

**BRNO UNIVERSITY OF TECHNOLOGY  
FACULTY OF BUSINESS AND MANAGEMENT**

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Complements: BUT Study and Exam Rules, FBM Degree Programme Implementation Rules, Directive no. 72/2017 on the layout, submission, and publishing of final projects  
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**DIRECTIVE NO.1/2018**

**FOR THE ORGANIZATION OF STUDY IN BACHELOR AND FOLLOW-UP MASTER PROGRAMMES AT THE FACULTY OF BUSINESS AND MANAGEMENT**

**Part 1**

**Introductory provisions**

1. Pursuant to Article 45 of the Faculty of Business and Management Statutes, the directive for the organization of studies in bachelor and follow-up master programmes at the Faculty of Business and Management is an internal standard of the faculty of Business and Management (FBM or Faculty) that regulates the details of the organization of studies in bachelor and master programmes pursuant to Article 51, Paragraph 3 of the BUT Study and Exam Rules (SER) and pursuant to the FBM internal regulation, FBM Degree Programme Implementation Rules.
2. FBM students and employees must observe the BUT internal SER regulation and the FBM internal regulation, FBM Bachelor and Follow-up Master Degree Programme Implementation Rules, and this directive, Organization of Study in FBM Bachelor and Follow-up Master Degree Programmes.

**Part 2**

**Study organization – addition to SER and Implementation Rules**

**To Article 5 SER Curricula + Implementation Rules Art. 3**

1. As a rule, a student must submit an application for individual study by the beginning of teaching in the relevant semester (SER Art. 5 Par. 10, Implementation Rules Art. 3).
2. A student with an approved individual curriculum in cooperation with teachers will set up an individual curriculum including study assessment dates. He or she will

submit a copy of such a curriculum signed by the relevant teachers at the study department within one month after individual curriculum approval. The individual curriculum will be refused if the student fails to do so.

3. Individual curriculum for reasons of concurrent employment may be approved for a student of a field and year that cannot be part of combined studies if a full-time employment contract has been signed and the job description is related to the profile of a graduate of the above field. First-year students of bachelor programmes will not be granted individual curricula for reasons of concurrent employment.

#### **To Article 7 SER Teaching methods and implementation**

At the beginning of each semester, a teacher will post on the BUT Information System consultation dates and places (SER Art. 7 Par. 3).

#### **To Article 8 SER Course documentation**

Managed by the academic in charge of its quality, the course documentation must be available for updates on the BUT information system (BUT IS) 14 days prior to the beginning of teaching in the respective semester (SER Art. 8 Par. 2).

#### **To Article 10 Ways of completing a course**

1. If a student fails to complete an enrolled optional course
  - a) that provides the student with credits necessary to achieve the number of credits needed to complete study, the student must re-enrol for this course in the next semester that offers it or enrol for a different course in the next year offering the same or greater number of credits. At the time of online enrolment for the next year of study, a student must submit a written application to the study department for registered courses to be de-registered or changed.
  - b) that provides the student with credits additional to the number of credits necessary to complete study, the student does not have to re-register the uncompleted optional course. At the time of online enrolment for the next year of study, a student must submit a written application for the course to be de-registered.
2. If a student fails to submit an application under a) or b), the uncompleted optional courses will be transferred to the next year of study at the time of enrolment taking place at the study department on 01.09. (SER Art. 10 Par. 2).

#### **To Article 11 SER Study assessment**

1. A student is obliged to continually check the study assessments entered into the online study report on the BUT Studis IS against the actual assessments. Any discrepancy must be immediately announced in a provable manner to the teacher or the academic in charge of the course or to the director of the institute that offers such a course (SER Art. 11 Par. 3).

2. Within 7 days of the end of the exam period, a student must check and approve the study assessments in the Student Online Record Book. This is done by clicking on the Approve button in the Student Online Record Book module of the BUT Studis IS.

**To Article 12 SER Class credit and graded class credit + Art. 5, Implementation Rules**

Exam reports for courses that are only completed by class credit or graded class credit will be closed on the day following the deadline for entering the class credit of graded class credit at the end of the exam period.

