In the case of a repeat FSE, the student shall take only the part of the FSE in which they were assessed with the grade "Failed" (F). In the case of a repeat examination in the FSE subjects, the student shall be examined in all subjects comprising this part of the FSE.

(10) The last uncompleted part of the FSE may be completed no later than in the year in which a period 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 within this period, their studies shall be terminated in accordance with § 56, Paragraph 1, Letter b) of the Act. The procedure for decisions in this matter shall comply with Article 68 of the Act.

Ad Paragraph (7) of SER:

(11) The course and assessment of the bachelor's or master's thesis defence, the assessment of examinations in the FSE subjects, and the overall assessment of the FSE shall be recorded in the FSE protocol in the IS/STAG information system and in paper form. The protocol shall be maintained by the secretary of the Examination Board appointed by the Dean in accordance with the instructions of the Chair of the Examination Board. The FSE protocol shall be signed by the Chair of the Examination Board, or by the Vice-Chair acting on their behalf, and by all present members of the Examination Board. The Chair of the Examination Board shall be responsible to the Dean for the accuracy and completeness of the record.

Article 29

Final State Examination Board

Ad Paragraph (3) of SER:

(1) The Examination Board for the FSE (hereinafter referred to as the "Examination Board") in bachelor's and master's study programmes shall consist of at least five members.

(2) The Examination Board shall have a quorum if at least a majority of its members are present, provided that the Chair or Vice-Chair of the Examination Board is present. The meetings of the Examination Board shall be chaired by the Chair or, in their absence, by the Vice-Chair.

(3) The Chair of the Examination Board, who is usually a representative of another higher education institution or a cooperating organisation, and the other members of the Examination Board shall be appointed and removed by the Dean of FAI. The Dean shall also appoint the secretary of the Examination Board, who shall be responsible for its organisational and administrative activities. The secretary shall meet the qualification requirements pursuant to § 53, Paragraph 2 of the Act and shall be a member of the Examination Board for the FSE with all rights and obligations. The Chair of the Examination Board shall be responsible to the Dean of the Faculty for the activities of the Examination Board.

(4) The meeting of the Examination Board shall be convened by the Dean of the Faculty in writing and within sufficient time in advance. The Chair of the Examination Board authorised by the Dean shall manage the deliberations of the Examination Board in accordance with the usual rules governing the defence of bachelor's and master's theses and the assessment of knowledge in the FSE subjects. In the absence of the Chair, the meeting shall be managed by the Vice-Chair of the Examination Board authorised by the Dean.

Article 30 **Bachelor's/Master's thesis**

Ad Paragraph (1) of SER:

(1) The student shall be fully responsible for the content and quality of their bachelor's or master's thesis. Bachelor's and master's theses shall be submitted in written form. Their scope and format shall be specified by an internal regulation of TBU in Zlín, supplemented by the FAI internal regulation, "Rules for the assignment and preparation of bachelor's and master's theses, organisation, course, and assessment of final state examinations at the Faculty of Applied Informatics of TBU in Zlín".

Ad Paragraph (2) of SER:

(2) The guarantors of study programmes shall publish the topics of bachelor's and master's theses for the relevant academic year in an appropriate manner each year, no later than October of the respective academic year. The minimum number of topics shall correspond to the number of students expected to complete their studies by taking the Final State Examination in the given academic year.

(3) Students enrolled in bachelor's or master's study programmes shall register for bachelor's or master's thesis topics in the IS/STAG information system no later than the end of November of the respective academic year.

(4) A student may prepare their own topic for a bachelor's or master's thesis. The proposal shall be submitted by the student, sufficiently in advance before the publication of the thesis topics, to the selected thesis supervisor, who shall submit it to the guarantor of the relevant study programme for approval.

(5) The official assignment of the bachelor's or master's thesis shall be provided to the student no later than the end of December of the respective academic year.

(6) The student shall submit the thesis within the deadline specified in the official assignment of the bachelor's or master's thesis. The defence of the thesis shall be permitted only after the student has fulfilled all study obligations in accordance with the academic year schedule. The FAI Student Affairs Office shall send confirmation of fulfilment of study obligations to the secretariats of the respective Departments.

