

STUDY AND EXAMINATION CODE/RULES OF BUT

Header

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Mgr. Vojtěch Tomášek
Director of the Higher Education Division/Department

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PART ONE

Article 1 Introductory provisions

1. The Study and Examination Regulations of the Brno University of Technology (hereinafter referred to as the "Regulations") are, pursuant to Section 17(1)(g) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act"), are internal regulations of the Brno University of Technology (hereinafter referred to as "BUT") and contain rules for studying in bachelor's, master's and doctoral study programmes offered at BUT.
2. Programmes are usually implemented at faculties. University institutes may participate in the implementation of programmes accredited at BUT. The dean is responsible for the organisation, administration and supervision of studies in study programmes at the faculty, and the rector is responsible for this at BUT.
3. The provisions of these regulations concerning students of programmes implemented at a faculty shall apply mutatis mutandis to students of programmes in which no faculty is involved, but only a university institute.
4. In the case of students enrolled in study programmes that are not run by any faculty but only by a university institute, the acts performed by the dean under these rules shall be performed by the rector. The rector may delegate the actions under these rules to the vice-rector responsible for the study agenda or to the director of the university institute involved in the implementation of the programme or part thereof.

Article 2 Programmes

1. The profile of a bachelor's or master's programme may be
 - a) professionally oriented with an emphasis on mastering the practical skills necessary for the profession, supported by the necessary theoretical knowledge, or
 - b) academically oriented, with an emphasis on acquiring the theoretical knowledge necessary for the profession, including application in creative activities, and also providing space for the acquisition of the necessary practical skills.
2. A doctoral programme is focused on acquiring the knowledge and skills necessary for scientific, research, development or artistic creative activities.
3. A programme belongs to only one field of education if state examinations or, where applicable, the defence of a dissertation verify the knowledge or skills from the basic thematic areas belonging to one field of education. A programme is a combined programme if state examinations or the defence of a dissertation verify the profiling knowledge or skills from basic thematic areas belonging to more than one field of education.
4. The form of study indicates whether it is full-time, distance learning or a combination of both.

Article 3
Academic year and temporal structuring of

1. The academic year lasts twelve months and begins on 1 September. The academic year is divided into winter and summer semesters. Each semester is further divided into a teaching period, an examination period and a holiday period.
2. Each semester usually consists of 13 weeks of teaching and 5 weeks of examination period.
3. Teaching is organised in the form of full-time study, usually according to weekly timetables, and in the form of distance and combined study, usually according to semester timetables.
4. If specified in the study plan, internships, fieldwork, summer schools and excursions may take place during the vacation.
5. Students may be divided into lecture and study groups for teaching purposes.
6. Each year, the Rector shall determine the start of teaching in each semester and announce the academic year timetable for students not enrolled in any faculty. The academic year timetable for faculty students shall be announced by the Dean.
7. The timetable for the academic year shall specify in particular:
 - a) the start and end of the examination period and vacation in each semester,
 - b) the deadline for taking examinations in the academic year,
 - c) the dates for study reviews,
 - d) the period in which state final examinations are held and the deadlines for submitting applications for state final examinations.
8. Study in bachelor's and master's degree programmes is divided into individual study periods so that it is possible to carry out ongoing study reviews and enrolment in the next study period. A study period may be a semester, an academic year or a block of study.

Article 4
Duration of studies

1. The standard duration of studies is the period of studies specified by the accreditation of the programme, expressed in years or semesters, during which a student should complete their studies with an average study load.
2. The actual duration of studies is the period that has elapsed since enrolment in studies in a specific programme, excluding any periods during which the study was interrupted.
3. The maximum duration of studies is twice the standard duration of studies. The period of interruption pursuant to Article 18(7) is not included in the maximum duration of studies.
4. Students of Bachelor's Study Programme and Master's Study Programme are required to successfully complete their studies within the maximum duration of studies. If a student does not successfully complete their studies within the maximum duration of studies, their studies will be terminated in accordance with Section 56(1)(b) of the Act. Section 68 of the Act shall apply to the procedure for deciding on this matter. For serious reasons, the dean may extend the duration of studies at the student's request. The student shall be notified of the granting of an exception via the BUT Information System (hereinafter referred to as "VUTIS").
5. A student of Doctoral Study Programme (doctoral) is required to submit their dissertation within the maximum duration of studies. If the student fails to submit the dissertation within the maximum duration of studies, their study shall be terminated in accordance with Section 56(1)(b) of the Act. Section 68 of the Act shall apply to the procedure for deciding on this matter. For

serious reasons, the Dean may extend the maximum duration of studies at the student's request. The student shall be notified of the granting of an exception via VUTIS.

PART TWO

STUDY V BACHELOR'S AND MASTER'S STUDY PROGRAMMES

Article 5

Study Plans

1. The programme is specified and implemented by study plans. The study plan sets out the sequence of study subjects in terms of time and content, the form of their study and the method of assessing study results.
2. The study plan shall, in particular:
 - a) contains a structured list of courses, the completion of which is a prerequisite for the successful completion of studies in the programme,
 - b) defines individual subjects and their groups as compulsory, compulsory-elective and elective,
 - c) may stipulate that students must choose one or more groups from certain groups of selective courses,
 - d) establishes the chronological sequence of courses by assigning them to semesters and years,
 - e) defines the conditions for the possible content sequence of courses,
 - f) establishes bindingly controlled sections of study in accordance with Article 16.
3. The programme may contain several study plans corresponding to individual specialisations.
4. In the case of full-time study, the majority of teaching is organised in the form of lectures, exercises, seminars, practical training, laboratory exercises, consultations and other similar forms of teaching, which take place according to a set Schedule/Timetable and during which students have the opportunity to acquire knowledge directly.
5. In the case of distance learning, study takes place through distance learning teaching methods.
6. In the combined form of study, the principles of both full-time and distance learning are applied.
7. The basic teaching module of the study plan for a bachelor's or master's degree programme is usually a one-semester course (hereinafter referred to as a "course"). Each course has documentation in accordance with Article 8.
8. A compulsory subject is one that must be completed in order to graduate from the programme. A compulsory selective courses is one that is part of a group of subjects from which a minimum number of subjects must be completed or a minimum number of ECTS credits must be obtained. Unless the Dean specifies otherwise for a particular compulsory selective courses, it becomes compulsory for the student upon enrolment. Other courses are optional.
9. Courses taught in English may be included in the study plan of a programme conducted in Czech. Students of programmes conducted in Czech may be required to complete a specified number of courses in English.
10. The preparation of a thesis, the defence of which is part of the Final state examination, is required courses. Completion of this subject cannot be recognised under Article 19, except in the case of completion of this subject as part of a study stay abroad undertaken as part of the current programme.
11. Study plans, including documentation for all courses, are published in VUTIS.

12. In exceptional cases, the Dean may, upon written request, grant a student an exception to the rules for compiling a study plan. While maintaining the content of the programme, the study progress and study assessment dates may be adjusted for students who wish to complete part of their studies at another university, especially abroad, or who wish to expand their knowledge through internships or other similar activities (). When making a decision, the Dean shall take into account, in particular, the student's academic results and the nature of the planned activities. Other serious reasons (such as health or study during recognised parental leave) may also be grounds for granting an exemption. The student shall be notified of the granting of an exemption via VUTIS.

Article 6 Kreditový systém

A uniform credit system compatible with the European Credit Transfer System (hereinafter referred to as "ECTS") is used for the quantified evaluation of study progress in bachelor's and master's study programmes at BUT:

- a) one ECTS credit represents 1/60 of the average annual workload of a student in a standard duration of studies,
- b) Each course is assigned a whole number of ECTS credits, which expresses the relative workload required for the successful completion of the course, 1 ECTS credit corresponds to a study workload of 26 hours,
- c) a course has the same ECTS credits rating regardless of its classification in different programmes and in the form of study,
- d) Upon completion of a course in accordance with Article 10, the student shall receive the number of ECTS credits assigned to that course.
- e) ECTS credits earned within a single programme are added together.
- f) the number of ECTS credits earned is a tool for monitoring study,
- g) In order to achieve the successful completion of studies in a programme, it is necessary to obtain a number of ECTS credits equal to at least sixty times the number of years of the standard duration of studies in the prescribed composition of courses.
- h) an internal standard pursuant to Article 49 may specify the maximum number of ECTS credits for which a student may enrol in courses in a single semester.

Article 7 Methods of teaching and their assurance

1. Methods of teaching include lectures, seminars, studios, projects, exercises, laboratory exercises, consultations, professional practice and excursions, and field teaching.
2. Methods of teaching are characterised as follows:
 - a) lectures are characterised by the explanation of basic principles, the methodology of a given discipline, problems and their model solutions,
 - b) seminars and workshops are methods of teaching that emphasise independent work by students. An important part of this teaching is the presentation of the results of one's own work and critical discussion,
 - c) Projects are methods of teaching in which students work independently on assigned tasks under the methodological guidance of the teacher/lecturer,
 - d) exercises and laboratory exercises support, in particular, the practical mastery of the material presented in lectures or assigned for independent study with the active participation of students.