**To Article 13 SER Colloquium and exam + Art. 6, Implementation Rules**

1. A student may take an exam for an enrolled course with a maximum of two resits (SER Art. 13 Par. 9).
2. For combined studies, part of the exam dates must be announced for the weekdays on which the course is usually taught in this study mode (SER Art. 13 Par. 5).
3. Within the exam period, a student may submit to the director of the institute offering a course a written application for being examined by a board of examiners rather than by a particular examiner. Within a week of the receipt of an application, the director of the institute must appoint a board of three examiners headed by one of them, and set an exam date. The original examiner may be a member of such a board but not the head of it. In the event of the director of the institute being the original examiner, the dean will decide about the board (SER Art. 13 Par. 10).
4. Exam reports of courses that are completed only by an exam or by an exam after a class credit has been obtained will be closed on the day following the deadline for the entry of the grading at the end of the exam period (SER Art. 13 Par. 12).

**To Article 15 SER Weighted grade average**

Weighted grade average is calculated by the BUT IS to two decimals.

**To Article 16 SER Continual study assessment and criteria for continuing studies**

1. The minimum number of credits required for continuing the study do not include the credits from courses recognized from previous study pursuant to Article 19 Par. 7 SER. If the number of credits from the enrolled courses is less than the minimum number of credits required for continuing the study, a student must fulfil all the enrolled courses (SER Art. 16 Par. 2).
2. The study assessment in last-year students is carried out for the students to be admitted to the final state exam after the exam period of the spring semester according to the time schedule of the respective academic year.
3. A last-year student that, at the time of the study assessment for admittance to the final state exam, has failed to meet all the study obligations can do so by the end of the academic year time schedule for the 1<sup>st</sup> and 2<sup>nd</sup> year of the bachelor fields and the 1<sup>st</sup> year of the follow-up master fields. To be able to continue his or her studies, he or she must achieve the minimum number of credits pursuant Art. 16 Par. 2 item b SER.

4. For students with individual curricula approved, the study assessment is carried out on a date approved by the vice-dean for study. The deadline of exams for students with individual curricula approved in a particular academic year is 31<sup>st</sup> July.

#### **To Article 17 Enrolment for study and for the next year of study**

1. Enrolment for required optional and optional courses by the curricula will take place on the date set by the academic year time schedule. Enrolment for required courses will take place by default. Unless otherwise specified in a curriculum, the minimum, number of credits from the required, required optional, and optional courses that a student must enrol for in the next academic year is 60 (at least 30 in the autumn semester and at least 30 in the spring semester), The maximum total number of credits that a student can enrol for is 72 (SER Art. 17 Par. 3).
2. If a student wishes to change or cancel some of the enrolled for courses, he or she must submit a written request at the study department by 31<sup>st</sup> August.
3. An applicant admitted to study must enrol for the 1<sup>st</sup> year of study in person (SER no. 17 Par. 5).
4. A student meeting all the criteria for continuing the studies may enrol for the next year online via the BUIT Studis IS, approving the online student record book in the Online Student Record Book module and giving approval for the enrolment in the Enrolment module.
5. Students who have not fulfilled some of the criteria for continuing the studies while being granted an exception, students after interruption of studies, and students who extend their studies by re-enrolling for the last year must enrol in person.
6. Enrolment dates are specified by an internal standard issued by the Dean in the Instructions for Enrolment for the respective academic year.
7. In exceptional cases, a student may authorise another person to carry out the enrolment. Such a person must have a power of attorney that does not have to be officially authorised.
8. The Dean may permit a change of the study mode within a programme. Such a change can only be permitted if the criteria have been met for the admission to the relevant degree programme and study mode (result of the entrance exam). A change of the study mode can only be permitted from the beginning of the semester following the submission of a written application.

#### **To Article 18 Interruption of studies**

1. A student asking for an interruption of studies must submit a written signed application (SER Art. 18 Par. 1).
2. The date of enrolment for the autumn semester after study interruption is set by an internal standard issued by the Dean, Instructions for Enrolment, in the relevant academic year. Enrolment for the spring semester must be carried out by a student within 5 working days after the termination of an interruption of studies (SER Art. 18 Par. 10).

3. A student who has fulfilled all of his study obligations given by the curricula and has not taken a final state exam on the nearest regular date can be granted an interruption of studies until the date of a final state exam based on a written application. If a student who has fulfilled all of his study obligations given by the curricula does not submit an application for an interruption of studies, his or her study will be interrupted by virtue of office, with the proceedings of study interruption initiated after study assessment after the exam period of the spring semester at the latest – according to the time schedule of the academic year – study assessment for continuing studies in the next year of study.