Ad Paragraph (9) of SER:

(7) The defence of a bachelor's or master's thesis may take place even if the thesis has been assessed with the grade "Failed" (F) by the supervisor or the opponent.

Ad Paragraph (15) of SER:

(8) A student may request a postponement of the publication of their bachelor's or master's thesis. Details of such a request are specified in the FAI internal regulation, "Procedure for requesting postponement of publication of the final thesis".

Article 31

Assessment of the final state examinations

Ad Paragraph (1) of SER:

(1) The Examination Board shall decide in a closed session on the assessment of the defence of the bachelor's or master's thesis and the FSE subjects, as well as on the overall result of the FSE. The assessment of the thesis defence shall be proposed by the Chair of the Examination Board or, in their absence, by the Vice-Chair, taking into account the opinions of the members of the Examination Board, the quality of the defended thesis, the assessments provided by the supervisor and opponent, and the course of the defence. The assessment of the FSE subjects shall be proposed by the examining member of the Examination Board based on the level of knowledge demonstrated by the student during the oral examination.

(2) The ECTS grading scale shall be used for the assessment of students during the FSE.

(3) The assessment of the examination in the FSE subjects shall consist of the grades obtained in the examinations of the individual FSE subjects. Each individual examination shall be assessed separately. The final assessment of the examination in the FSE subjects shall be determined by the Examination Board, taking into account the grades obtained in the individual examinations.

(4) If a student is assessed with the grade "Failed" (F) in any of the FSE subjects, the final assessment of the examination in the FSE subjects shall be "Failed" (F). In the case of a repeat examination, the student shall take the examination in all FSE subjects.

(5) If the FSE is assessed with the grade "Failed" (F) and the defence of the bachelor's or master's thesis is assessed with a grade better than "Failed" (F), the student may, in the repeat examination term, repeat only the examination in the FSE subjects.

(6) If the FSE is assessed with the grade "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 new assignment. The reasons for its decision shall be recorded by the Examination Board in the FSE protocol. The student may, in the repeat examination term, take only the defence of the bachelor's or master's thesis.

Article 32

Overall assessment of studies

Ad Paragraph (3) of SER:

At FAI, a student is considered to have achieved outstanding study results if they simultaneously meet the following conditions:

- a) the student's average grade for the entire period of study does not exceed **1.50**,
- b) during their studies, the student completed all courses without any repeated enrolment,
- c) during their studies, the student was not awarded the grade "D – satisfactory" or "E – sufficient" in any examination or graded credit,
- d) the student's overall assessment in the Final State Examination (SZZ) is "A – excellent" or "B – very good".

PART THREE

PROVISIONS RELATING TO STUDIES IN DOCTORAL PROGRAMMES

Volume 1

THE ORGANISATION AND IMPLEMENTATION OF DOCTORAL PROGRAMMES

Article 4

Doctoral (Ph.D.) study programme

(Without supplements and amendments)

Article 5

FAI academic year and time schedule of study

Ad Paragraph (3) of SER:

The duration of holidays in the Doctoral Study Programme (hereinafter referred to as the "DSP") shall be eight weeks. Holidays are generally taken during the months of July and August. The period of taking holidays shall be specified sufficiently in advance in the Doctoral Student Activity Record within the framework of doctoral studies (hereinafter referred to as the "Activity Record"), see Article 41, Paragraph (2).

Article 6

Forms of study

Ad Paragraph (2) of SER:

If a student of a doctoral study programme (hereinafter referred to as a "doctoral student") does not complete their studies within the standard period of study, they may submit a written request to the Dean for enrolment in the following year of study, subject to the supervisor's approval and the statement of the Doctoral Programme Board. The request for enrolment in the following year of study and, where applicable, a change of the mode of study must be submitted before the expiry of the standard period of study.

Article 7

Doctoral Programme Board

Ad Paragraph (6) of SER:

Meetings of the Doctoral Programme Board shall be convened by its Chair or Vice-Chair on the dates specified in the schedule of the doctoral study programme.

Article 8

Supervisor

Ad Paragraph (2) of SER:

(1) The supervisor in a Doctoral Study Programme carried out at FAI shall generally be an academic or research staff member of FAI.