- e) Consultations are mainly devoted to consulting and checking tasks assigned for independent work. This methods of teaching is dominant in combined form and distance learning.
 - f) professional practice serves to deepen the knowledge and skills acquired through study and to verify their application in practice; it also serves to supplement knowledge and familiarise students with working methods, especially in non-school institutions,
 - g) Excursions serve primarily to familiarise students with working methods, especially in non-school institutions.
 - h) field teaching serves to apply theoretical Transfer in practice.
3. Individual consultations supplement teaching and are based on student requirements.
 4. Attendance at classes is compulsory if so stipulated in the course documentation. The degree and methods of monitoring student attendance are specified in the course documentation (Article 8).
 5. Classes are usually organised according to weekly Schedule/Timetables, with the exception of courses that require block teaching or teaching with a special time schedule.
 6. Teaching staff:
 - a) the course guarantor must meet the qualification prerequisites set by government regulation,
 - b) lectures are given by professors, extraordinary professors and associate professors; in justified cases, the dean may also authorise another academic staff member to give a lecture,
 - c) with the authorisation of the course guarantor, specific types of lectures may be given by experts from the field,
 - d) Students of Doctoral Study Programme (doctoral) enrolled in full-time programmes may also participate in other forms of teaching pursuant to paragraph 2(b) to (h).
 - e) the head of the institute or studio (hereinafter referred to as "the institute") is obliged to monitor the teaching provided by the institute and ensure its quality; the results of student evaluations of teaching shall also serve as a basis for the evaluation of teaching; in the case of students not enrolled at any faculty, the duties of the head of the institute under these rules shall be performed by the director of the University Institute.
 7. If capacity allows, members of the BUT academic community have the right to attend lectures within BUT.
 8. The Dean may cancel the holding of compulsory elective or elective courses in which fewer students than the predetermined minimum number have enrolled, no later than before the start of teaching in the specific semester. This does not apply to selective courses that are being repeated by any of the enrolled students. Students who were enrolled in a course that has been cancelled have the right to enrol in another course with the same or higher credit value.

Article 8

Course documentation

1. The course documentation is in Czech and English and includes:
 - a) the name of the course,
 - b) course code,
 - c) the language of instruction,
 - d) affiliation to the type of programme (bachelor's, master's, doctoral),
 - e) year of studies,
 - f) semester,
 - g) scope of the course (number of hours per week or semester, broken down by methods of teaching),
 - h) number of ECTS credits and method of determining credit value,
 - i) name of the guarantor,

- j) name of the department providing the course,
 - k) learning objectives (description of the competences, abilities, knowledge and skills that the student will achieve by completing the course),
 - l) prerequisites and co-requisites (determination of the subjects of the programme that the student must complete before course registration or that they must enrol in at the same time as the subject),
 - m) prerequisite knowledge that students must have in order to study the course,
 - n) possible determination of the possibility of re-enrolling in the course after its successful completion,
 - o) course content (annotation),
 - p) study literature,
 - q) methods of teaching (e.g. lecture, exercise or seminar), information on compulsory attendance and the syllabus for each method of teaching,
 - r) method of course completion and rules for student evaluation (methods of continuous assessment, method of checking compulsory attendance, conditions for awarding credits or graded credits, form and conditions for taking examinations, and method and rules for final course grading).
2. Course documentation is published via VUTIS, may not be changed during the semester, and students are required to familiarise themselves with it.
 3. The type of course according to Article 5(8) is determined in relation to a specific programme by its inclusion in the study plan.

Article 9 Study counselling

The faculty provides students with the information necessary for their studies, in particular by providing counselling on the creation of their study plan or the selection of courses they intend to take in a given period of study.

Article 10 Method of completing the study of a course

1. The course is completed by:
 - a) by awarding a credit,
 - b) awarding a graded credit,
 - c) by completing a colloquium,
 - d) passing an examination,
 - e) passing an examination after prior award of a credit.
2. A course that is compulsory according to the study plan and which the student has not duly completed must be re-enrolled in the nearest semester when the course is taught in the given programme. The course can only be re-enrolled once.
3. In a course that is completed by taking an examination after prior credit has been awarded, the prior award of credit is a condition for taking the examination. In the event of repeating this course, the credit obtained during the first course registration shall not be taken into account.
4. A course that a student has already completed as part of their current or other successfully completed studies at BUT may not be re-enrolled. This does not apply to the elective course "physical education" and to courses where the possibility of re-enrolment is specified in the course documentation.

Article 11
Verification of study results

1. Study results are verified by continuous monitoring of studies in accordance with Article 16 and, upon completion of the course, by a credit, classified credit, colloquium or examination.
2. If a student is graded A to E at the weighted grade-point average of a course completed by an examination or graded credit, this means that they have passed. A grade of F means that the student has failed the weighted grade-point average.
3. A course enrolled in by a student and completed by an examination or classified credit for which the student has not received any evaluation by the end of the specified period of study is graded "F".
4. Students are required to attend the verification of their study results in person and, at the request of the teacher, prove their identity with their student ID card or, if applicable, their identity card. If a student refuses to prove their identity, they will fail the verification of their study results.
5. Students are required to verify and confirm their study results in their electronic study record (hereinafter referred to as the "electronic index") no later than 7 days after the end of the examination period. If they do not confirm their study results, they cannot enrol in the next period of study.

Article 12
Credit and classified credit

1. A credit confirms that the student actively participated in the work during the semester and fulfilled the requirements for which the credit was granted at the beginning of the course. Credits are evaluated with the words "credited" or "not credited".
2. A graded credit is a credit in which the level of required activities is assessed with a grade. A graded credit is evaluated with an ECTS grade.
3. The requirements for the award of a credit and a graded credit are specified in the course documentation in accordance with Article 8 before the start of the course.
4. A student who has not been awarded a credit or classified credit may request a review within 5 working days of the entry of the non-award of credit in VUTIS. The head of the institute has the final say on whether to award a credit or classified credit. If the head of the institute awards the credit, the dean has the final say. The student is notified of the result of the review via VUTIS.
5. Credit or classified credit must be obtained by the end of the examination period of the semester in which the course was taught. In exceptional cases, this deadline may be extended by the head of the department at the request of the student and with the recommendation of the relevant teacher/lecturer. If the credit is awarded by the head of the department, the final decision rests with the dean. The student will be notified of the outcome of the request via VUTIS.
6. If the credit is awarded by the dean or director of the University Institute, the vice-rector responsible for academic affairs shall make the final decision on the requests described in paragraphs 4 and 5.
7. If a student does not obtain a credit or a graded credit from a course that is compulsory for the given programme and which the student is enrolled in for the second time, their studies shall be terminated in accordance with Section 56(1)(b) of the Act. Section 68 of the Act shall apply to the procedure for deciding on this matter.

8. The award or non-award of a credit (classified credit) shall be recorded in the study documentation (Article 50) with an indication of the award or non-award of the credit, the date and the identification of the teacher. In the case of a classified credit, the ECTS classification grade shall be indicated.

Article 13

1. A colloquium is understood to be the weighted grade-point average of a course with a discussion of the course topics or, where applicable, the completion of a written assignment dealing with a subtopic of the course. The colloquium is evaluated as "pass" or "fail".
2. The examination assesses the comprehensive mastery of the material defined in the course documentation according to Article 8, presented in teaching at a level corresponding to the completed part of the study programme, and the ability to apply the acquired knowledge independently and creatively. The degree of mastery of the subject matter is assessed by the teacher using the ECTS grading scale.
3. The requirements for the examination and colloquium are specified in the course documentation in accordance with Article 8 before the start of the course. For courses ending with an examination after the prior award of a credit, the fulfilment of previous study obligations specified as conditions for the award of a credit may be included in the weighted grade-point average of the course. For courses completed with an examination, the study requirements fulfilled by the student during the course may be included in the examination result.
4. The examination may be written, oral, or combined. Oral examinations and oral parts of combined examinations are open to members of the BUT academic community. Successful completion of the written part of the examination may be a condition for admission to the oral part of the examination.
5. The dates and locations of examinations and colloquiums (hereinafter referred to as "examination dates") shall be published by the examiners in advance via VUTIS.
6. Examination dates shall take place during the examination period. With the consent of the head of the institute, the examiner may, in exceptional cases, set an examination date during the semester and vacation. The number of dates must be commensurate with the number of students enrolled in the course.
7. At the student's request, the examiner shall schedule an exam date outside the examination period due to pregnancy or care of a child under 6 years of age, due to representation of the Czech Republic in sports pursuant to Section 54a(2) of the Act, or due to participation in military training of active reserves pursuant to Act No. 585/2004 Coll., the Defence Act. The student may only use such a date within the scope of their unused dates for a specific examination.
8. In combined or distance learning form of study, examiners may also schedule examination dates during the semester. Details are set out in the timetable of the academic year (Article 3).
9. The scheduling of examination dates and the registration of students for examination dates is carried out via VUTIS. By registering for a scheduled date, it becomes binding for both the student and the examiner.
10. A student may take an examination or colloquium in a registered subject no more than twice, i.e. they are entitled to one resit. The internal regulation under Article 49 may extend this right to a second resit.
11. Students have the right to take advantage of the possibility of retaking an exam within the scope of their unused exam dates. If a student receives a lower grade on the retake, this grade is final.

