

CONSOLIDATED VERSION OF THE STUDY AND EXAMINATION RULES OF BUT

Heading

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PART ONE GENERAL PROVISIONS

Article 1 Recitals

1. Pursuant to Section 17 (1)(g) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), as amended (hereinafter the "Act"), the Study and Examination Rules of Brno University of Technology (hereinafter "BUT") are an internal regulation of BUT and contain rules for studies in Bachelor's, Master's and doctoral degree programmes at BUT.
2. Programmes are generally implemented at faculties. University institutes may participate in implementing programmes accredited at BUT. Responsibility for the organisation, administration, and assessment of studies in programmes is borne by the Dean at a faculty, or the Rector at BUT, as applicable.
3. The provisions of these Rules concerning students of programmes accredited at a faculty shall be used by analogy to students of programmes accredited at BUT rather than at a faculty.
4. Acts performed by the Dean pursuant to these Rules shall be performed by the Rector with respect to students enrolled in programmes accredited at BUT rather than at a faculty. The Rector may authorise a Vice-rector entrusted with the study agenda or the head of a university institute participating in the implementation of the given programme or its part, to perform acts pursuant to these Rules.

Article 2 Programmes

1. The profiles of Bachelor's and Master's programmes can be
 - a) professionally oriented, focused on mastering practical skills required for performance of a profession supported by the necessary theoretical knowledge; or
 - b) academically oriented, focused on acquisition of theoretical knowledge required for performance of a profession, including a career in a creative field, and providing space for acquiring the necessary practical skills.
2. Doctoral programmes focus on acquisition of knowledge and skills necessary for scientific, research, developmental or artistic work.
3. A programme only belongs to one area of education if the relevant state examinations or doctoral thesis defence verify the relevant knowledge or skills in the basic subjects belonging to a single area of education. A programme is a combined programme if the relevant state examinations or doctoral thesis defence verify the relevant knowledge or skills in the basic subjects belonging to multiple areas of education.
4. The form of study indicates whether a full time study, distance study or their combination is concerned.

Article 3 Academic year and time division

1. The academic year lasts for twelve months, beginning on 1 September. The academic year is divided into the winter and summer semester. Each semester is further divided into a teaching period, an examination period, and a vacation period.

2. In general, every semester includes 13 weeks of teaching and 5 weeks of examination period.
3. Teaching in full time study is usually organised in weekly timetables; in distance and combined forms, the study is usually organised in semester schedules.
4. If so stipulated by the study plan, internships and field trips may be held during the vacation period.
5. For the purposes of instruction, students may be divided into lecture and study groups.
6. Every year, the Rector shall determine the beginning of teaching in every semester and announce the academic year time schedule for students not enrolled at any faculty. The academic year time schedule for students of faculties shall announced by the respective Dean.
7. The academic year time schedule shall determine chiefly:
 - a) the beginning and the end of the examination period and vacation period in individual semesters;
 - b) the final deadline for taking examinations in the academic year;
 - c) the deadlines for checks of the course of studies;
 - d) the period in which the state examinations shall take place and the deadlines for submission of registration for state examinations.
8. Bachelor's and Master's programmes are divided into sections so as to allow the performance of regular checks of the course of studies and enrolment in the following sections of studies. A section may comprise a semester, an academic year or a block of studies.

Article 4

Duration of studies

1. The standard duration of studies is the duration of studies determined through accreditation of the programme, expressed in years or semesters, during which the student should be able to finish the studies at an average workload.
2. The actual duration of studies is the time period from enrolment in a specific programme without including any periods for which said studies were interrupted.
3. The maximum duration of studies is twice the standard period of studies. The maximum duration of studies shall not include the period of interruption of studies under Art. 18 (7).
4. A student of a Bachelor's or Master's programme is obliged to duly complete his/her studies within the maximum duration of studies. If a student fails to duly complete his/her studies within the maximum duration of study, the studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter. Upon a student's request, the Dean may extend the maximum duration of studies for serious reasons. A student will be informed about being granted an exemption through the BUT Information System (hereinafter the "BUT IS").
5. A student of a doctoral programme is obliged to submit his/her doctoral thesis during the maximum duration of studies. If a student fails to submit his/her thesis within the maximum duration of study, the studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter. Upon a student's request, the Dean may extend the maximum duration of studies for serious reasons. A student will be informed about being granted an exemption through the BUT Information System (hereinafter the "BUT IS").

PART TWO

STUDIES IN BACHELOR'S AND MASTER'S PROGRAMMES

Article 5 **Study plans**

1. A programme is specified and implemented through study plans. The study plan determines the succession of study courses both in terms of time and content, the form of studying the courses and manner of verification of study results.
2. In particular, the study plan:
 - a) contains a structured list of courses that must be completed in order to duly complete the programme;
 - b) Specifies the individual courses and their groups as required, selective and elective courses;
 - c) may determine that a student must choose one or more groups from certain groups of the required courses;
 - d) determines the sequence of courses by their assignment to semesters and years;
 - e) defines conditions for possible content continuity of courses;
 - f) determines mandatorily checked sections of studies pursuant to Article 16.
3. A programme may contain multiple study plans corresponding to specialisations. A student shall choose his/her specialisation by picking groups of selective courses pursuant to paragraph 2 (c). Deadlines for choosing specialisation are specified in internal standards pursuant to Article 51.
4. In full time studies, most of the teaching is organised through lectures, practical classes, seminars, courses, internships, laboratory exercises, consultations and other similar forms of education which take place in accordance with a regular, usually weekly timetable and during which a student has the possibility to gain knowledge directly.
5. In distance studies, the studies are performed via distance forms of teaching where the teachers usually perform the role of consultants.
6. In combined studies, the principles of both the full time and distance studies apply.
7. The basic teaching module of the study plans of Bachelor's and Master's programmes is generally a one-semester study course (hereinafter a "course"). Each course has documentation pursuant to Article 8.
8. Required courses are courses that are mandatory for completion of the given programme. Selective courses are courses that form a part of groups of courses for which completion of minimum number of courses or obtaining a minimum amount of credits is prescribed. Other courses are elective.
9. Study plans including the documentation of all courses are published in BUT IS.
10. In exceptional cases, the Dean may grant a student an exemption from the rules for drawing up a study plan upon the student's written request. While maintaining the content of the programme, the course of studies and deadlines for assessment of studies can be changed for students who want to complete a portion of their studies at a different higher education institution, especially abroad or want to broaden their knowledge via internships or similar activities. In the decision-making, the Dean shall take into account especially the achieved study results of the student and the nature of the activities planned. An exemption may be granted on the ground of other serious reasons (such as medical reasons or studies during a recognised period of parenthood). The student shall be notified of being granted an exemption via BUT IS.

Article 6

Credit system

A uniform credit system compatible with the European Credit Transfer System (hereinafter the "ECTS") is utilised for quantified evaluation of the course of studies in Bachelor's and Master's programmes at BUT:

- a) One credit represents 1/60 of the average yearly workload of a student during standard duration of studies;
- b) each course is assigned an integer number of credits which represent the relative workload of the student required to successfully complete said course;
- c) the course has the same credit value regardless of its inclusion in different programmes or forms of studies;
- d) by completing a course prescribed under Article 10, a student obtains the number of credits assigned to the relevant course;
- e) credits acquired within a single programme are added together;
- f) the number of credits acquired is a tool for checks of the course of studies;
- g) for completion of studies in a programme, it is necessary to acquire a number of credits equal to sixty times the number of years of the standard duration of studies in the prescribed composition of courses;
- h) An internal regulation under Article 51 may determine the maximum amount of credits a student can enrol for in one semester.

Article 7

Methods of teaching and teaching staff

1. Methods of teaching include lectures, seminars, studio work, projects, practical classes, workshops, guided consultations, internships and field trips or field training.
2. Methods of teaching are characterised as follows:
 - a) lectures comprise of explanation of basic principles and methodology of the relevant area, problems and examples of their solutions;
 - b) seminars, studio works and projects are methods of teaching accentuating independent work of students. A sizeable portion of such methods of teaching consists in presentation of the results of the students' own work and critical discussion;
 - c) practical classes promote especially practical mastering of the concepts explained during lectures or assigned for individual study with active participation of students;
 - d) guided consultations focus chiefly on consultation and correction of tasks assigned as individual work. This method of teaching is predominant in distance studies;
 - e) internships serve to improve knowledge and skills gained through study and verify their application in practice; they also serve to supplement knowledge and gain familiarity with methods of work used especially in non-educational institutions;
 - f) the purpose of field trips is for the students to acquaint themselves with methods of work used especially in non-education institutions;
 - g) the purpose of field training is to apply theoretical knowledge in practice.
3. Individual consultations supplement teaching and are based on a student's requirements.
4. Assigned and own individual work form part of a student's study activities.