## **To Article 19 Recognition of exams or the fulfilment of other study obligations**

### **A. Recognition of courses**

1. The Dean may recognize courses with identical content completed by an exam or an A,B,C graded class credit passed later than five years ago. The number of credits for such a course must be the same or higher than the number of credits set by the programme curriculum. Courses may only be recognized once. In the event of a student's third or higher study at the faculty, the courses already recognized in a previous study may not be re-recognized. Courses related to a final project cannot be recognized (SER Art. 19 Par. 3).
2. A student must submit an online application via the BUT Studis IS from 01.09. to the beginning of the autumn semester, for courses enrolled for both the autumn and spring semesters of the academic year.
3. A student who asks for recognition of a course studied at a different university or abroad will print out an online application and along with a certificate of the study or course completion, curriculum for each of the courses authorised by the university with an official seal and signature submitting it at the study department by the date set for application submission, that is, from 01.09. to the beginning of the autumn semester.

### **B. Recognition of a contiguous part of study**

1. A student may apply for recognition of a contiguous part of study if he or she achieved a weighted grade average of 1.9 in the previous study, the first exam was passed later than 5 years ago and there have been no changes in the curriculum. The Dean may recognize the grades for all regularly completed courses that correspond to the relevant year of the programme (field) for which the student enrolled. If a student has met all the criteria for continuing the study pursuant to Art. 16 Par. 2 item b) SER, that is, achieving at least 40 credits from the curriculum of the relevant study year, he or she can then enrol to a higher year of study. A contiguous part of study may only be recognized once. In the event of a student starting a third or higher study at the faculty, a contiguous part of study will not be recognized.
2. A student will submit a printed application at the study department within one week of enrolment attaching original records of the exams passed and the curricula of all courses authorised by the relevant university. Such attachments do not have to be

provided by a student who completed part of the previous study at the Faculty of Business and Management.

#### **To Article 20 Withdrawal from study**

A student deciding to withdraw from study must download a Withdrawal Notification from the BUT Studis IS, print it out and submit it signed at the study department. Along with it, a student must fill in and submit a Student Letter of Withdrawal on the BUT Studis IS having it authorized at the faculty library.

#### **To Article 23 Final state exam**

The final state exam rules are included in Annex 1 of this internal standard (SER Art. 23 Par. 2).

#### **To Article 24 Examination board for final state exams**

The rules of procedure for examination boards and the manner of their convening are included in Annex 1 of this internal standard (SER Art. 24 Par. 2).

#### **To Article 25 Bachelor and master projects and their defences**

The formal structure and layout and the defence of a bachelor project are governed by BUT Directive no. 72/2017 concerning the layout, submission, and publication of final projects and by the annexes thereof: Annex no. 1 Rules of procedure for final-state-examination boards and rules for organizing final state examinations, Annex no. 2a Instructions for writing and grading a bachelor/master project, and Annex no. 2B Selected model parts of bachelor and master projects.

#### **To Article 26 Assessment of a final state exam**

Assessments of parts of a final state exam are described by Annex no. 1 of this internal standard.

#### **K Article 56 Termination of study**

Letter of Termination – a student will enter data in the BUT Studis IS – Student Letter of Termination and, after printing out and signing the document, will have it authorised at the faculty library and submit it at the study department (SER Art. 56 Par. 2).

#### **To Article 57 Commendations and awards**

1. The dean may award Dean's Prize for an excellent final (bachelor, master) project to students whose total study assessment was "passed with honours". The prize involves a letter by the Dean and a reward (financial or in kind). The prize will be awarded on graduation ceremony (SER Art. 57 Par. 1 item b)).
2. Proposals for awards of Dean's Prizes are made by the chairs of examination boards at final state exams at the faculty. A proposal, including a justification, must be recorded in the report on a final state exam.

### **To Article 59 Online communication via BUT IS and student ID card**

A student must post on the BUT IS a photo of his current appearance within 14 days of the enrolment for study (SER Art. 59 Par. 2).

### **Part 3**

#### **Final provisions**

1. This directive revokes Dean's Directive no. 1/2016 concerning the implementation of bachelor and master programmes, Dean's Directive no. 2/2013 concerning the writing and assessment of bachelor and master projects, and Dean's Directive no. 1/2017 concerning the rules of order for exam boards at final state exams.
2. This directive comes into force on the date of its issue.

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