If a student does not show up for the retake, the procedure according to paragraph 17 shall apply. The internal regulation according to Article 49 may specify how many times a student may take advantage of this option.

12. At the request of the student or ex officio, the head employee of the institute may decide to hold an examination before a committee, which he or she also appoints. If the examiner is the head employee of the institute, the dean decides on the examination before the committee and appoints the committee. If the examiner is the dean or director of a university institute, the final decision on the request is made by the vice-rector responsible for academic affairs. The student must submit the request by the end of the current examination period. The resolution on the request is delivered to the student via VUTIS. The student may only request an examination before a committee within their unused deadlines, i.e. within the regular or retake deadlines according to paragraph 10, unless the dean decides otherwise.
13. If a student fails to take an examination or colloquium and thus fails to complete a course that is compulsory for the given programme and which the student is enrolled in for the second time, their study shall be terminated in accordance with Section 56(1)(b) of the Act. Section 68 of the Act shall apply to the procedure for deciding on this matter.
14. The examiner shall record the colloquium evaluation in the study documentation pursuant to Article 50 within five working days of its completion. The enrolment in studies shall include the colloquium evaluation, the date of its completion and the identification of the examiner.
15. The examiner shall record the classification of the examination in the study documentation pursuant to Article 50 within 5 working days of its completion. The enrolment in studies shall include the ECTS classification grade, the date of the examination or the date of its last part, and the identification of the examiner.
16. The student has the right to withdraw from the examination date no later than 24 hours before its start via VUTIS. A student who has withdrawn from the examination date is assessed as if they had not registered for the examination or colloquium. If a student withdraws from an examination or colloquium after it has begun, they are evaluated as if they had failed the examination or colloquium.
17. If a student has not withdrawn from the examination date in time, they may excuse themselves to the examiner at a later date for serious reasons, in particular health reasons or pregnancy and care of a child under 6 years of age, no later than 5 working days after the examination date or after the obstacle preventing the excuse has ceased to exist. The student must provide serious reasons in the excuse for why they were unable to attend the examination date. The final decision on whether to accept the excuse is made by the head of the institute, who informs the student of the result via VUTIS. If a student fails to attend the examination date without an excuse, or if their excuse is not accepted, they are evaluated as having failed the examination.
18. If a student seriously disrupts the proper conduct of an examination or colloquium, they will be evaluated as having failed the examination or colloquium. Violation of the rules during an examination or colloquium may be considered a disciplinary offence.

Article 14 grading scale

The ECTS grading scale is used for the evaluation of courses in the study plan:

ECTS GRADING SCALE	PERCENTAGE EVALUATION	NUMERICAL GRADE	VERBAL EVALUATION

A	100–90	1	Excellent	excellent
B	89–80	1.5	Very good	Very good
C	79–70	2	Good	well
D	69–60	2.5	Satisfactory	Satisfactory
E	59–50	3	Sufficient	sufficient
F	49–0	4	Failed	unsatisfactory

Article 15
Weighted grade-point average

1. The weighted grade-point average of a student in a given study is expressed by the following formula:

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

where: K is the credit value of a course completed by an examination or classified credit,

Z is the numerical classification of the examination or classified credit, p is the summation index including all courses enrolled in the given study programme completed with an examination or classified credit.

2. The weighted grade-point average is used in particular for:
- a) awarding merit-based scholarships,
 - b) determining the overall evaluation of studies (Article 27).

Article 16
Průběžná kontrola STUDY a podmínky pro pokračování ve STUDY

1. Each academic year, checks are carried out on specified dates to determine whether the student has obtained the specified number of ECTS credits in the given section of study in accordance with paragraph 2 and whether they have successfully completed the repeated subjects that are compulsory for the given programme. If any of these conditions are not met, the Dean shall decide on the termination of studies in accordance with Section 56(1)(b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act. The rules for conducting study checks are laid down in an internal regulation pursuant to Article 49.
2. Minimum number of ECTS credits required to continue study:
- a) in the first semester of study, the student must obtain at least 17 ECTS credits,
 - b) in each year of study, a student
 - i. Faculty of Fine Arts must earn at least 50 ECTS credits,
 - ii. other BUT students must obtain at least 40 ECTS credits.

For students who have interrupted their studies in one semester of the academic year, the number of ECTS credits required to progress to the next year is reduced by half.

The dean of the faculty may reduce these values by internal regulation pursuant to Article 49.

ECTS credits for courses recognised under Article 19 are not included in the minimum number of ECTS credits.

3. The conditions under paragraphs 1 and 2 are considered to be met if the student has fulfilled all the conditions for admission to the Final state examination under Article 23(1) in the given academic year.
4. During the course of study, attendance is monitored in those forms of teaching where the course documentation stipulates compulsory attendance for students. Repeated unexcused absence from classes with monitored attendance may be grounds for termination of study pursuant to Section 56(1)(b) of the Act, if it is clear that the student's cumulative failure to fulfil their study obligations means that they cannot meet the requirements for progression to the next stage of their study.
5. In exceptional and justified cases, particularly for health reasons, the Dean may, upon written request, exempt the student from fulfilling some of the conditions set for continuing their studies. At the same time, the Dean shall set the conditions for the further study progress. The student will be notified of the outcome of the request via VUTIS.

Article 17

Enrolment in studies and enrolment in the next stage of studies

1. The applicant becomes a student on the day of enrolment in studies at BUT.
2. A student who has fulfilled the conditions for continuing their studies or who has been granted an exception under Article 5(12) or Article 16(5) has the right to enrol in the next stage of their studies.
3. A student has the right to enrol in the next stage of study in the period between the regular and supplementary dates of the Final state examination.
4. During the period set for course registration / registration in courses for the following semester, students shall select the courses they intend to take in that semester. When enrolling in courses, students are required to follow the rules for compiling study plans for the programme.
5. If a particular course is taught by more than one teacher/lecturer and capacity allows, students have the right to choose between them. The method and deadlines for selection are governed by internal regulations pursuant to Article 49.
6. Enrolment takes place on the dates set by the dean. Students enrol electronically via VUTIS or in person.
7. If a student fails to enrol in the next stage of study within the set deadline without an excuse, or if their excuse is not accepted, their study shall be terminated in accordance with Section 56(1)(b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act. Excuses must be submitted to the Dean no later than 5 working days after the enrolment deadline or after the obstacle preventing the excuse has ceased to exist. The student will be notified of the acceptance of their excuse via VUTIS.

Article 18

Interruption of study

1. The Dean may interrupt a student's study at the student's request or by official authority.
2. STUDY is usually interrupted for the duration of entire semesters plus the remaining part of the semester in which the request was submitted. STUDY cannot be interrupted for a period shorter than one calendar month. The interruption of STUDY usually ends at the beginning of the semester.

3. Studies may be suspended repeatedly. The sum of the actual duration of studies and the period of suspension of this study may not exceed the maximum duration of studies for the relevant programme.
4. The Dean shall interrupt studies upon request if the student has fulfilled the conditions for study review pursuant to Article 16 and has thus obtained the right to enrol in the next stage of study.
5. Interruption of study during the first semester of study is possible only in exceptional cases, in particular for health reasons.
6. The Dean shall suspend study ex officio if the student has not paid a financial obligation due to BUT, in particular the fees specified in accordance with Section 58(3) and (4) of the Act. Before initiating proceedings to suspend study, the Dean may exercise his or her authority under Section 63(3)(d) of the Act and summon the student to discuss the matter. The dean shall suspend the student's studies for the period remaining until the maximum duration of studies is exhausted. If the fee is paid and the person whose studies have been suspended requests that the suspension be terminated, the Dean shall grant this request and decide to terminate the suspension of studies; the second sentence of paragraph 2 on the impossibility of suspension for a period shorter than one calendar month shall not apply in this case.
7. The Dean shall interrupt studies on the basis of a request if the student requests an interruption due to pregnancy, childbirth or parenthood, or in connection with taking a child into care replacing parental care on the basis of a decision of the competent authority under the Civil Code or legal regulations governing state social support, for the entire recognised period of parenthood under Section 54(2) of the Act.
8. The Dean shall suspend studies upon request to a student who has been evaluated with the grade "F" in the Final state examination, until the examination is retaken.
9. A person whose study has been suspended is obliged to inform the faculty of the facts decisive for the suspension of study and its duration.
10. On the date of interruption of studies, the person ceases to be a student, and on the date of termination of the interruption of studies, they are entitled to enrolment in studies. The provisions of Article 17(7) shall apply mutatis mutandis.
11. The Dean shall terminate the interruption of studies upon written request of the person whose studies have been interrupted, or ex officio, if the reasons for the interruption of studies cease to exist, so that the person may study without further adjustments to the study progress after their enrolment in studies.
12. The period of interruption of study pursuant to paragraph 7 and the period during which study was interrupted for serious health reasons shall not be included in the total period of interruption of study pursuant to paragraph 3.