5. Attendance in classes is mandatory if so stipulated in the course's documentation. Degree and manner of checks of the student's participation are determined in the course's documentation (Article 8).
6. Teaching is usually organised in accordance with weekly timetables, with the exception of intensive or specially scheduled courses.
7. Teaching staff:
 - a) Course guarantors must meet the qualification requirements stipulated by the Government regulation.
 - b) lectures shall be delivered by Professors and Associate Professors; in justified cases, the Dean may authorise some other academic staff member to deliver a lecture;
 - c) if authorised by a guarantor of the course, specific types of lectures may be delivered by practising experts;
 - d) students of a full time doctoral programme may participate in other forms of teaching in accordance with paragraph 2 (b) to (g);
 - e) a senior employee of an institute or a studio (hereinafter an "institute") is obliged to monitor teaching performed by the institute and ensure its quality; the results of students' evaluation of teaching also form a basis of the assessment of teaching; pursuant to these Rules, the acts of the senior employee of the institute which are performed with respect to students not enrolled at any faculty are performed by the head of the university institute.
8. If the capacity allows, members of the academic community of BUT have the right to attend lectures held at BUT.

Article 8 **Course documentation**

1. Course documentation shall be drawn up in the Czech and English languages and contain especially the following:
 - a) course name;
 - b) course code and type;
 - c) language of the course;
 - d) type of programme (Bachelor's, Master's, doctoral);
 - e) year of studies;
 - f) semester;
 - g) scope of the course (number of classes per week or semester divided by the method of teaching);
 - h) number of credits;
 - i) name of the guarantor;
 - j) name of the institute responsible for teaching of the course;
 - k) aims (description of competences, abilities, knowledge and skills the students will gain by completing the course);
 - l) prerequisites (list of essential knowledge or determination of subjects of the study program to be completed by the student prior to enrolling in the subject);
 - m) contents of the course (annotation, syllabus);
 - n) basic and recommended study literature;
 - o) manner of teaching (e.g. a lecture, exercise, seminar);

- p) rules for evaluation and completion of the course (methods of regular checks of the course of studies, conditions for granting credit or a graded credit, form and conditions for taking examinations and the manner and rules of the resulting grading of the course).
- 2. Course documentation shall be published via BUT IS and must not be altered during the semester, and students are obliged to acquaint themselves with it.

Article 9
Study counselling

- 1. The faculty shall provide a student with information necessary for his/her studies, in particular, it shall provide counselling for creation of the student's study plan or choosing of courses which the student plans to complete during the given section of studies.
- 2. BUT provides support to students with specific needs; the details are specified in independent internal standards of BUT.

Article 10
Manner of completion of a course

- 1. A course is completed:
 - a) by granting a credit;
 - b) by granting a graded credit;
 - c) by taking a colloquium;
 - d) by taking an examination;
 - e) by taking an examination after being awarded a credit.
- 2. If a student fails to duly complete a course that must be completed according to the study plan, the student must register for the course again in the next semester in which the course is taught. A student may only re-register for a course once.
- 3. For a course which is completed by taking an examination after being awarded a credit, granting of a credit is a condition for taking the examination. In case of repeating said course, the credit granted during its first registration shall not be taken into consideration.
- 4. Students may not register for courses they have already completed. This does not apply to the "Physical Education" elective course.

Article 11
Verification of study results

- 1. Study results are verified through regular checks of the course of studies pursuant to Article 16, and when a course is completed through a credit, graded credit, colloquium or an examination.
- 2. If a student completes a subject with an examination or a graded credit with grades A through E, it means he/she succeeded. Grade F means that the student failed.
- 3. If a student enrolls in a course completed with an examination or a graded credit and fails to obtain an assessment by the end of the determined stage of his/her studies, the course shall be assessed with the "F" grade.

4. A student is obliged to participate in verification of study results in person and, upon a teacher's request, prove his/her identity through a student's card or an identity card. If a student refuses to prove his/her identity, this shall be deemed a failure to verify study results.
5. A student is obliged to verify and confirm his/her study results in his/her electronic studies report (hereinafter the "Electronic Report Book") within 7 days of the end of the examination period. Details are specified in internal standards pursuant to Article 51

Article 12

Credit and graded credit

1. A credit confirms that a student actively participated in the work throughout the semester and met the requirements which were set at the beginning of the course as conditions for being awarded the credit. A credit is assessed by "awarded" or "not awarded". A graded credit is assessed by an ECTS grade.
2. A graded credit is a credit where the level of required activities is evaluated with a grade.
3. Requirements for granting credit and graded credit are specified in the course's documentation before beginning of teaching pursuant to Article 8.
4. A student not awarded a credit or a graded credit may request a review within 5 business days of his/her failure to obtain the credit being recorded in the BUT IS. Issues relating to granting a credit or a graded credit shall be finally resolved by a senior employee of the institute. If the decision on granting a credit lies with the senior employee of the institute, any issues shall be finally resolved by the Dean. The student shall be informed of the results of the review via BUT IS.
5. A credit or a graded credit must be obtained not later than by the end of the examination period of the semester in which was the course taught. In exceptional cases, a senior employee of the institute may extend this deadline upon a student's request supported by the relevant teacher. If the decision on granting a credit lies with the senior employee of the institute, any issues shall be finally resolved by the Dean. The student shall be notified of the manner of processing the request via BUT IS.
6. If the decision on granting a credit lies with the dean or the head of a university institute, the Vice-rector entrusted with the study agenda shall issue a final decision on requests described in paragraphs 4 and 5.
7. If a student fails to obtain a credit or a graded credit from a course which is mandatory in the given programme and for which the student registered for the second time, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.
8. Granting or not granting of a credit (graded credit) is recorded in the study documentation (Article 52) by a sign representing the granting or not granting the credit, date and the teacher's identification. In case of a graded credit, an ECTS grade will be specified.

Article 13

Colloquium and examination

1. A colloquium means the completion of a course by a discussion about the subject-matter of the course or by drawing up a written assignment dealing with the subject matter of the course. A colloquium is evaluated by the words "passed" or "failed".
2. An examination verifies complex mastering of the subject-matter specified in the course's documentation pursuant to Article 8 presented during the classes on a level corresponding to the

completed part of studies, and the ability to apply the knowledge gained in an independent and original way. The scope of mastering of the issues and completion of the regular requirements shall be evaluated by the teacher through an ECTS grade.

3. Requirements for examination and colloquium are specified in the course's documentation before beginning of teaching pursuant to Article 8.
4. An examination may be written, oral or combined. Oral examinations and oral parts of combined examinations are public for the members of the BUT academic community.
5. Dates and places of examinations and colloquia (hereinafter the "examination dates"), as well as the manner of registering for an examination date must be published via BUT IS sufficiently in advance.
6. Examinations shall be held during the examination period. With consent of a senior employee of the institute, an examination may exceptionally be held also during the teaching period or during vacation period. The number of examination dates must be adequate to the number of students of the course in question.
7. For a combined or distance forms of studies, examinations may also be held during the teaching period. Details shall be determined in the academic year time schedule (Article 3).
8. Examination dates shall be announced via BUT IS and students shall register for them also via BUT IS. By registering for an announced examination date, said examination date becomes binding both for the student and the examiner.
9. A student may take an examination or a colloquium for a course he/she has registered for not more than two times, i.e. the student has the right to a single resitting. Internal standards pursuant to Article 51 may extend this right to include a second resitting.
10. On a student's request or by virtue of office, a senior employee of an institute may make a decision on holding an examination before a committee appointed by the senior employee. If a senior employee of an institute is the examiner, the Dean shall make a decision on holding the examination before a committee and appoint said committee. If the dean or a head of a university institute is the examiner, the Vice-rector entrusted with the study agenda shall issue a final decision on the request. The application must be submitted by the end of the current examination period. The student shall be notified of the manner of processing the request via BUT IS. An examination before a committee may be requested by a student only within his/her unspent examination dates, i.e. on the regular date or the date of resitting pursuant to paragraph 9.
11. If a student fails to pass an examination or a colloquium and thus fails a course which is mandatory in the given programme and for which the student registered for the second time, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.
12. Colloquium assessment shall be recorded in the study documentation pursuant to Article 52. . The colloquium assessment, date and the examiner shall be included in the record in the study documentation. The results of a colloquium must be recorded in the study documentation not later than 5 business days from the date of the colloquium.
13. Examination grades shall be recorded in the study documentation pursuant to Article 52. The record in the study documentation shall include the ECTS grade, date of the examination or its last part, and identification of the examiner. The results of an examination must be recorded in the study documentation not later than 5 business days from the date of the examination.
14. A student has the right to de-register for an examination date not later than 24 hours before its beginning. If a student de-registers for an examination date, it shall be deemed that he/she has not registered for the examination or colloquium. If a student withdraws from the examination or colloquium after its start, the examination or colloquium will be assessed as failed.