(2) If a doctoral student's supervisor is an external associate of FAI, the Vice-Dean responsible for the Doctoral Study Programme shall, in cooperation with the external supervisor, propose the appointment of an academic or research staff member of FAI as the doctoral student's consultant. The procedure for appointing a consultant is specified in more detail in Article 45.

Ad Paragraph (4) of SER:

(3) The topic of the dissertation thesis may be changed during the course of study. The topic of the dissertation thesis may not be changed after the successful completion of the Dissertation Thesis Discussion pursuant to Article 41, Paragraph (9), unless the Dissertation Thesis Discussion Committee decides otherwise.

Article 9
Individual curriculum

Ad Paragraph (1) of SER:

(1) The involvement of a doctoral student in teaching activities is an integral part of their scientific training. Through these activities, doctoral students gain experience in transferring knowledge. Depending on the current possibilities of the Faculty, a doctoral student shall complete teaching practice in the form of attending selected courses as an observer, actively participating in teaching parts of selected seminars, delivering one-off specialised lectures, or directly teaching selected courses.

(2) Direct teaching in the scope of up to 112 hours (throughout the entire doctoral study) shall not be financially remunerated for doctoral students in the full-time mode of study. Teaching exceeding the above-mentioned scope shall be remunerated and may only be carried out with the approval of the supervisor. This provision shall not apply to doctoral students who are also academic staff members of FAI.

(3) Teaching practice, creative activities in the field of research and development, or the doctoral student's own educational activities carried out within their studies shall generally take place on the premises of TBU in Zlín. A detailed specification of the scope of activities related to studies in the Doctoral Study Programme, the doctoral student's working arrangements, and their presence at the workplace of the supervisor shall be defined by the Individual Study Plan (hereinafter referred to as the "ISP").

Ad Paragraph (2) of SER:

(4) The ISP shall be prepared in the form of a shared file according to the template available on the FAI website. The ISP prepared in this manner shall be accessible online to the relevant persons throughout the entire period of the doctoral student's studies.

(5) In addition to the basic information about the doctoral student and the topic of the dissertation thesis, the ISP shall include:

- a) A general plan of activities and obligations for the entire period of study.
- b) A detailed plan of activities and obligations for the current year of study, which shall be updated for the following year as part of the annual evaluation of the doctoral student.

Article 10
Course units included in a doctoral study programme

(1) Courses in the Doctoral Study Programme shall be classified as compulsory and compulsory elective. A doctoral student shall complete examinations in at least six courses. The lists of courses for individual study programmes and the options for their selection (including the designated examiners) shall be specified in the study programme documentation and published on the FAI website.

(2) If, when preparing a doctoral student's Individual Study Plan (ISP), the supervisor concludes that the list of compulsory elective courses does not include a course that is essential with respect to the doctoral student's dissertation thesis topic, the supervisor shall request the approval of the Chair of the relevant Doctoral Programme Board for the inclusion of such a course. The newly proposed

course must be part of an accredited Doctoral Study Programme offered by another unit of TBU in Zlín or by another higher education institution in the Czech Republic or abroad.

(3) Instruction in specialised courses shall generally be provided in the form of guided self-study combined with consultations. Instruction in foreign languages and mathematics shall generally be provided in the form of organised teaching. Organised teaching shall be opened only if at least six doctoral students are enrolled.

Article 40

Examination in a course unit included in a doctoral programme

Ad Paragraph (2) of SER:

(1) The supervisor shall normally attend the examination. The supervisor may be represented by the doctoral student's consultant during the examination. Neither the supervisor nor the consultant may act as the examiner in examinations of the doctoral student's study courses. The supervisor, or where applicable the consultant, shall be required to attend any repeat examination.

Ad Paragraph (5) of SER:

(2) The course and assessment of the examination shall be recorded in the "Record of the Doctoral Study Course Examination". The template of this examination record shall be published and regularly updated on the FAI website and shall be kept at the office of the relevant Vice-Dean.

(3) Details concerning the recording of examination results in the IS/STAG information system are specified in Article 57.