Article 19
Recognition of completed courses

1. And a student who has completed a programme or part thereof, or who is studying 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, upon request, have completed courses recognised to the extent specified in Section 68(1)(d) of the Act (hereinafter referred to as "recognition of courses"). The Dean shall decide on the recognition of courses in accordance with the internal standard pursuant to Article 49.
2. In accordance with Section 60(2) of the Act, the dean may recognise the fulfilment of study obligations from a lifelong learning programme within the framework of a study programme if the

course completed in the lifelong learning programme is equivalent to a course taught in the given study programme.

3. The student shall attach to the application a confirmation of completion of the study programme or course, the number of ECTS credits obtained and the classification and syllabus of each course verified by the university or other educational institution at which the study programme or course was completed. This does not apply if the student is applying for recognition of courses completed in previous or concurrent studies at BUT. The form of the application for recognition of an examination and the deadline for its submission are specified in the internal regulations pursuant to Article 49.
4. When deciding on the recognition of a course, the Dean shall take into account, in particular, the credit evaluation of the completed course, the grading scale, the number of any unsuccessful weighted grade-point averages of the course and the time that has elapsed since the weighted grade-point average of the course.
5. The dean may make the recognition of a course conditional on the passing of differential examinations. In this case, the original evaluation of the course is replaced by the evaluation of the successfully passed differential examination.
6. Simultaneously with the recognition of a course completed by an examination or classified credit, the dean shall also recognise its classification. If the recognised course is not graded according to the grading scale under Article 14, the dean shall determine the evaluation for the recognised examination.
7. At the same time as recognising the course, the dean may also recognise its credit value. If the recognised course was not assessed in credits, the course shall be assigned a credit evaluation corresponding to the course of the given programme. Courses recognised from successful completion of studies may be recognised with a credit value only to the extent that the number of credits obtained in these completed studies exceeded thirty times the standard duration of studies in semesters.
8. The credit value of recognised courses is not included in the number of ECTS credits decisive for assessing the fulfilment of the conditions for progression to the next stage of study in accordance with Article 17. However, the evaluation of recognised courses and ECTS credits are included in the total number of ECTS credits obtained during the course of study and in the weighted grade-point average.
9. No unit of the Final state examination may be recognised for the student.
10. The procedure for recognising the results of study at a foreign university within the framework of short-term study stays is governed by the internal regulations of BUT.

Article 20 abandonment of studies

A student who decides to abandon their studies shall notify the dean of this fact in writing. The date of termination of studies is the date on which the faculty received the student's written statement of abandonment of studies.

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

The Dean shall decide, in accordance with Section 56(1)(b) of the Act, to terminate studies due to failure to meet the requirements of the programme if the student

- a) has not duly completed their studies within the maximum duration of studies (Article 4),
- b) has failed to pass a course that is compulsory for the programme even after re-enrolling (Articles 12 and 13),
- c) has not obtained the required number of ECTS credits in a given section of study (Article 16),
- d) has failed to meet the conditions for continuing their studies during the ongoing study review due to repeated unexcused absence from classes with controlled attendance (Article 16),
- e) has not enrolled in the next stage of study within the specified deadline without excuse, or their excuse has not been accepted (Article 17),
- f) has not taken the state final examination within the regular or supplementary deadline (Article 23),
- g) did not take the Final state examination within the deadline specified in Article 23(2).

Article 22
successful completion of studies

1. Studies are duly completed by graduating from the relevant study programme. A student graduates if they obtain a number of ECTS credits in the prescribed composition equal to at least sixty times the number of years of the standard duration of studies and pass the Final state examination, which in a Bachelor's Study programme usually includes the defence of a bachelor's thesis, and in a master's study programme the defence of a master's thesis.
2. Pursuant to Section 55(1) of the Act, the date of successful completion of studies is the date on which the Final state examination or its last part was taken.

Article 23
Final state examination

1. The state final examination may be taken if the student has fulfilled all the study obligations prescribed by the study plan of the study programme, has obtained the prescribed number of ECTS credits specified in Article 22 and has submitted a diploma or bachelor's thesis within the specified deadline, if it is part of the study plan.
2. The student is obliged to take the Final state examination no later than in the second academic year following the academic year in which they fulfilled the conditions set out in paragraph 1. If the student does not take the Final state examination at this time, their study is terminated in accordance with Section 56(1)(b) of the Act. In justified cases, the dean may allow the Final state examination to be taken at a later date.
3. The content and structure of the Final state examination is determined by the programme documentation. The rules for the organisation and conduct of Final state examinations are laid down in the internal regulations pursuant to Article 49.
4. The Final state examination or any part thereof may be repeated once. The student shall repeat only the part for which he or she received a grade of "F".
5. The last part of the Final state examination may be taken no later than the end of the maximum duration of studies in the programme. If the student does not take the Final state examination by this time, their study shall be terminated in accordance with Section 56(1)(b) of the Act. Section 68 of the Act shall apply to the procedure for deciding on this matter.
6. The course and announcement of the results of the Final state examination are public. The examination board keeps a record of the state final examination, which includes the course and evaluation of the defence of a diploma or bachelor's thesis and other parts of the state final examination and the overall grading scale of the state final examination in accordance with Article

26. The record is attached to the opponents' assessment and the evaluation of the supervisor of the bachelor's or diploma thesis. The form of the minutes is determined by the internal regulations of BUT.

Article 24

Final state examination commission for Final state examination

1. The Final state examination is held before an examination board. The chair, vice-chair and members of the board are appointed by the dean of the faculty in accordance with Section 53(2) of the Act. The Ministry of Education, Youth and Sports (hereinafter referred to as "the Ministry") may appoint additional members of the examination board from among leading experts in the field. The examination board shall have at least five members, and more than one board may be established for a single programme. In the absence of the chairperson, the vice-chairperson shall act on his or her behalf. The Dean may appoint one of the members as the secretary of the board, or appoint a secretary who is not a member of the board.
2. The proceedings of the examination board for Final state examinations shall be chaired by its chairperson. The Rules of Procedure of the examination boards and the manner of their convening shall be laid down in internal regulations pursuant to Article 49. The examination board shall have a quorum if at least three-fifths of its members are present. In exceptional and justified cases, some members of the examination committee may participate in its proceedings using means of remote communication.

Article 25

1. Through their bachelor's or diploma thesis, students demonstrate their ability to solve and present a given problem both orally and in writing, and to defend their own approaches to solving it. Bachelor's and diploma theses differ in the nature of the problems assigned and the scope and depth of their treatment. A Bachelor's thesis is written if it is part of the study plan. The writing of a diploma thesis is part of the study plan.
2. The assignment of a bachelor's or diploma thesis includes, in particular, the objectives to be achieved, basic literary sources, the name of the thesis supervisor and the deadline for its submission. Details are specified by the internal regulations of BUT.
3. A professional from the field may also serve as the supervisor of a bachelor's or diploma thesis.
4. The bachelor's or diploma thesis is written in the language in which the programme is conducted. In the case of a programme conducted in Czech, the bachelor's or diploma thesis may be submitted in Slovak or English with the consent of the thesis supervisor. A thesis submitted in English must include an extended abstract in Czech or Slovak, unless it is a programme with accreditation in English.
5. The supervisor of the bachelor's or diploma thesis and its opponent or opponents, appointed by the head of the Institute (of) employee, shall prepare reviews of the thesis. The student must be familiarised with these reviews no later than three days before the defence. Opponents are appointed from among the academic staff of the faculty or other university-educated experts in the given field of study. Opponents must have at least a master's degree.
6. In their review, the supervisor and opponent shall propose an evaluation of the thesis according to the classification scale in Article 14 and at the same time express in writing:
 - a) whether the thesis has fulfilled the set objective,

- b) the approach to solving the problem and the results of the thesis, specifying the specific contribution of the student,
 - c) the formal layout of the thesis and its language level,
 - d) whether the thesis meets the standard requirements for a bachelor's or diploma thesis in the given field.
7. During the defence of a bachelor's or master's thesis, the student first presents the main results of their work and then comments on the remarks made in the supervisor's evaluation and in the review or reviews of the opponent or opponents. This is followed by a discussion.
 8. If the student fails to defend their bachelor's or diploma thesis, the final state examination board shall decide whether to supplement or completely rewrite the thesis or to prepare a thesis with a different assignment. The board shall state the reasons for its decision in the Final state examination report.
 9. If a student fails to submit their bachelor's or master's thesis by the set deadline without an excuse, or if their excuse is not accepted, they cannot be admitted to the defence in the current period in which the state final examinations are held. The excuse must be submitted to the dean within 3 working days of the deadline for submitting the bachelor's or diploma thesis or from the removal of the obstacle preventing the excuse. The dean will decide whether to accept or reject the excuse and the student will be notified of this decision via VUTIS.
 10. The formal layout of bachelor's and diploma theses is specified by internal BUT regulations.