15. If a student does not de-register for an examination date in time, the student can excuse himself/herself later if the reasons for such an excuse are serious, especially medical; such excuse must be submitted not later than 5 business days of the examination date or removal of the obstacle preventing the excuse to be submitted. In the excuse, the student must present a serious reason for his/her absence. A senior employee of the institute shall make a final decision regarding the acceptance of the excuse and then inform the student of the decision via BUT IS. If a student fails to attend the examination without an excuse or if his/her excuse is not accepted, the examination will be assessed as failed.
16. If a student seriously fails to observe the proper course of examination or colloquium, the examination or colloquium will be assessed as failed. Breach of rules during an examination or colloquium may constitute a disciplinary offence.

Article 14
Grading scale

The courses included in the study plan shall be evaluated using the ECTS grading scale:

ECTS GRADING SCALE	POINTS	GRADE EXPRESSED AS A NUMBER	GRADE EXPRESSED IN WORDS	
A	100–90	1	Excellent	výborně
B	89–80	1.5	Very good	velmi dobře
C	79–70	2	Good	dobře
D	69–60	2.5	Satisfactory	uspokojivě
E	59–50	3	Sufficient	dostatečně
F	49–0	4	Failed	nevyhovující

Article 15
Weighted grade-point average

1. Weighted grade-point average of a student in studies during the given section of studies is as follows:

$$SP = \frac{\sum_p (K_p Z_p)}{\sum_p K_p}$$

where: K is the credit value of a course completed by an examination or a graded credit;
Z is a numeric grade of an examination or a credit, p is a counting index incorporating all courses registered by the student in the given section of studies which were completed by an examination or a graded credit

Weighted grade-point average is used especially for:

- a) granting a scholarship for outstanding study results;
- b) for determining the total evaluation of studies (Article 27).

Article 16

Regular checks of the course of studies and conditions for continuing studies

1. In every academic year, within the set deadlines, a check is performed as to whether a student has obtained the credits in the prescribed structure set out by the programme's study plan within the relevant section of studies, and whether the student has successfully completed repeated courses that must be completed in the relevant programme. If the student fails to fulfil any of these conditions,, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.
2. Minimum number of credits required for continuation of studies:
 - (a) in the 1st semester of studies, a student must obtain at least 17 credits;
 - (b) in every year of studies, the students

(ba) of the Faculty of Fine Arts must obtain at least 50 credits;

(bb) of programmes accredited at BUT (rather than at a faculty) and students of the Faculty of Architecture, Faculty of Civil Engineering, Faculty of Business and Management, Faculty of Electrical Engineering and Communication, Faculty of Chemistry, Faculty of Information Technology, and Faculty of Mechanical Engineering must obtain at least 40 credits.

The number of credits needed to advance to the next year shall be reduced by half for students who interrupted their studies in one semester of the academic year.

The credits for recognized courses under Article 19 shall not be included in the minimum number of credits.

Internal standards may lower these values pursuant to Article 51.

3. During studies, attendance is monitored in those forms of classes where the course documentation sets students' attendance as mandatory. Repeated unexcused absences from classes with monitored attendance may constitute grounds for termination of studies pursuant to Section 56 (1)(b) of the Act if it is apparent that due to the cumulative non-performance of study duties, the student cannot fulfil the requirements for advancement to the next stage of the studies. Rules for monitoring of attendance are stipulated by internal standards pursuant to Article 51.
4. In exceptional and justified cases, especially for medical reasons, the Dean may, upon a student's written request, waive some of the conditions stipulated for continuing the studies. Simultaneously, the Dean shall lay down conditions for further course of the studies. The student shall be notified of the manner of processing the request via BUT IS.

Article 17

Enrolment in studies and enrolment in the following years of studies

1. An applicant becomes a student as of the day of his/her enrolment to studies at BUT.
2. A student has met the conditions for continuing his/her studies or has been granted an exception pursuant to Art. 5 (10) or Art. 16 (4) is entitled to enrol in the following year of studies.
3. During the period reserved for registration in courses for the next semester, a student shall choose courses which he/she intends to complete during that semester. During registration for courses, a student shall follow the rules for establishing study plans in the programme.
4. If a certain course is being taught by multiple teachers and if capacity allows, students have the right to choose a teacher. The manner of, and deadlines for, such choice are stipulated in internal standards pursuant to Article 51.

5. Registrations and enrolments are held within the deadlines set out by the Dean. A student registers/enrols electronically via BUT IS or in person.
6. If a student does not enrol for the following year of studies within the set deadline without an excuse or if the excuse is not accepted, the student's studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter. Excuses shall be submitted to the Dean not later than 5 business days from the date of enrolment or removal of the obstacle preventing the excuse to be submitted. The student shall be notified of the acceptance of the excuse via BUT IS.

Article 18
Interruption of studies

1. The Dean may interrupt a student's studies upon a request or by virtue of office.
2. Studies shall be usually interrupted for a period of entire semesters increased by the remaining part of the semester in which the application is lodged. The interruption of studies shall usually end as of the beginning of a semester.
3. Studies may be interrupted repeatedly. The sum of the actual duration of studies and the period of interruption must not exceed the maximum duration of studies in the relevant programme.
4. The Dean shall interrupt the studies on the basis of an application if the student has fulfilled the conditions of the checks of the course of studies pursuant to Article 16 and has obtained the right to enrol in the next section of study.
5. Studies may only be interrupted during the first semester of studies in exceptional cases, especially for medical reasons.
6. The Dean may interrupt a student's studies by virtue of office if the student fails to pay a payable pecuniary obligation towards BUT, in particular a tuition fees determined pursuant to Section 58 (3) and (4) of the Act.
7. The Dean shall interrupt the studies on the basis of an application if a student requests interruption of studies on the grounds of pregnancy, childbirth, or parenthood or in connection with taking a child into care replacing the care of parents on the basis of a decision of the competent authority pursuant to the Civil Code or the legal regulations providing for state social support, during the whole recognised period of parenthood under Section 54 (2) of the Act.
8. If a student was assessed with grade "F" at the state final examination, the Dean shall interrupt the studies on the basis of an application until the student re-sits the state final examination.
9. A person whose studies have been interrupted is obliged to report to the faculty the facts decisive for the interruption of studies and its duration.
10. A person ceases to be a student on the day of interruption of studies; where on the date of end of the interruption, the person becomes entitled to re-enrol in studies. Article 17 (6) shall apply by analogy.
11. The Dean shall end the interruption upon request of the person whose studies were interrupted or by virtue of office, if the reasons for the interruption of the studies cease to exist, so that the person may, after re-enrolling in studies, study without any further changes to the course of studies.
12. The interruption period pursuant to paragraph 7 and the period for which the studies were interrupted on the grounds of serious medical reasons shall not be included in the total interruption period pursuant to paragraph 3.