Article 41

Assessment and supervision of fulfilment of the individual curriculum

(1) A doctoral student shall report to the relevant doctoral training workplace on the progress of their studies, the results of their research activities, the fulfilment of the ISP, and the preparation of their dissertation thesis through monthly Activity Records and an annual Study Report.

(2) The doctoral student shall record a detailed description of the activities carried out during their studies in the Activity Record, which shall be updated continuously and no later than the last day of each calendar month. The Activity Record shall be maintained as an online shared file accessible to the relevant persons throughout the doctoral student's studies. Ongoing supervision of the doctoral student's activities shall be carried out by the supervisor, consultant, or the Head of the relevant Department. The doctoral student's affiliation with an FAI Department shall correspond to the affiliation of the supervisor or, where the supervisor is an external associate, to the affiliation of the consultant.

(3) At the end of each year of study, the doctoral student shall submit:

- a) A report on their studies, research, and other activities. This report shall constitute one of the documents used for the annual evaluation of the doctoral student for the preceding year of study. The required format, schedule, and further instructions for preparing the report shall be published on the FAI website.
- b) A detailed plan of activities and obligations for the following year of study, which shall form an annex to the ISP.

(4) The supervisor shall evaluate the fulfilment of the doctoral student's study obligations arising from the ISP at least once every three months. At the end of each year of study, the supervisor shall prepare an overall evaluation of the doctoral student's ability to fulfil the requirements of doctoral studies (the annual evaluation of the doctoral student).

(5) The ongoing evaluation (at least once every three months) shall be carried out by the supervisor based on the fulfilment of the detailed plan of activities and obligations contained in the annex to the ISP. The annual evaluation shall be prepared on the basis of the report submitted by the

doctoral student and the detailed plan of activities and obligations for the relevant year of study attached to the ISP. The dates of the ongoing and annual evaluations shall be determined by the Doctoral Programme Board sufficiently in advance and shall be included in the schedule of the Doctoral Study Programme published on the FAI website.

(6) The supervisor shall record the evaluation in writing directly in the shared ISP file. The doctoral student shall have the right to provide written comments on the evaluation.

(7) If the doctoral student disagrees with the supervisor's evaluation, the Chair of the Doctoral Programme Board shall appoint an independent evaluation committee consisting of at least three members to review the evaluation. The doctoral student's supervisor shall not be a member of this committee but shall present their opinion during the committee's deliberations.

Credit system in DSP

(8) For the purpose of monitoring and evaluating a doctoral student's studies, FAI also uses a credit system, which has the following basic characteristics:

- a) One credit generally represents 1/180 of the workload of a doctoral student during the standard period of study in the Doctoral Study Programme.
- b) By successfully completing an examination in a course prescribed by the ISP, the doctoral student shall obtain the number of credits assigned to the given course.
- c) The same course shall have the same credit value for all Doctoral Study Programmes and all modes of study.
- d) Credits for one course may be obtained only once during the course of study.
- e) For publishing, creative, and grant activities, the doctoral student shall obtain the number of credits assigned to the given activity.
- f) The pedagogical practice of doctoral students and international mobility shall be included in the credit evaluation.
- g) Credits obtained within one Doctoral Study Programme shall be cumulative.
- h) The number of credits obtained shall serve as a tool for monitoring the progress of studies.

(9) Doctoral studies consist of two parts:

- a) The study part, completed by the "Professional Dissertation Thesis Discussion" (hereinafter referred to as the "Dissertation Thesis Discussion").
- b) The scientific and professional part focused on the preparation of the dissertation thesis, completed by its defence.

(10) The total scope of the study part shall be at least 90 credits and shall be specified in the doctoral student's ISP. Completion of the study part of the ISP shall be demonstrated by successfully passing examinations in the courses included in the study part and by successful completion of the Dissertation Thesis Discussion.

- a) Successful completion of an examination in a course included in the doctoral student's ISP shall be evaluated with 10 credits.
- b) Successful completion of the Dissertation Thesis Discussion shall be evaluated with 30 credits. Details concerning the Dissertation Thesis Discussion are specified in instructions issued by the relevant Vice-Dean and published on the FAI website.

(11) The scientific and professional part of the studies shall have a scope of at least 90 credits, and its content shall be specified in the doctoral student's ISP.