Article 26

Evaluation of the Final state examination

1. The individual parts of the Final state examination are graded separately. The classification of the Final state examination and its parts is decided by the examination board for Final state examinations in a closed session. The ECTS classification scale according to Article 14 is used for classification. A design for classification is accepted if it receives a majority of votes from the members of the board present.
2. The overall classification of the Final state examination is based on the classifications of its individual parts, whereby:
 - a) if one part of the Final state examination is graded "F" (fail), the overall result is "F" (fail),
 - b) in other cases, the examination committee for Final state examinations decides on the overall classification of A, B, C, D and E.
3. If a student is graded "F", the state final examination board shall decide on the reasons, which shall be recorded in the Final state examination report and communicated to the student.
4. If a student fails to attend the Final state examination without an excuse or if their excuse is not accepted, they shall be deemed to have failed the Final state examination. The excuse shall be submitted to the Dean within 3 working days of the date of the Final state examination or of the removal of the obstacle preventing the excuse. The Dean will decide whether to accept or reject the excuse, and the student will be notified of this decision via VUTIS.

Article 27

Overall evaluation of the study

1. The overall evaluation of successfully completed study is:
 - a) passed with honours,
 - b) passed with distinction,

- c) passed.
2. A student who has passed with honours will receive a university diploma with honours.
 3. The overall evaluation of 'passed with honours' will be awarded to graduates who received a grade of 'A' in the Final state examination and achieved excellent academic results throughout their study progress in the programme leading to a university degree and the award of an academic title. Excellent academic results are expressed by a weighted grade-point average not exceeding 1.50.
 4. An overall evaluation of 'very good' is awarded to a graduate who has been evaluated with at least a grade 'C' in the Final state examination and who has achieved very good academic results throughout their study progress in a programme leading to higher education and the award of an academic title. Very good academic results are expressed by a weighted grade-point average not exceeding 2.00.

PART THREE

STUDY IN 5 DOCTORAL STUDY PROGRAMMES

Article 28

Basic provisions

1. Study in a doctoral study programme is conducted according to an individual study plan under the supervision of a supervisor. Specialist supervisors may participate in the supervision of doctoral students. This study is monitored and regularly evaluated by the subject area board.
2. The applicant becomes a student on the date of enrolment in studies at BUT in accordance with Article 41 of The Statute of BUT.

Article 29

Dissertation topic

1. For a specific programme, the faculty shall determine the topics of independent scientific, research, development activities or independent theoretical and creative activities in the field of art (hereinafter referred to as the "dissertation topic").
2. The dissertation topic shall be approved by the subject area board upon the design of the supervisor and after consultation with the head of the training workplace.
3. Applicants are always admitted to study for a specific dissertation topic as part of the admission procedure.

Article 30

1. The field council defined in Section 47(6) of the Act shall have at least five members, who shall be appointed and dismissed by the dean after consultation with the relevant scientific or artistic council (hereinafter referred to as the "Scientific Board"). The dean shall also determine the number of members of the field council and their term of office. The chair of the field council shall be the guarantor of the doctoral programme.
2. The field council shall be governed by rules of procedure in its activities. The rules of procedure shall be issued by the dean after consultation with the field council.

Article 31
Activities of the field council

The programme board shall, in particular:

- a) comments on designs for supervisors and specialist supervisors,
- b) approves designs for dissertation topics,
- c) discusses changes in the structure of study courses that are part of the relevant programme,
- d) proposes the composition of committees for admission examinations to the relevant programme,
- e) comments on the maximum number of students of the Doctoral Study Programme (hereinafter referred to as "doctoral students") that a supervisor may supervise,
- f) expresses its opinion on the individual study plans of doctoral students and any changes thereto,
- g) discusses the evaluation of doctoral students submitted by supervisors,
- h) recommends to the dean the termination of a doctoral student's studies for failure to fulfil the study obligations arising from the individual study plan. A doctoral student may participate in this meeting of the subject area board at their own request; the doctoral student and their supervisor shall be informed of this meeting of the subject area board in sufficient advance,
- i) evaluates the work of supervisors and submits its conclusions to the Dean,
- j) Evaluates the level of implementation of the programme at least once a year and submits its conclusions to the Dean, or to the deans of other Faculties, or to the statutory bodies of legal entities involved in the implementation of the programme,
- k) initiates designs for adjustments to the programme in relation to accreditation conditions,
- l) proposes the chair and members of the committee for the defence of dissertations.

Article 32

1. The supervisor is a figure in the field forming the scientific and creative focus of the programme who is decisive for the staffing of the programme in terms of its accreditation and its implementation in relation to the doctoral student.
2. A supervisor may be a professor, extraordinary professor or associate professor who meets the supervisor standard set by the internal regulations of BUT (hereinafter referred to as the "supervisor standard"). In exceptional cases, a prominent expert with a scientific title in the field that forms the focus of the programme may be appointed as a supervisor for a specific dissertation topic after approval by the faculty's Scientific Board.
3. The design for the appointment of a supervisor is submitted by the head of the relevant training workplaces to the subject council, which, after giving its opinion, submits it to the dean.
4. The supervisor is appointed and dismissed by the Dean, who may specify the period for which the supervisor is appointed. The supervisor is appointed for a specific programme.
5. The topics of dissertations proposed by the supervisor shall be in line with his or her own research activities, taking into account the focus of the supervisor's workplaces and the workplaces to which the doctoral student is assigned (hereinafter referred to as the "training workplaces").
6. The supervisor is a member of the committee for the admission examination of candidates applying for the dissertation topic proposed by him or her.
7. The supervisor is responsible for the professional development of the doctoral student and continuously monitors the fulfilment of his or her individual study plan. He or she is obliged to

provide the doctoral student with consultations to the extent specified by the supervisor's standard.

8. In the event of proven failure to fulfil the obligations set out in these rules and the supervisor standard, the supervisor may be dismissed. The dismissal of the supervisor is carried out by the dean after consultation with the chair of the subject area board and the head of the relevant training workplaces.

Article 33 Specialist supervisor

1. In agreement with the supervisor, the specialist supervisor participates in the professional guidance of the doctoral student, in particular by providing specific consultations on the topic of the dissertation.
2. A student may have more than one specialist supervisor.
3. A specialist supervisor may be an employee of BUT with a scientific degree, an emeritus professor at BUT, or a professional from the field. The design for the appointment of a specialist supervisor is submitted by the supervisor to the field council.
4. The specialist supervisor is appointed by the dean after discussion in the field council.

Article 34 individual study plan

1. The individual study plan, according to which the doctoral student's studies in the programme proceed, shall specify for the doctoral student:
 - a) the content focus of their independent scientific, research, development activities or independent theoretical and creative activities in the field of art and their own educational activities with regard to their field of specialisation and dissertation topic, prescribed publication outputs,
 - b) the courses that the doctoral student is required to complete and the deadline for their completion,
 - c) activities related to creative work, in particular planned or recommended internships and stays at foreign workplaces, participation in conferences, seminars, summer schools,
 - d) form of compulsory participation in international cooperation pursuant to paragraph 4
 - e) study schedule,
 - f) the form and scope of teaching practice according to paragraph 5
 - g) any other obligations.
2. Doctoral study programmes are not conducted under the ECTS credit system.
3. An individual study plan is drawn up in the first year of studies for the entire doctoral programme within the deadline set by internal regulations pursuant to Article 49. An individual study plan may be updated at the request of the doctoral student or on the initiative of the supervisor in accordance with paragraph 6.
4. Part of the study requirements in a doctoral study programme is the completion of part of the study at a foreign institution or participation in an international creative project with results published or presented abroad, or another form of direct participation of the student in international cooperation.
5. The individual study plan of a doctoral student in full-time study usually includes teaching practice, which serves primarily to develop presentation skills. This practice lasts for a maximum of four

semesters, for a maximum of 4 hours per week, and may include teaching under the supervision of a supervisor or guarantor of a specific subject, supervision of final theses, or other forms of teaching. The specific rules for teaching practice are set out in the internal regulations pursuant to Article 49. Any exceptions to teaching practice are permitted by the head of the training workplace in agreement with the supervisor.