Article 19
Recognition of completed courses

1. A student who completes his/her studies in a programme or a part of said studies, or who studies in another programme at a higher education institution in the Czech Republic or abroad or in an accredited educational programme at a higher vocational school may have his/her completed courses recognized upon a request within the scope stipulated in Section 68 (1)(d) of the Act (hereinafter the “recognition of courses”). The Dean shall make a decision on recognition of courses in accordance with internal standards pursuant to Article 51.
2. A student shall substantiate the application with a confirmation of completion of studies or a course, confirmation of the number of credits obtained and the grading and, furthermore, by officially confirmed syllabus of each course; the above shall not apply in case of applications for recognition of courses completed in previous or simultaneous studies at BUT. The form of the application for recognition of an examination and the deadline for its submission are stipulated by internal standards pursuant to Article 51.
3. In particular, in decision-making on recognition of a course, the credit value of the completed course, grade, number of unsuccessful attempts at completion of the course, if any, and the time since completion of the course shall be considered.
4. Recognition of a course may be conditional on passing of an equivalency examination. In this case, the original evaluation of the course shall be replaced by the evaluation of the successfully passed equivalency examination.
5. The assessment will be recognised along with the recognition of a course completed with an examination or a graded credit. If the recognised course is not evaluated by a grade pursuant to Article 14, its evaluation shall be determined by the Dean.
6. The credit value of the course may be recognised along the course. If a recognised course was not evaluated in credits, the course shall be assigned with a credit value corresponding to the relevant programme.
7. A student enrolled in studies in a programme may have credits obtained in a lifelong learning programme recognised pursuant to Section 60 (2) of the Act.
8. The credit value of recognised courses is not included in the amount of credits decisive for assessment of fulfilment of the conditions for enrolment in the next section of studies pursuant to Article 16. Evaluations of the recognised courses and credits are however included in the total number of credits obtained during studies and in the total grade-point average.
9. It is not possible to recognise any part of the state final examinations.
10. The procedure in recognition of the results of studies at a foreign university within short-term study stays is provided for by BUT internal standards.

Article 20
Abandonment of studies

A student who decides to abandon studies shall notify the Dean of this fact in writing. The date of termination of the studies is the day of delivery of the student’s notice of withdrawal from studies to the faculty.

Article 21
Termination of studies for failure to meet requirements of the programme

The Dean shall make a decision on termination of studies for failure to meet requirements of the programme pursuant to Section 56 (1)(b) of the Act, if the student

- a) fails to duly complete studies within the maximum duration of studies (Article 4);
- b) failed to pass a course that must be completed in the relevant programme even after registering for the course for a second time (Articles 12 and 13);
- c) fails to obtain credits in the prescribed structure set out by the study plan of the programme (Article 16) during the relevant section of studies;
- d) fails to fulfil the conditions for continuation of studies in a regular check of the course of studies on the grounds of repeated unexcused absence from courses with monitored attendance (Article 16);
- e) fails to enrol in the following year of studies within the set deadline without excuse or his/her excuse has not been accepted (Article 17);
- f) fails to pass a final state examination on both the regular date and the date of resitting (Article 23);
- g) fails to pass a final state examination by the date determined in Art. 23 (2).

Article 22

Successful completion of studies

1. Studies shall be successfully completed by completion of a relevant programme. A student completes his/her studies if he/ she obtains credits in the prescribed composition equal to at least sixty times the number of years of the standard duration of the studies and passes a final state examination which includes the defence of a Bachelor's thesis in a Bachelor's programme and the defence of a Master's thesis in a Master's programme.
2. Pursuant to Section 55 (1) of the Act, the date of a successful completion of studies is the date when a final state examination or its last part is passed.

Article 23

Final state examination

1. A final state examination may be taken if a student has performed all study duties prescribed by the study plan of the programme, obtained the required credits determined in Article 22 and submitted a Master's or Bachelor's thesis, as applicable, within a set deadline, if this constitutes a part of the study plan.
2. A student is obliged to pass the state final examination no later than in the second academic year following the academic year in which he/she fulfilled the conditions specified in paragraph 1. If a student fails to pass a final state examination by that time, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. In justified cases, the Dean may allow later taking of the state final examination.
3. The contents and structure of the final state examination shall be determined by the programme. The rules for organisation and course of the final state examinations are determined by internal standards pursuant to Article 51.
4. A single resitting of a state examination or any of its parts may be taken. A student resits only the part in which his/her grade was "F".
5. The final part of a final state examination must be taken by the end of the maximum duration of studies in the programme. If a student fails to pass a final state examination by that time, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.
6. Final state examinations and the announcement of their results are public. A report of the final state examination shall be made recording the course and assessment of the Master's or

Bachelor's thesis, as applicable, and other parts of the final state examination and the total grade of the final state examination pursuant to Article 26. An annex to the report shall consist of a reviewers' report and an evaluation by the supervisor of the Bachelor's or Master's thesis, as applicable. The form of the report is stipulated by internal standards of BUT.

Article 24

Examination Committee for final state examinations

1. A final state examination shall be held before an Examination Committee. The chairperson and members of the Committee shall be appointed by the Dean in accordance with Section 53 (2) of the Act. The Ministry of Education, Youth and Sports (hereinafter the "Ministry") may appoint other members of the Examination Committee from among the foremost experts in the given field. The Examination Committee shall have at least five members; there may be several Committees for a single programme.
2. Meetings of Examination Committees for final state examinations shall be directed by the respective chairpersons. The rules of procedure of Examination Committees and the manner of their convening are stipulated by internal standards pursuant to Article 51. An Examination Committee shall have a quorum if at least three fifths of its members are present.

Article 25

Bachelor's and Master's thesis and defence thereof

1. By a Bachelor's or Master's thesis, a student proves he/she is capable of solving and presenting given issue, either orally or in writing, and defending his/her own approach to the solution. The difference between Bachelor's and Master's theses lies in the nature of their topics and the scope and depth in which these are tackled. A Bachelor's thesis shall be prepared if constituting part of the study plan. Master's theses constitute part of study plans.
2. The assignment of a Bachelor's or Master's thesis contains, in particular, a brief characteristic of the topic, goals which are to be achieved, basic literary sources, name of the thesis' supervisor and the deadline for its submission. A Bachelor's or Master's thesis may also be supervised by an expert practitioner.
3. Bachelor's and Master's theses shall be written in the language of the programme. In case of a programme in Czech, Bachelor's and Master's theses may be submitted in the Slovak or English languages with the consent of the thesis' supervisor. A thesis submitted in English must include an extended abstract in the Czech or Slovak language, unless the study programme is accredited in English.
4. A supervisor of a Bachelor's or Master's thesis and its reviewer or reviewers appointed by a senior employee of the institute shall draw up reports on the thesis. The student must become acquainted with the reports not later than three days before the defence. Reviewers shall be appointed from among the academic staff of a faculty or other experts in the given scientific field with a university degree. A reviewer must possess at least a Master's degree.
5. During defence of a Bachelor's or Master's thesis, the student shall first present the main results of his/her work and then provide a statement regarding the comments included in the thesis supervisor's evaluation and the report(s) of the reviewer(s). A discussion shall follow.
6. If the student fails to defend the Bachelor's or Master's thesis, the Examination Committee shall decide whether the thesis shall be supplemented, completely rewritten or whether the student shall prepare a thesis on a different assignment. The Committee shall include the reasoning behind its decision in the report on the final state examination.

7. If the student fails to submit the Bachelor's or Master's thesis within the determined deadline without an excuse or if his/her excuse is not accepted, he/she shall not be allowed to defend the thesis. An excuse shall be submitted to the Dean within 3 business days from the deadline set for submission of the Bachelor's or Master's thesis or from removal of the obstacle preventing the excuse to be submitted. The Dean shall issue a final decision regarding the acceptance of the excuse, of which the student is informed via BUT IS.
8. The requirements on the form of Bachelor's and Master's theses are stipulated by internal standards of BUT.