- a) The scientific and professional part of the studies consists of the preparation of the dissertation thesis and publishing, creative, grant, specialised teaching, and mobility activities through which the doctoral student demonstrates the ability to achieve original scientific results.
- b) The requirements for completion of individual activities and their credit evaluation are specified in the study programme documentation and are available on the FAI website.
- c) Submission of the dissertation thesis shall be evaluated with 30 credits.

d) By the date of the dissertation thesis defence, the doctoral student must have fulfilled all prescribed activities of the scientific and professional part of the studies.

(12) In order to continue their studies, a doctoral student must obtain a number of credits equal to 30 times the number of completed years of study.

(13) For successful completion of studies in the Doctoral Study Programme, a doctoral student must obtain at least 180 credits in accordance with Paragraphs (11) and (12) and the ISP, regardless of the mode of study and the total duration of doctoral studies.

Article 112

Suspension of studies in a doctoral programme

(Without supplements and amendments)

Article 43

Withdrawal from studies in a doctoral programme

(Without supplements and amendments)

Article 44

Recognition of part of studies in a doctoral programme

Ad Paragraph (1) of SER:

(1) A doctoral student may request the recognition of courses completed during previous doctoral studies, concurrently pursued doctoral studies, or studies completed within the framework of mobility programmes.

(2) Courses completed within another doctoral study programme or as part of a mobility programme may be recognised up to a maximum of five years after their successful completion.

(3) The study obligation "Dissertation Thesis Discussion" cannot be recognised from another doctoral study programme.

(4) Relevant results of publishing and creative activities achieved no more than five years before the commencement of studies in the given Doctoral Study Programme may be included among the fulfilled obligations of the doctoral student.

Volume 2

DOCTORAL THESIS AND ITS DEFENCE

Article 45

Doctoral thesis

Ad Paragraph (3) of SER:

A proposal for the appointment of a consultant for a specific dissertation thesis shall generally be submitted by the supervisor. The proposal may be submitted together with the proposal of the dissertation thesis topic or during the course of the doctoral studies. A profile documenting the consultant's qualifications shall be attached to the proposal. The relevant Doctoral Programme Board shall provide its opinion on the proposed consultant. The proposal for the appointment of a consultant for a dissertation thesis shall be submitted using the form available on the FAI website.

Ad Paragraph (5) of SER:

For a study programme accredited in the Czech language, a dissertation thesis may be submitted in the Slovak language.

Article 46
Application for a doctoral thesis defence

Ad Paragraph (1) of SER:

(1) Prior to submitting an application for the dissertation thesis defence, a presentation of the prepared materials shall take place at a public meeting of the relevant Department (hereinafter referred to as the "Internal Defence"). Minutes shall be taken of the meeting. The minutes of the Internal Defence shall be submitted by the doctoral student together with the application for the dissertation thesis defence.

(2) The Application for the Dissertation Thesis Defence form shall be published and regularly updated on the FAI website.

(3) The rules and deadlines related to the dissertation thesis defence are specified in the "Schedule for the Dissertation Thesis Defence", which is available on the FAI website.

Article 47
Doctoral Thesis Defence Board

Ad Paragraph (1) of SER:

The committee shall be appointed on an ad hoc basis.

Article 48
External examiners of doctoral theses and their reviews

(Without supplements and amendments)

Article 49
Doctoral Thesis Defence

(1) The dissertation thesis defence shall take place even if one of the opponents has not recommended the dissertation thesis for defence, provided that the doctoral student insists on defending the submitted thesis.

(2) If one of the opponents does not recommend the dissertation thesis for defence, the doctoral student shall have the right to declare that they will not attend the defence without providing an excuse. This declaration must be submitted in paper form with the doctoral student's handwritten signature to the office of the relevant Vice-Dean no later than 10 days before the date of the defence. Based on such a declaration, the defence shall be assessed as "Failed".

Ad Paragraph (13) of SER:

(3) The template of the Dissertation Thesis Defence Protocol shall be published and regularly updated on the FAI website.

Ad Paragraph (14) of SER:

(4) If the Dean accepts an excuse for absence from the scheduled dissertation thesis defence, the Chair of the Committee shall propose a new date for the defence.