6. The individual study plan and any amendments thereto shall be drawn up by the supervisor together with the doctoral student and, after consultation with the head of the training workplace, shall be submitted to the subject area board, which shall either approve it or return it to the supervisor for revision. The individual study plan and any amendments thereto shall be approved by the dean.
7. The individual study plan may not include courses that the doctoral student has completed in previous Bachelor's and master's studies.

Article 35 **doctoral programme courses**

1. The courses of the doctoral programme are set so that the doctoral student gains an overview corresponding to the current state of knowledge in the field to which the dissertation belongs.
2. The courses of the doctoral programme may also expand other skills necessary for scientific work, in particular active knowledge of a foreign language and so-called soft skills.
3. The methods of teaching in the doctoral programme include lectures, seminars, studios, exercises and consultations.
4. Lectures are led and examined by professors, extraordinary professors, associate professors, or other prominent experts in the relevant fields.
5. Article 10(1) applies mutatis mutandis to the methods of completing courses in the doctoral programme, whereby completion of a course in the form of a graded credit is not applicable in doctoral study programmes.
6. Article 8 applies mutatis mutandis to the documentation of courses of doctoral study programme subjects, whereby courses intended exclusively for students of doctoral study programme are not assigned a number of ECTS credits.
7. The teaching of a course is based on the number of doctoral students studying the course, either in lectures organised for a group of students, the minimum number of which is determined by the dean, in seminars, or in supervised independent study with consultations.

Article 36

1. The examination date or colloquium (hereinafter referred to as the "examination") is usually set by the examiner in agreement with the doctoral student. The supervisor is always informed about the examination. The examination is public. In exceptional and justified cases, the examination may be conducted using means of distance communication; details are set out in the internal regulations pursuant to Article 49.
2. The classification grades "pass" and "fail" are used for the evaluation of examinations. The weighted grade-point average is not determined in doctoral study programmes.
3. A doctoral student may take an examination in a registered subject no more than twice, i.e. they are entitled to one resit.

4. The classification of the examination is recorded in the study documentation in accordance with Article 50.
5. A course specified in an individual study plan that a doctoral student has not duly completed must be re-enrolled in the next semester in which the course is taught. The course may only be re-enrolled once.
6. If the doctoral student fails to pass the examination in a course prescribed by the individual study plan even after re-enrolling in the course, their studies shall be terminated in accordance with Section 56(1)(b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act.
7. If a doctoral student fails to attend the examination without an excuse or if their excuse is not accepted by the examiner, they will be evaluated as "failed". For serious reasons, especially health reasons, it is possible to submit an excuse retroactively, no later than the third working day after the scheduled date of the examination or after the obstacle preventing the excuse has been removed. The doctoral student must provide serious reasons in the excuse as to why he or she was unable to attend the examination. The final decision on whether to accept the excuse is made by the chair of the relevant subject area board, who will inform the doctoral student of the outcome.
8. A credit confirms that the doctoral student has actively worked during the semester and has fulfilled the requirements for the award of the credit. The provisions of Article 12 apply mutatis mutandis to the award of credits.
9. A colloquium is a discussion on the subject matter of the course. The colloquium is evaluated as "pass" or "fail".

Article 37

Evaluation and control of the fulfillment of the individual study plan

1. The supervisor regularly evaluates the fulfilment of the doctoral student's study obligations and submits the evaluation to the relevant subject area board. The period for evaluating doctoral students is set by internal regulations pursuant to Article 49.
2. Each year, by the deadline set by the dean, the doctoral student shall prepare a written report on the results of his or her activities, which shall serve as one of the bases for his or her evaluation by the supervisor. In the second year of his or her studies, the doctoral student shall submit a written summary of the progress of his or her dissertation by the deadline set by the dean.
3. At least once a year, doctoral students shall report to a committee established by the head of the training workplace or the dean/director of the University Institute on the results of their creative tasks and the preparation of their dissertation. In exceptional and justified cases, the doctoral student may report on them using a means of remote communication. At least one member of the committee for the evaluation of doctoral students before advancing to the third year of study must be an expert who is not an employee of the relevant faculty/university institute. The basis for the committee's deliberations shall be the documents referred to in paragraphs 1 and 2. The committee shall evaluate the doctoral student using the grading scale referred to in Article 14, and this evaluation, together with the evaluator's evaluation, shall form the basis for the discussion of the doctoral student's evaluation by the field council pursuant to paragraph 5. The committee may also propose a reduction in the doctoral scholarship pursuant to paragraph 4. Details are set out in the internal regulations pursuant to Article 49.
4. If a doctoral student seriously fails to fulfil their obligations set out in their individual study plan, the supervisor, head of the training workplace or committee pursuant to paragraph 3 may propose to the field council a reduction of the doctoral scholarship by 50% or 100%, depending

on the seriousness of the failure to fulfil their obligations. Serious failure to fulfil obligations is considered to be failure to fulfil an obligation that is a condition for progression to the next stage of study within the deadline set by the individual study plan, failure to fulfil a large number of partial obligations within the set deadline, or insufficient progress in the preparation of the dissertation.

5. When evaluating a student with a grade of "F" pursuant to paragraph 3, the relevant subject area board shall discuss a design to terminate the student's study pursuant to Section 56(1)(b) of the Act. A design to terminate studies may also be submitted to the subject area board by the supervisor, the head of the training workplaces or the chair of the subject area board. The procedure for deciding on this matter is governed by Section 68 of the Act.
6. If the subject area board does not decide to terminate the study programme pursuant to the previous paragraph, the doctoral student shall be entitled to enrol in the next stage of study.
7. The doctoral student shall enrol in the next stage of study within the deadlines and under the conditions set by the dean. If the doctoral student does not enrol in the next stage of study within the set deadline, the faculty shall invite him/her via VUTIS to enrol at an alternative date. If the student does not enrol by the alternative deadline without excuse, or if their excuse is not accepted, their study shall be terminated in accordance with Section 56(1)(b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act. The excuse must be submitted to the Dean no later than 3 working days after the enrolment deadline or after the obstacle preventing the excuse has ceased to exist. The student will be notified of the acceptance of the excuse via VUTIS.

Article 38 Interruption of study

Article 18 applies mutatis mutandis to the interruption of studies in doctoral study programmes, with the exception of paragraphs 4, 6 and 8.

Article 39 Recognition of completed courses

1. Article 19 applies to the recognition of courses, with the exception of the provisions on the credit value of courses.
2. The recognition of courses shall be decided by the dean upon the design of the supervisor and after consultation with the subject area board, in accordance with the internal regulations pursuant to Article 49.

Article 40

1. A dissertation may be:
 - a) an independent work prepared in accordance with paragraph 2 containing the results of a scientific or creative task, or
 - b) a thematically organised collection of published works and works accepted for publication.
2. A dissertation is divided into the following main parts:
 - a) an overview of the current state of the issue that is the subject of the dissertation,
 - b) the objective of the dissertation,

- c) results of the dissertation, including new findings, their analysis and their significance for practical implementation or for further development of the field,
 - d) a list of references,
 - e) a list of the author's own works related to the topic of the dissertation,
 - f) a summary in Czech (or Slovak) and English, usually one page in length.
3. The dissertation is written in English, unless the field council decides otherwise for a specific programme or specific dissertation.
 4. The dissertation must contain original and published results or results accepted for publication. The dissertation may include an artistic output or a functional prototype of technical equipment, a patent application for an invention or technical documentation created during research, development or innovation activities, or other applied results of research, development or innovation.
 5. The requirements for the scope and quality of publications are set by the subject area board.
 6. The formal layout of the dissertation is determined by the internal regulations of BUT.
 7. If the set of published works referred to in paragraph 1(b) includes works of which the doctoral student is a co-author, the doctoral student's contribution must be specified.