Article 26

Evaluation of state final examinations

1. Individual parts of a state final examination are graded separately. The Examination Committee for state final examinations shall adopt decisions regarding the grading of the final state examinations at a closed hearing. The ECTS grading scale shall be used for grading pursuant to Article 14. The proposed grading shall be adopted if it obtains a majority of votes of the Committee members present. In case of equality of votes, the chairperson shall decide.
2. The overall grading of a final state examination shall be based on the grading of its individual parts, where:
 - a) if one of the parts of a final state examination is graded "F" (failed), the overall grade shall be "F" (failed);
 - b) the overall grade of a final state examination shall be "A" if all its parts are graded "A";
 - c) in other cases, the Examination Committee for final state examinations shall make a decision on the overall grade of B, C, D, or E.
3. If a student is graded "F", the Examination Committee for final state examinations shall issue a reasoning which shall be stated in the report on the final state examination and which the student shall be acquainted with.
4. If a student fails to attend a final state examination without an excuse or if his/her excuse is not accepted, he/she shall be deemed to have failed the final state examination. Excuses shall be submitted to the Dean within 3 business days from the date of the final state examination or removal of the obstacle preventing the excuse to be submitted. The Dean shall issue a final decision regarding the acceptance of the excuse, of which the student is informed via BUT IS.

Article 27

Overall evaluation of studies

1. The overall evaluation of a successfully completed studies shall be as follows:
 - a) passed with distinction;
 - b) passed with very good results;
 - c) passed.
2. A student passing with distinction shall receive his/her university diploma with distinction.
3. The overall evaluation of "passed with distinction" shall be granted to a graduate whose final state examination was graded "A" and who achieved exceptional study results throughout his/her entire studies in a programme leading to attainment of a university education and being awarded an academic degree. Study results shall be deemed exceptional if the grade-point average does not exceed 1.50.

4. The overall evaluation of “passed with very good results” shall be granted to a graduate whose final state examination was graded “C” or above and who achieved very good study results throughout his/her entire studies in a programme leading to attainment of a university education and being awarded an academic degree. Study results shall be deemed very good if the grade-point average does not exceed 2.00.

PART THREE STUDIES IN DOCTORAL PROGRAMMES

Article 28 General provisions

1. Studies in a doctoral programme adhere to individual study plans under the guidance of a supervisor. The studies are monitored and regularly evaluated by a Doctoral Board.
2. Studies in a doctoral programme consist in two parts complementing each other:
 - a) study part completed by passing a state doctoral examination;
 - b) creative part completed by defence of a doctoral thesis.
3. An applicant becomes a student as of the day of his/her enrolment to studies at BUT pursuant to Article 29 of the BUT Statute.

Article 29 Doctoral Board

1. A Doctoral Board, defined by Section 47 (6) of the Act, shall have at least 5 members appointed and removed by the Dean, following a statement of the relevant Scientific or Artistic Board (hereinafter the “Scientific Board”). The Dean shall also determine the number of members of a Doctoral Board and their term of office. The Doctoral Board shall be chaired by the guarantor of the doctoral programme.
2. The activities of a Doctoral Board shall be governed by rules of procedure. The rules of procedure shall be issued by the Dean, after being discussed with the Doctoral Board.
3. A common Doctoral Board may be assembled for programmes from the same area of studies, on the basis of an agreement between the higher education institutions or their parts.

Article 30 Activities of a Doctoral Board

A Doctoral Board shall, in particular:

- a) comment on the proposed supervisors;
- b) approve proposed topics of individual scientific, research and developmental work or individual theoretical and creative work in the field of art for the relevant programme which are submitted to a supervisor (hereinafter the “topic of doctoral studies”) and proposed topics of doctoral theses;
- c) discuss changes in the structure of courses which form part of the relevant programme;
- d) propose composition of Committees for Admission Examinations for the relevant programme;

- e) examine proposals of Committees for Admission Examinations and submit proposals for accepting applicants to the Dean;
- f) comment on the maximum number of students of a doctoral programme (hereinafter “doctoral students”) that a supervisor may lead;
- g) comment on individual study plans of doctoral students and their potential changes;
- h) discuss evaluations of doctoral students submitted by the supervisors;
- i) recommend to the Dean termination of studies of a doctoral student on the grounds of failure to perform study duties arising from the individual study plan. These meetings of a Doctoral Board may be attended by a doctoral student upon the student’s own request; the doctoral student and his/her supervisor shall be informed of said meeting well in advance;
- j) evaluate the work of supervisors and submit its conclusions to the Dean;
- k) evaluate the standard of the programme and submit conclusions to the Dean or the Deans of other faculties or governing bodies of legal persons participating in implementation of the programme;
- l) initiate proposals for changes in the programme in relation to the conditions of accreditation;
- m) approve the contents and scope of a state doctoral examination;
- n) propose the chairpersons and members of Committees for state doctoral examinations and defences of doctoral theses.

**Article 31
Supervisor**

1. A supervisor is an authority in the area constituting the scientific and creative focus of a programme, who is decisive for a programme in terms of its accreditation and implementation in relation to a doctoral student.
2. A Professor or an Associate Professor may serve as a supervisor. In exceptional cases, a foremost expert in the field that constitutes the focus of a programme who holds an academic degree may be appointed supervisor by the faculty’s Scientific Board. A supervisor shall be appointed and dismissed by the Dean who shall also set out the supervisor’s term of office.
3. Topics of doctoral studies proposed by a supervisor shall be aligned especially with his/her own research work, taking into account the focus of the supervisor’s unit and the unit of the doctoral student (hereinafter the “doctoral student training unit”).
4. A supervisor has the right to attend meetings of a Committee for Admission Examinations of applicants interested in topics of doctoral theses proposed by the supervisor. A supervisor may not supervise more than 7 doctoral students at once. Increases of this number shall be subject to approval by the Dean upon proposal of a doctoral board, especially having regard to the study results of the supervisor’s doctoral students.

**Article 32
Individual study plan**

1. An individual study plan governing the studies of a doctoral student in a programme determines especially the following:
 - a) the subject-matter orientation of his/her individual scientific, research or development work or individual theoretical and creative work in the field of art and his/her self-study having regard to his/her area of focus and the doctoral thesis’ topic;
 - b) courses that a doctoral student is required to pass;

- c) activities related to creative work, especially planned or recommended studies and stays abroad, participation at conferences, seminars and summer schools;
 - d) time layout of studies;
 - e) teaching practice, if applicable.
2. Studies in doctoral programmes do not follow the credit system.
 3. The form of drawing up individual study plans is determined by internal standards pursuant to Article 51.
 4. The study duties in a doctoral programme shall include studying at a foreign institution or a participation in an international creative project whose results will be published or presented abroad or some other form of direct participation of the student in international co-operation.
 5. A doctoral student's individual study plan in full time studies shall include a teaching practice which shall serve chiefly to develop presentation skills. This practice shall generally last for four semesters in the average scope of 4 hours per week. The form and scope of teaching practice are stipulated by internal standards pursuant to Article 51. Any exemptions from a teaching practice shall be granted by a senior employee of the doctoral student training unit based on agreement with the supervisor.
 6. The individual study plan and any changes to it shall be prepared by the doctoral student along with the supervisor, who, after receiving a standpoint of a senior employee of the doctoral student training unit, shall submit the plan to the Doctoral Board for a statement. The individual study plan and its changes are subject to approval by the Dean.
 7. An individual study plan of a doctoral student must not contain courses completed in any previous studies.

Article 33

Courses in a doctoral programme

1. Courses in a doctoral programme are set so that a doctoral student gains general knowledge corresponding to the current level of knowledge in the field covered by the student's doctoral thesis.
2. Courses in a doctoral programme may also develop other skills required for scientific work, especially an active knowledge of a foreign language and soft skills.
3. The methods of teaching in a doctoral programme include lectures, seminars, studio work, practical classes and consultations.
4. Lectures and examinations shall be led by Professors, Associate Professors and other foremost experts in the relevant fields.
5. Article 10 (1) shall apply to the manners of completion of courses in doctoral studies as appropriate, where the completion of a course by a graded credit shall not apply for doctoral programmes.
6. Article 8 shall apply to documentation of courses in doctoral programmes as appropriate, where courses intended exclusively for students of doctoral programmes shall not be assigned any number of credits.
7. Depending on the number of doctoral students, teaching of a course shall be either based on lectures organised for a group of students whose minimum number shall be set by the Dean, seminars or a guided self-study with consultations.