Volume 3

PROPER COMPLETION OF STUDIES IN A DOCTORAL PROGRAMME

Article 50

Requirements regarding proper completion of studies

Ad Paragraph (3) of SER:

Doctoral studies shall be completed on the date of successful defence of the dissertation thesis. On the date of successful completion of the studies, the doctoral student shall receive a certificate of completion of the Doctoral Study Programme. The diploma and the Diploma Supplement shall generally be presented to the graduate at a ceremonial graduation organised by TBU in Zlín. The graduate shall be informed of the date of the graduation ceremony in due time.

PART FOUR

**PROVISIONS RELATED TO ADVANCED MASTER'S (RIGOROSUM)
EXAMINATION PROCEDURE**

Articles 51 to 56

(Without supplements and amendments)

PART FIVE

COMMON PROVISIONS

Article 57

Documentation on studies

Ad Paragraph (2) of SER:

(1) The award of a Course Credit shall be recorded by the teacher in IS/STAG no later than 7 days from the date on which the conditions for awarding the Course Credit were fulfilled. The student shall be obliged to check the recorded Course Credit in IS/STAG. Any discrepancies in the recorded Course Credit shall be resolved immediately with the teacher, who shall be obliged to remedy the identified deficiencies within 4 working days. If the teacher fails to do so, the student shall contact the relevant Vice-Dean for Studies, who shall ensure that corrective action is taken within 3 working days. The provisions of this paragraph shall apply accordingly to Graded Course Credits and examinations.

(2) Secretaries of Departments and administrative staff of the FAI Student Affairs Department shall not, in any way, make changes to records in IS/STAG without the approval of the teacher. The timeliness of recording Course Credits and examination results shall be subject to random checks by the relevant Vice-Dean.

(3) The course and assessment of an examination in the Doctoral Study Programme shall be recorded by the examiner in the Examination Record form, which is available on the FAI website. Immediately after the examination, the completed and signed form shall be delivered to the office of the relevant Vice-Dean. The study administrator shall enter the assessment into IS/STAG no later than 7 days after the date of the examination. The doctoral student shall be obliged to check this record and, in the event of any discrepancies, resolve them with the study administrator and the examiner or supervisor. If the matter is not resolved, the doctoral student shall contact the relevant Vice-Dean, who shall ensure that corrective action is taken within 3 working days.

Article 58
Settlement of liabilities

(Without supplements and amendments)

Article 59
Delivery systém

(Without supplements and amendments)

Article 60
Submission of documents to TBU

(Without supplements and amendments)

Article 61
Day of completion of studies

(Without supplements and amendments)

Article 62
Appraisals and awards

(Without supplements and amendments)

Article 63
Proceedings concerning the statement of invalidity of state examinations or parts thereof or of a doctoral thesis defence
(Without supplements and amendments)

PART SIX
TRANSITIONAL AND FINAL PROVISIONS

Articles 64
Transitional provisions

(1) For the preparation of the ISP and the monitoring of the fulfilment of the ISP of a doctoral student who enrolled in a study programme and whose first period of instruction within the given studies commenced before 1 March 2025, the provisions of Articles 36 and 39 of the Rules Governing Studies in Study Programmes Delivered at FAI, as amended and effective before the date of entry into force of these Rules, shall apply.

(2) The State Doctoral Examination shall form part of the State Final Examination of a doctoral student who enrolled in a study programme and whose first period of instruction within the given studies commenced before 1 March 2025. The provisions of Part 2, Articles 44 to 47 of the Rules Governing Studies in Study Programmes Delivered at FAI, as amended and effective before the date of entry into force of these Rules, shall apply to the State Doctoral Examination.

Article 65
Validity and effect

(1) These Rules shall enter into force on the date of their approval by the Academic Senate of TBU in Zlín.

(2) On the date of entry into force of these Rules, the Rules Governing Studies in Study Programmes Delivered at the Faculty of Applied Informatics dated 29 June 2021 shall cease to be valid.

Ing. Tomáš Sysala, Ph.D. m. p.
Chair, Academic Senate FAI

Assoc. Prof.. Ing Jiří Vojtěšek, Ph.D. m. p.
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