Article 41

1. The study programme is duly completed by a state final examination consisting of the defence of the dissertation.
2. A doctoral student may register for the defence of their dissertation after fulfilling all the obligations set out in their individual study plan.
3. Together with the application for the defence of the dissertation, the doctoral student shall submit:
 - a) the dissertation in the number of copies specified by the faculty,
 - b) an overview of activities performed during their study in the doctoral study programme, including a list of published works and works accepted for publication, or a list of engineering or artistic works created, and responses to these works,
 - c) published works or manuscripts of works accepted for publication, together with proof of their acceptance for publication.
4. The method of submitting applications for the defence of a dissertation is set out in the internal regulations pursuant to Article 49.
5. The procedure for the defence of a dissertation shall commence upon delivery of the application for the defence of the dissertation.
6. If the application for the defence of a dissertation meets the requirements under paragraph 3, it shall be forwarded to the subject area board for further proceedings.
7. If the application for the defence of the dissertation does not meet the requirements specified in paragraph 3, the dean shall suspend the proceedings and invite the doctoral student to remedy the deficiencies within a specified period, otherwise the proceedings shall be terminated.
8. The supervisor shall prepare a statement on the dissertation for the submitted application for the defence of the dissertation. The doctoral student must be familiarised with the statement at least 15 days before the defence.

Article 42
Komise pro obhajobu disertační práce

1. The defence of the dissertation takes place before the dissertation defence committee. The chair, vice-chair and members of the committee are appointed by the dean on the design of the subject area board. The supervisor may be a member of the dissertation defence committee. In the absence of the chair, the vice-chair acts on his or her behalf. The dean may appoint a secretary to the committee who is not a member of the committee.
2. The dissertation defence committee shall have at least five members. At least two members of the committee shall be persons other than members of the BUT academic community.
3. The chairperson convenes and chairs the meetings of the dissertation defence committee.
4. The dissertation defence committee shall have a quorum if at least three-fifths of its members are present. In exceptional and justified cases, the committee may also meet using means of remote communication. A majority vote of all committee members is required for a design to be adopted.

Article 43

1. The dissertation defence committee shall appoint at least two opponents of the dissertation, of whom no more than one may be from the faculty or institution where the dissertation was written.
2. Only a professor, extraordinary professor, docent or other prominent expert with a scientific degree in the field in which the dissertation is written may be an opponent. The supervisor, specialist supervisor, direct superior or subordinate of the doctoral student may not be appointed as an opponent.
3. The appointed opponents may be members of the dissertation defence committee. Opponents as members of the dissertation defence committee are appointed by the Dean.
4. The opponent shall prepare a written review of the dissertation, which may be in Czech, Slovak or English.
5. In the review, the opponent shall comment on:
 - a) the topicality of the dissertation topic,
 - b) whether the dissertation has fulfilled its stated objective,
 - c) the approach to solving the problem and the results of the dissertation, specifying the specific contribution of the doctoral student,
 - d) the significance for practice or the development of the field,
 - e) the formal layout of the dissertation and its linguistic level,
 - f) whether the dissertation meets the conditions specified in Section 47(4) of the Act,
 - g) whether the student has demonstrated creative abilities in the given field of research and whether the thesis meets or does not meet the standard requirements for dissertations in the given field. Without this conclusion, the review is invalid.
6. If the opponent does not prepare the review within two months of the date of appointment, the dissertation defence committee may appoint another opponent.
7. If the review does not meet the conditions set out in paragraph 5, the dissertation defence committee shall invite the opponent to supplement or revise the review. If they fail to do so within the set deadline, the committee shall appoint another opponent.
8. Opponent reviews must be sent to all members of the dissertation defence committee and to the doctoral student at least 15 days before the defence.

9. If any of the opponents does not recommend the dissertation for defence, the doctoral student may request that the dissertation defence procedure be suspended so that they can supplement or revise their work. The dean shall make a final decision on this request based on the recommendation of the dissertation defence committee and the relevant field council. The doctoral student will be notified of the resolution on the request via VUTIS.

Article 44

1. The defence of the dissertation is a scientific debate between the doctoral student and the opponents, members of the dissertation defence committee and other participants in the defence.
2. The defence of the dissertation is public. The date and place must be announced in the public section of the website of the faculty where the course in question is conducted.
3. The defence of the dissertation usually takes place within six months of the commencement of the proceedings. The period of interruption of the proceedings is not included in this period.
4. If the dissertation has not been defended, a new defence may be requested at the earliest after one year and at the latest after two years, unless the Dean sets a different date for the defence of the dissertation. If the dissertation is not defended even on the second attempt, the doctoral student's study shall be terminated in accordance with Section 56(1)(b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act.
5. The dean shall suspend the student's study until the date of the repeated defence of the dissertation, based on the student's request.
6. The dissertation must be submitted by the end of the maximum duration of studies at the latest. If the doctoral student fails to submit it within this period, their study shall be terminated in accordance with Section 56(1)(b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act. At the request of the doctoral student, recommended by the supervisor and the relevant subject area board, the dean may, in justified cases, exceptionally extend this period.
7. The defence of the dissertation must take place no later than 30 days after the delivery of reviews from all opponents, or after their completion or revision (Article 44(7)). The Dean may extend this period.
8. The defence of the dissertation takes place in the presence of the opponents. If, in exceptional cases, one of them is unable to attend the defence, the defence may take place provided that the absent opponent has submitted a positive review to . In this case, the review of the absent opponent is read out. At least one opponent must be present.
9. The defence takes place in the presence of the supervisor, who is usually a member of the dissertation defence committee.
10. The defence of the dissertation is chaired by the chair of the dissertation defence committee, in his/her absence by the vice-chair, or, in exceptional cases, by another member of the committee authorised by the chair.
11. The defence of the dissertation is usually conducted as follows:
 - a) the chair opens the defence, introduces the doctoral student, announces the topic of the dissertation and provides the dissertation defence committee with an overview of the doctoral student's published scientific works or engineering or artistic works created by him or her,
 - b) the doctoral student explains the essential content and main results of their dissertation,

- c) The supervisor informs the dissertation defence committee of his or her opinion on the doctoral student's work and the dissertation being defended.
 - d) the opponents shall present the essential content of their reviews,
 - e) the doctoral student shall respond to the opponents' reviews, in particular to objections, comments and questions, f) the chair shall open the discussion.
12. In a closed session, the dissertation defence committee, with the participation of the opponents and the supervisor, shall evaluate the dissertation defence and decide on its outcome by secret ballot. A majority vote of all committee members is required for the successful defence of the dissertation. After deciding on the outcome of the dissertation defence, the committee shall decide on the reasons for its decision by a majority vote of the committee members present. The doctoral student shall be informed of the decision and the reasons for it.
 13. Minutes are taken of the defence of the dissertation, to which the opponents' reviews are attached as an annex. If the defence of the dissertation was conducted in English, the minutes are taken in English.
 14. The chair of the dissertation defence committee informs the relevant subject area council and the dean of the outcome of the dissertation defence.

Article 45

Successful completion of studies

The date of successful completion of studies in a doctoral study programme is the date on which the dissertation was defended.

Article 46

Abandonment of studies

If a doctoral student decides to abandon their studies, they shall notify the Dean of their decision in writing.

Article 47

Termination of studies due to failure to meet the requirements of the programme

1. The Dean shall decide on termination of studies due to failure to meet the requirements of the programme pursuant to Section 56(1)(b) of the Act if:
 - a) The doctoral student has not submitted their dissertation within the maximum duration of studies (Article 4),
 - b) the doctoral student has failed to complete a subject prescribed by the individual study plan even after re-enrolling (Article 36),
 - c) the field council has recommended termination of studies based on the evaluation of the doctoral student (Article 37),
 - d) the doctoral student did not enrol in the next stage of study within the set deadline without excuse, or if their excuse was not accepted (Article 37),
 - e) the dissertation was not defended even on the second attempt (Article 44),
 - f) the dissertation has not been defended within two years of the unsuccessful defence date or within the deadline set by the Dean for the second defence (Article 44).

Article 48
Ustanovení pro STUDY ve spolupráci se zahraniční institucí

1. Doctoral Study may be carried out in cooperation with a foreign university or research institution under dual supervision of the dissertation.
2. The agreement on the implementation of studies under dual supervision may stipulate rules arising from the nature of these studies, which, however, must not conflict with these rules or reduce the quality of these studies.
3. In the case of study under paragraph 1, an additional supervisor from the staff of the foreign institution shall be appointed for the specific student.

PART FOUR

Article 49
Rules for the organisation of study

1. The rules for the organisation of study at the faculty are governed by the faculty's internal regulations, usually entitled "Rules for the Organisation of Study at the Faculty".
2. The rules for the organisation of study for students who are not enrolled at any faculty are governed by the internal VUT regulation entitled "Rules for the Organisation of Study".
3. The first part of the internal regulation sets out details on the organisation of studies in bachelor's and master's degree programmes in areas where this regulation is required by the internal regulation.
4. The second part regulates the details of the organisation of studies in doctoral study programmes in areas where these rules are regulated by internal regulations.
5. Students enrolled in programmes carried out in cooperation with several faculties are bound by the internal regulations and standards of their home faculty.

Article 50
Dokumentace o studiu

1. Study documentation is part of VUTIS and is used to record, store and process data related to the study of individual students.
2. The study documentation includes the final Thesis and reviews of this thesis, if such a thesis is part of the programme.