Article 34
Examination, colloquium, credit

1. The date of an examination or a colloquium (hereinafter the “examination”) shall be set by the examiner, generally based on an agreement with the doctoral student. The supervisor shall always be informed that an examination is being held. Examinations shall be public.
2. The grades “Passed” and “Failed” shall be used to grade examinations. Grade-point average shall not be determined in doctoral programmes.
3. A doctoral student may take an examination for a course he/she has registered for not more than two times, i.e. the doctoral student has the right to a single resitting.
4. Examination grades shall be recorded in the study documentation pursuant to Article 52.
5. If a doctoral student fails to duly complete a course included in an individual study plan, the student must register for the course again in the next semester in which the course is taught. A student may only re-register for a course once.
6. If a doctoral student fails an examination in a course prescribed by the individual study plan while being enrolled in the course for a second time, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.
7. If a doctoral student fails to attend an examination without an excuse or if his/her excuse is not accepted, the examination shall be graded “Failed”. The student can excuse himself/herself later if the reasons for such an excuse are serious, especially medical; such excuse must be submitted not later than by the third business day of the date of examination or removal of the obstacle preventing the excuse to be submitted. In the excuse, the doctoral student must present a serious reason for his/her absence. A final decision regarding the acceptance of an excuse shall be made by the chairperson of the relevant Doctoral Board, who shall inform the doctoral student of the decision.
8. A credit confirms that a doctoral student worked actively throughout the semester and fulfilled the conditions for awarding the credit. Article 12 shall apply to awarding a credit as appropriate.

Article 35
Evaluation and checks of fulfilment of the individual study plan

1. A doctoral student shall provide a report on his/her studies, results of his/her solutions of creative tasks and preparation of his/her doctoral thesis at the doctoral student training unit, generally doing so each year.
2. Each year, within a deadline set by the Dean, a doctoral student shall prepare a written report on the results of his/her activities, which shall constitute one of the supporting documents for his/her evaluation by the supervisor.
3. The supervisor shall regularly evaluate the performance of a doctoral student’s study duties and submit the evaluation to the relevant Doctoral Board. The period of evaluation of doctoral students shall be determined by internal standards pursuant to Article 51.
4. Should a doctoral student’s results be unsatisfactory, the supervisor shall, on the basis of a standpoint of a senior employee of the doctoral student training unit, propose that the relevant Doctoral Board should discuss whether a proposal for termination of studies should be made pursuant to Section 56 (1)(b) of the Act. This procedure may also be initiated by the head of the doctoral student training unit or by the Doctoral Board. Section 68 of the Act shall apply to the decision-making procedure in this matter.

5. A doctoral student shall enrol in the following year of studies within the deadlines and under the conditions set by the Dean. If a doctoral student fails to enrol in the following year of studies within the set deadline, the faculty shall ask the doctoral student via BUT IS to enrol within a substitute deadline. If a doctoral student does not enrol within the substitute deadline without an excuse or if the excuse is not accepted, the student's studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter. Excuses shall be submitted to the Dean not later than 3 business days from the date of enrolment or removal of the obstacle preventing the excuse to be submitted. The student shall be notified of the acceptance of the excuse via BUT IS.

Article 36
Interruption of studies

1. Article 18 shall apply as appropriate to interruption of studies in doctoral programmes with the exception of paragraphs 5, 6 and 8.
2. A doctoral student shall also attach a supervisor's standpoint to his/her application for interruption of studies.
3. On the basis of an application, the Dean shall interrupt studies of a doctoral student who fails to pass a doctoral state examination until the doctoral state examination is repeated.

Article 37
Recognition of completed courses

1. Article 19 applies analogously to recognition of courses.
2. The decision on recognition of courses based on a supervisor's proposal shall be made by the Dean on the basis of a standpoint of the Doctoral Board in accordance with internal standards pursuant to Article 51.

Article 38
Doctoral state examination

1. During a doctoral state examination, the student shall demonstrate profound theoretical knowledge in the field of the doctoral thesis and acquisition of the required knowledge in the field of studies, including methodological background of scientific work. Its contents shall be based especially on the topic of the doctoral programme, doctoral thesis and on the individual study plan of the doctoral student.
2. The doctoral state examination shall include discussion related to the topic of the doctoral thesis on the basis of a paper submitted by the doctoral student. This paper shall contain chiefly a critically evaluated state of knowledge in the area of the topic of the doctoral thesis, specification of the anticipated goals of the doctoral thesis, characteristics of the chosen methodological approach and an overview of the current results of the doctoral student in the area of the topic of the doctoral thesis. The length of the paper shall be determined by the Doctoral Board.
3. A doctoral state examination or its part may be repeated once.
4. A doctoral state examination is public. A report shall be kept of its course. Its form is stipulated by internal standards of BUT.

Article 39
Registration for a doctoral state examination

1. A doctoral student may register for a doctoral state examination after performing all study duties prescribed by the student's individual study plan.
2. Together with registration for a doctoral state examination, a doctoral student shall submit an overview of activities performed during the studies in the doctoral programme and a paper pursuant to Art. 38 (2), including an overview of published works and works accepted for publication or any completed engineering and artistic works.
3. The manner of registration for a doctoral state examination and submission of requisites under paragraph 2 shall be determined by internal standards pursuant to Article 51.
4. A doctoral student is obliged to register for a doctoral state examination within a deadline set by his/her individual study plan. Failure to meet this deadline shall constitute a reason for termination of studies. The Dean may, upon the doctoral student's request and with the consent of the supervisor and the Doctoral Board, extend the deadline. The doctoral student shall be informed about the decision via BUT IS.
5. The date of the doctoral state examination shall be determined by the Dean.

Article 40
Examination Committee for doctoral state examinations

1. A doctoral state examination shall be held before an Examination Committee. The chairperson and members of the Committee shall be appointed by the Dean on the basis of a proposal by the Doctoral Board pursuant to Section 53 (2) and (3) of the Act. The supervisor of the doctoral student shall also be a member of the Committee, yet cannot be appointed its chairperson.
2. An Examination Committee for a doctoral state examination shall have at least five members.
3. Meetings of Examination Committees for doctoral state examination shall be directed by the respective chairpersons. The rules of procedure of Examination Committees and the manner of their convening are stipulated by internal standards pursuant to Article 51.
4. A chairperson of an Examination Committee for a doctoral state examination shall authorise one of its members except for the supervisor of the doctoral student to prepare and present a standpoint on the paper submitted by the doctoral student as a supporting document.
5. An Examination Committee for a doctoral state examination shall have a quorum if at least three fifths of its members are present.

Article 41
Evaluation of a doctoral state examination

1. A doctoral state examination shall be graded "Passed" or "Failed".
2. The meeting where the Examination Committee for the doctoral state examination shall evaluate the course of the doctoral state examination and make a decision on its grading by voting shall be closed.
3. To reach the "Passed" grade, a majority of votes of all members of an Examination Committee for doctoral state examination shall be required.
4. If a doctoral state examination of a doctoral student is graded "Failed", a reason orally communicated to the doctoral student shall be recorded in the report.

5. If a doctoral student fails to attend a doctoral state examination without an excuse or if his/her excuse is not accepted, he/she shall be deemed to have failed the examination. The doctoral student can excuse himself/herself later if the reasons for such an excuse are serious, especially medical; such excuse must be submitted not later than within 3 business days of the date of doctoral state examination or removal of the obstacle preventing the excuse to be submitted. In the excuse, the doctoral student must present a serious reason for his/her absence. An excuse shall be submitted to the Dean, who shall issue a final decision on its acceptance. The doctoral student shall be notified of the acceptance of the excuse via BUT IS.
6. A doctoral student may sit a doctoral state examination no more than two times, i.e. the student is entitled to one resitting. If the student fails to pass the doctoral state examination on both the regular date and the date of resitting, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.

Article 42 **Doctoral thesis**

1. Doctoral thesis can be:
 - a) an independent work prepared pursuant to paragraph 2, including results of work on a scientific or creative task; or
 - b) thematically arranged set of published works and works accepted for publication.
2. A doctoral thesis shall be divided into the following parts:
 - a) overview of the current state of knowledge on the topic covered by the doctoral thesis;
 - b) the goal of the doctoral thesis;
 - c) results of the doctoral thesis including new information, its analysis, and its relevance for practical implementation or for further development of the field;
 - d) a list of references;
 - e) a list of own work related to the topic of the doctoral thesis;
 - f) a summary in Czech (or Slovak) and English, generally approximately one-page long.