Article 51
Access to final Theses

1. Bachelor's, Master's and doctoral theses submitted by candidates for defence must be made available for public inspection at least five working days before the defence at the BUT WORKPLACES where the defence is to take place. The WORKPLACES are understood to be the seats of the faculty or University Institute where the candidate is defending their thesis. Anyone may make extracts, copies or reproductions of the accessible work at their own expense.

2. The author of a bachelor's, diploma or doctoral thesis (hereinafter referred to as the "final Thesis") is required to upload an electronic version of the thesis to VUTIS by the specified deadlines.
3. VUT makes electronic versions of final Theses, including reviews by the thesis supervisor and opponents and a record of the course and result of the defence, available to the public on a non-profit basis.
4. The disclosure of final Thesis or parts thereof may be postponed for the duration of the obstacle to disclosure, but for no longer than 5 years. Information about the postponement of disclosure must be made available, together with the reasons for the postponement, in the same place where the final Thesis are made available.

Article 52 **Procedure for detecting plagiarism**

1. Students must not engage in any form of cheating, copying or unauthorised collaboration when fulfilling their study obligations.
2. When writing their final Thesis, students are obliged to comply with Act No. 121/2000 Coll., on copyright, rights related to copyright and on amendments to certain acts (the Copyright Act), as amended, to follow the current citation standards and to cite all sources used.
3. Passing off someone else's work as your own, or copying part of someone else's work without citing the sources used (hereinafter referred to as "plagiarism"), as well as repeatedly using significantly identical or almost identical parts of your own work without citing the source used (hereinafter referred to as "self-plagiarism"), may be considered a disciplinary offence.
4. The unacknowledged use of artificial intelligence tools may be considered a disciplinary offence.
5. The text of the submitted final Thesis is subject to comparison with the texts of final Theses stored in the final Thesis database and with the texts of other publications.
6. If the supervisor of the Bachelor's or Master's thesis or the opponent discovers or has reasonable suspicion that the final Thesis is plagiarised or self-plagiarised, they shall state this fact in the final Thesis review and submit a motion to initiate a disciplinary proceeding to the dean or, in the case of a student who is not enrolled at any faculty, to the rector. If the faculty disciplinary committee or the BUT Disciplinary Committee does not design to impose a sanction of expulsion from studies on the student in accordance with the BUT Disciplinary Code/Rules, it is obliged to justify its decision. A student against whom disciplinary proceedings have been initiated may not take the Final state examination or defend their dissertation.

Article 53 **Překážky ve studiu**

1. If a student was unable to attend classes with controlled attendance or fulfil other study obligations for serious reasons, they are obliged to excuse themselves to the teacher/lecturer or examiner directly or through the study department. The excuse must be submitted immediately, but no later than 3 working days after the deadline or after the obstacle preventing the excuse has ceased to exist. The student shall be notified of the acceptance of the excuse via VUTIS. Only a medical report confirming the period of inability to fulfil study obligations shall be recognised as proof of an obstacle to study for health reasons.
2. And a student is always excused from classes or examination dates if they are participating in military exercises of active reserves in accordance with Act No. 585/2004 Coll., the Defence Act, or representing the Czech Republic in sports in accordance with Section 54a(2) of the Act. The

teacher/lecturer may assign additional study obligations to such a student to compensate for their absence from classes.

3. Timely reported and duly documented obstacles to study are taken into account when assessing any student's requests for exceptions to the conditions for continuing their studies.

Article 54

STUDY in recognized parental leave time

1. Study during recognised parental leave pursuant to Section 21(1)(f) of the Act shall be recorded on the basis of a written request from the student and documentation of the relevant facts in the study documentation pursuant to Article 51.
2. Based on a written request, the faculty shall allow the student to defer the fulfilment of their study obligations for the period during which they would otherwise be on maternity leave. At the same time, it shall set the conditions for continuing their studies after this period.

Article 55

Form of student requests concerning studies

Unless otherwise provided by law or these rules, the form and requirements of student requests concerning studies may be specified by internal regulations pursuant to Article 49.

Article 56

Termination of study

1. If a student fails to meet the requirements of the programme under these rules, the date of termination of studies shall be the date on which the decision to terminate studies becomes final.
2. The student is obliged to submit a leaving certificate as proof of the settlement of all mutual obligations between him/her and BUT or the faculty by the date of termination of studies at the latest, if this is stipulated by the internal regulations of the faculty or university institute. The form and content of the leaving certificate shall be determined by the internal regulations pursuant to Article 49.

Article 57

Commendations and awards

Awards for exceptional results achieved by a student during study shall be granted by:

- a) the Rector in accordance with Article 70 of The Statute of BUT,
- b) the dean, whereby the rules for announcing and awarding the dean's awards are set out in the faculty's internal regulations.

Article 58

Medical fitness

1. If required by the nature of the programme, admission to study may be conditional on the applicant's medical fitness for study.
2. If medical fitness is a condition for admission to study, it is a requirement set out in these rules. If, in such a case, a student permanently loses their medical fitness to study, their study will be

terminated in accordance with Section 56(1)(b) of the Act. Section 68 of the Act applies to the procedure for deciding on this matter.

Article 59

Communication via VUTIS and student ID card

1. Students shall communicate with BUT staff electronically via VUTIS or using the e-mail address assigned to them by BUT. E-mails relating to their study at BUT shall be sent to the assigned e-mail address, and students are obliged to monitor all e-mail messages.
2. Students are required to upload a current photograph (ID photo) to VUTIS within the deadline specified in the internal regulations under Article 49 and then apply for a student ID card or ISIC card. Students who fail to upload their passport photo to VUTIS within the specified deadline, fail to apply for a card, or fail to collect it, may be denied access to certain teaching facilities by BUT.

Article 60

Transfer between programmes

1. A student or a person with interrupted studies may request a transfer between study programmes in accordance with Section 54b of the Act. Transfers may only be permitted between study programmes of the same type.
2. The conditions for transfer are the similarity of the initial and continuing programme and the study results in the initial programme. The faculty shall lay down specific conditions for its study programmes in an internal regulation and publish them on its website.
3. The dean of the faculty offering the continuing programme shall decide on the application for permission to transfer. The dean of the faculty offering the continuing programme may request the opinion of the dean of the faculty offering the initial programme on the student's transfer.
4. On the date of notification of the decision granting the transfer, the student or person with interrupted studies shall be entitled to enrolment in studies within the period specified in the decision. If the student does not enrol in the continuing programme of the study programme within the specified period, they shall remain a student of the initial study programme and their right to enrolment in the continuing programme of the study programme shall expire.
5. The transfer may only be permitted at the beginning of the semester and if the capacity of the continuing programme allows it.
6. A transfer may only be permitted to a student who has fulfilled the conditions for progression to the next stage of study in the initial programme.

PART FIVE

Article 61

1. Proceedings commenced before the entry into force of these Code/Rules shall be completed in accordance with these Rules.
2. The rights and obligations of students enrolled in study prior to the entry into force of these Rules shall be governed by these Rules.
3. The provisions of Article 5(8), third sentence, governing the dean's right to establish a different regime for selective courses shall apply no earlier than in the 2026/2027 academic year.
4. Students of Doctoral Study Programme who commenced their studies before 1 March 2025 shall complete their studies in the normal manner, i.e. by defending their dissertation and passing the state doctoral examination in accordance with the provisions of Section 47(4) of the Act effective until 28 February 2025 and the relevant provisions of Part Three of the Study and Examination Code/Rules of the Brno University of Technology, registered by the Ministry on 31 July 2017 under ref. no. MSMT-21009/2017, as amended by its Amendment No. 1, registered on 27 July 2018 under ref. no. MSMT-23338/2018.
5. The obligation to write a dissertation in English pursuant to Article 40(3) applies to students admitted to study after the effective date of these rules.

Article 62

1. The Study and Examination Code/Rules of the Brno University of Technology, registered by the Ministry on 31 July 2017 under ref. no. MSMT-21009/2017, as amended by its Amendment No. 1, registered on 27 July 2018 under ref. no. MSMT-23338/2018, without prejudice to the provisions of Article 61(3).
2. These Rules were approved by the Academic Senate of BUT on 14 October 2025 pursuant to Section 9(1)(b)(3) of the Act.
3. These rules shall enter into force pursuant to Section 36(4) of the Act on the date of registration by the Ministry of Education, Youth and Sports.
4. These rules shall take effect on the date of entry into force.
5. The interpretation of the individual provisions of these rules is entrusted to the Vice-Rector responsible for the field of study.

associate professor Miloslav Steinbauer, Ph.D.
Chairman of the AS VUT

associate professor Ladislav Janíček, Ph.D., MBA, LL.M.
Rector