A documentation of engineering or artistic works may be included in the doctoral thesis.
3. Doctoral theses shall be written in the language of the programme. In case of a programme implemented in Czech, a thesis may always be submitted in English or Slovak.
4. A doctoral thesis must contain original and published results or results accepted for publication.
5. The requirements on the form of doctoral theses are stipulated by internal standards of BUT.
6. If the set of published works under paragraph 1 (b) contains works which are co-authored by a doctoral student, the contribution of the doctoral student has to be delimited.

Article 43 **Proceedings on a defence of a doctoral thesis**

1. A doctoral student may register for defence of his/her doctoral thesis after passing a state doctoral examination.
2. Together with registration for a defence of the doctoral thesis, the doctoral student shall submit:
 - a) the doctoral thesis in a number of copies set by the faculty;
 - b) topics of the doctoral thesis in a number of copies set by the faculty;

- c) an overview of activities performed during the student's studies in the doctoral programme including a list of published works and works accepted for publishing or a list of any engineering or artistic works and a feedback on such works;
 - d) published works or manuscripts of works which are accepted for publication, together with proofs of their acceptance for publication;
 - e) a doctoral student's supervisor's standpoint on the doctoral thesis.
3. The manner of submitting registrations for defence of a doctoral thesis shall be determined by internal standards pursuant to Article 51.
 4. Proceedings on defence of a doctoral thesis shall commence as of delivery of a registration for defence of a doctoral thesis.
 5. If a registration for defence of a doctoral thesis meets the requirements under paragraph 2, it shall be forwarded to the Doctoral Board for further proceedings.
 6. If a registration for defence of a doctoral thesis does not meet the requirements under paragraph 2, the Dean shall interrupt the proceedings and request that the doctoral student remove the shortcomings within a set deadline, otherwise, the proceedings shall be discontinued.

Article 44 **Summary of a doctoral thesis**

1. The summary of a doctoral thesis shall contain a gist of the basic ideas, methods, results and conclusions of the doctoral thesis in a structure identical to that of the doctoral thesis. Its scope is stipulated by internal standards of BUT.
2. The summary of a doctoral thesis, which the doctoral student shall submit together with the registration for a defence of the doctoral thesis, shall be delivered to all members of the Doctoral Thesis Defence Committee and the reviewers.
3. Following a successful defence of a doctoral thesis, the summary of the doctoral thesis including any comments formulated in the conclusions of the Doctoral Thesis Defence Committee shall be published in accordance with internal standards of BUT.

Article 45 **Doctoral Thesis Defence Committee**

1. Defence of a doctoral thesis shall take place before a Doctoral Thesis Defence Committee. The chairperson and members of the Committee shall be appointed by the Dean on the basis of a proposal by the Doctoral Board. The supervisor shall not be a member of the Doctoral Thesis Defence Committee.
2. The Doctoral Thesis Defence Committee shall have at least five members. At least two members of the Committee shall be appointed from outside the academic community of BUT.
3. Meetings of the Doctoral Thesis Defence Committee shall be convened and chaired by its chairperson.
4. The Doctoral Thesis Defence Committee shall have a quorum if at least four of its members are present. The Committee may also hold meetings via video conference. A majority of votes of all members of the Committee shall be required to accept a proposal.

Article 46
Doctoral thesis reviewers

1. The Doctoral Thesis Defence Committee shall appoint at least two reviewers of a doctoral thesis, one of which may be from the faculty or institution where the thesis originated.
2. Only a Professor, Associate Professor, or other renowned expert in the field of the doctoral thesis with an academic degree may be appointed a reviewer. The supervisor or a direct superior or subordinate of the doctoral student may not be appointed a reviewer. The Dean may appoint members of the Doctoral Thesis Defence Committee as reviewers.
3. The reviewer shall prepare a written report on the doctoral thesis.
4. In the report, the reviewer shall comment especially on:
 - a) the topicality of the subject of the doctoral thesis;
 - b) whether the doctoral thesis achieved its stated goal;
 - c) the process of addressing the issue and results of the doctoral thesis including indication of the specific contribution of the doctoral student;
 - d) the importance for practical implementation and development of the field;
 - e) formal qualities of the doctoral thesis and its language level;
 - f) whether the doctoral thesis meets requirements determined in Section 47 (4) of the Act;
 - g) whether the student demonstrated creative abilities in the given field of research and whether the thesis meets standard requirements on doctoral theses in the given field. The report shall be invalid without this conclusion.
5. If a reviewer fails to prepare a report within 2 months from the date of appointment, the Doctoral Thesis Defence Committee may appoint another reviewer.
6. If the report does not meet conditions under paragraph 4, the Doctoral Thesis Defence Committee shall request that the reviewer supplement or rework the report. If the reviewer fails to do so within a set deadline, the Committee shall appoint another reviewer.
7. Reports must be delivered to all members of the Doctoral Thesis Defence Committee and to the doctoral student at least 15 days before the defence.
8. In case one of the reviewers does not recommend the doctoral thesis for a defence, the doctoral student may request an interruption of the proceedings on defence of a doctoral thesis in order to supplement or rework his/her doctoral thesis. The Dean shall issue a final decision on this request based on recommendation of the Doctoral Thesis Defence Committee and the relevant Doctoral Board. The doctoral student shall be informed about the decision via BUT IS.

Article 47
Doctoral thesis defence

1. A doctoral thesis defence consists in a scientific discussion between the doctoral student and the reviewers, members of the Doctoral Thesis Defence Committee and others involved in the defence.
2. A doctoral thesis defence shall be public. The date and place of the defence must be announced on the BUT's notice board.
3. A doctoral thesis defence shall take place usually within six months from commencement of the proceedings. Any interruption shall not be included in this period.
4. If a doctoral thesis is not defended, the student may not register for another defence sooner than one year after the last attempt. If the doctoral thesis is not defended for the second time, the

- doctoral student's studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.
5. The Dean shall interrupt the student's studies on the basis of an application until the date of the repeated doctoral thesis defence.
 6. It is necessary to submit a doctoral thesis before the end of the maximum duration of studies. If a doctoral student fails to submit his/her thesis within this deadline, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter. Based on an application of a doctoral student recommended by his/her supervisor and the relevant Doctoral Board, the Dean may extend this deadline in justified cases.
 7. A doctoral thesis defence must take place not later than 30 days from delivery of reports from all reviewers or following their supplementation or reworking (Art. 46 (6)). The Dean may extend this deadline.
 8. A doctoral thesis defence shall take place with participation of the reviewers. In exceptional cases when one of them cannot attend the defence, the defence may take place on the condition that the absent reviewer submitted a positive report. In that case the absent reviewer's report shall be read out. At least one reviewer must be present.
 9. A doctoral thesis defence shall be chaired by the chairperson of the Doctoral Thesis Defence Committee; in exceptional cases, another member of the Committee may be appointed by the chairperson to chair the defence.
 10. In a doctoral thesis defence, the procedure shall generally be as follows:
 - a) the chairperson shall commence the defence, introduce the doctoral student, announce the topic of the doctoral thesis and familiarise the Doctoral Thesis Defence Committee with an overview of the student's published scientific works or engineering or artistic works created by the student;
 - b) the doctoral student shall present material contents and main results of his/her doctoral thesis;
 - c) the supervisor shall familiarise the doctoral defence committee with his/her standpoint on the doctoral student's work and the doctoral thesis being defended;
 - d) reviewers shall present material contents of their reports;
 - e) the doctoral student shall comment on the reviewers' reports, especially on their objections, comments and questions;
 - f) the chairperson shall then commence discussion.
 11. At a closed meeting, the Doctoral Thesis Defence Committee shall evaluate the defence with participation of the reviewers and the supervisor, and it shall make a decision on its result in a secret vote. A majority of votes of all members of the committee shall be required to successfully defend the doctoral thesis. After making a decision on result of the doctoral thesis defence, the committee shall adopt a decision on reasoning by a majority of votes. The doctoral student shall be informed of the decision and its reasoning.
 12. A report shall be kept on the doctoral thesis defence; the reviewers' reports shall be attached to the report. The conclusions of the Doctoral Thesis Defence Committee shall also contain a statement on the topics of the doctoral thesis and any requirements for modifications for its publication. The form of the report is stipulated by internal standards of BUT.
 13. The chairperson of the Doctoral Thesis Defence Committee shall inform the relevant Doctoral Board and the Dean of the result of the doctoral thesis defence.

Article 48
Successful completion of studies

Studies in a doctoral programme shall be successfully completed on the date when a doctoral thesis is defended.

Article 49
Abandonment of studies

1. Should a doctoral student decide to abandon studies, he/she shall inform the Dean of such decision.
2. If a doctoral student has accepted obligations following from working on projects, a main or additional activity defined by a contractual relationship, the student is obliged to duly terminate said contractual relationship.

Article 50
Termination of studies for failure to meet requirements of the programme

1. The Dean shall make a decision on termination of studies for failure to meet requirements of the programme pursuant to Section 56 (1)(b) of the Act, if:
 - a) the doctoral student fails to submit the doctoral thesis within the maximum duration of studies (Article 4);
 - b) the doctoral student failed to pass a course prescribed by his or her individual study plan even after enrolling in the course for a second time (Art. 34);
 - c) the Doctoral Board recommends termination of studies on the grounds of unsatisfactory evaluation of the doctoral student (Article 35);
 - d) the doctoral student fails to enrol in the following year of studies within the set deadline without excuse or if his/her excuse has not been accepted (Article 35);
 - e) the doctoral student fails to register for a doctoral state examination not later than within a deadline set by his/her individual study plan;
 - f) the doctoral student fails to pass a doctoral state examination on both the regular date and the date of resitting (Article 41);
 - g) a doctoral thesis is not defended for the second time (Article 47).

PART FOUR
JOINT PROVISIONS

Article 51
Rules on organisation of studies

1. Rules on organisation of studies at a faculty are regulated by an internal standard of the faculty, usually designated "Rules on Organisation of Studies at the faculty".
2. Rules on organisation of studies of students who are not enrolled at any faculty are regulated by an internal standard of BUT designated "Rules on Organisation of Studies".
3. The first part of internal standard governs details on organisation of studies in Bachelor's and Master's programmes not governed by these Study and Examination Rules.
4. The second part governs details on organisation of studies in doctoral programmes not governed by these Study and Examination Rules.

Article 52
Study documentation

1. Study documentation forms part of BUT IS and serves for entering, keeping and processing information regarding individual students' studies.
2. Study documentation includes the thesis and reports.

Article 53
Publication of theses

1. Bachelor's, Master's and doctoral theses submitted by a person registering for defence must be made public not less than five business day prior to the defence at BUT unit where the defence of the thesis is to take place. This shall mean the seat of the faculty or university institute, where the person registering for defence defends his/her thesis. Anyone may create copies or extracts from published theses at their own expense.
2. The author of a Bachelor's, Master's or doctoral thesis (hereinafter the "thesis") is obliged to submit its electronic version in BUT IS within the set deadlines.
3. BUT shall publish electronic versions of theses including the reports of supervisors and reviewers and a record on the defence and its result on a non-profit basis.
4. Publication of theses or their parts may be postponed for the period during which an obstacle for publication exists, but not longer than for 3 years. Information on postponement of publication and the reasoning must be published at the same place where theses are published. Following the defence of a thesis whose publication has been postponed, the Dean shall send one copy to the Ministry for safekeeping without undue delay.

Article 54
Procedure in uncovering plagiarism

1. When fulfilling his/her study duties, a student must not commit any form of fraud, plagiarism or unfair cooperation.
2. In preparing the thesis, the student is obliged to comply with Act No. 121/2000 Coll., on copyright, rights related to copyright and amending certain laws (the Copyright Act), as amended, comply with the current citation norm and list all sources used.
3. Trying to pass someone else's work as own or adopting a portion of someone else's work without listing the sources used (hereinafter "plagiarism") as well as the use of materially identical or virtually identical parts of own work without listing the source used (hereinafter "autoplagerism") may be considered a disciplinary offence.
4. A submitted thesis shall be subject to comparison with theses saved in the thesis database and with other publications.
5. Should the supervisor or reviewer find, or have reasonable suspicion, that the thesis contains a plagiarism or autoplagerism, they shall include this fact in the thesis report and file an application to initiate disciplinary proceedings with the Dean, or with the Rector if the student is not enrolled at any of the faculties. In case the faculty's Disciplinary Committee or the BUT Disciplinary Committee, as applicable, does not propose to impose a penalty of termination of studies in the motion pursuant to the Disciplinary Rules of Brno University of Technology, it is obliged to justify its procedure.

Article 55
Obstacles to studies

1. If a student cannot attend classes with monitored attendance or perform other study duties for serious reasons, the student is obliged to excuse himself/herself to the teacher or examiner either directly or through the Student Service Department. Excuses must be submitted without delay, not later than 3 business days from the date of absence or removal of the obstacle preventing the excuse to be submitted. The student shall be notified of the acceptance of the excuse via BUT IS. Only a medical report confirming the period for which the inability to perform study obligation lasts shall be accepted as documentation of an obstacle to studies.
2. Timely reported and duly documented obstacles to studies shall be taken into consideration in assessing any requests from the student to be granted exemptions from conditions for continuing studies.

Article 55a
Studies during the recognised period of parenthood

1. Studies during the recognised period of parenthood under Section 21 (f) of the Act shall be recorded in the study documentation on the basis of the student's written request and prove of decisive facts under Article 52.
2. On the basis of a written application, the faculty shall allow the student to postpone the fulfilment of study duties for the period for which he/she would otherwise take his/her parental leave. The faculty shall simultaneously determine the conditions for the continuation of the studies after the period expires.

Article 55b
The form of applications regarding the studies

1. Unless otherwise provided by law or these Rules, the form and requisites of applications regarding the studies submitted by students may be determined by an internal regulation under Article 51.
2. The procedure of addressing comments and objections may be determined by an internal regulation under Article 51.

Article 56
Termination of studies

1. If a student fails to meet the requirements arising from a programme pursuant to these Rules, the date of termination shall be the date when the decision on termination of studies comes into legal force.
2. A student is required to submit an exit sheet as a proof of settlement of all mutual obligations between the student and BUT or the faculty if this is required by an internal regulation of the faculty or university institution. The form and contents of the exit sheet shall be determined by an internal regulation under Article 51.

Article 57
Recognitions and awards

1. Awards for extraordinary study results of a student shall be granted by:
 - a) the Rector pursuant to Article 14 of the BUT Statute.
 - b) the Dean, where the rules for announcing and awarding Dean's prizes shall be stipulated by internal standards of the faculty.

Article 58
Medical fitness

1. Medical fitness of an applicant may be a condition for admission if the nature of the programme so requires.
2. If medical fitness is a condition for admission, it is a requirement specified by these rules. If a student permanently ceases to be medically fit for studies, his/her studies shall be terminated pursuant to Section 56 (1)(b) of the Act. Section 68 of the Act shall apply to the decision-making procedure in this matter.

Article 59
Communication via BUT IS and the student's identification card

1. Students shall communicate with the employees of BUT electronically via BUT IS or by using the e-mail address assigned by BUT. E-mails regarding studies at BUT shall be sent to the students' assigned e-mail address; students are obliged to pay attention to all e-mail messages.
2. Students are obliged to upload a photo showing their current looks (ID card photograph) within a deadline set by internal standards pursuant to Article 51 and subsequently submit an application to be issued a student's identity card or an ISIC card. BUT cannot ensure access to certain teaching premises to a students who do not upload their ID picture, do not apply for a student card or fail to collect it.

PART FIVE
TRANSITIONAL AND FINAL PROVISIONS

Article 60
Transitional provisions

1. Proceedings commenced before the date of legal force of these Rules shall be completed pursuant to these Rules.
2. These Rules shall apply to rights and obligations of students who enrolled in studies before the effective date of these Rules.
3. Rules for verification of study results specified in Articles 11 to 13 and 34 shall apply from the academic year 2017/2018.

Article 61
Final provisions

1. The Study and Examination Rules of Brno University of Technology registered by the Ministry on 5 January 2011 under Ref. No. 183/2011-30, as amended, are hereby repealed.
2. These Rules were passed by the Academic Senate of Brno University of Technology on 30 June 2017 pursuant to Section 9 (1)(b)(3) of the Act.
3. These Rules shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act.
4. These Rules shall enter into effect as of the date of force and effect hereof.

Doc. Dr. Ing. Petr Hanáček, signed
President of the Academic Senate of Brno University of Technology

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed
Rector