**Regulations Governing the process OF sTUDy in degree programmes carried out at the faculty of technology**

*In accordance with § 27 Paragraph 1 Letter b) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, the Academic Senate of the Faculty of Technology approved the draft of these Regulations Governing the Process of Study in Degree Programmes Carried Out at the Faculty of Technology of Tomas Bata University in Zlín on 13 May 2019.*

*In accordance with § 9 Paragraph 1 Letter b) Clause 2 and § 33 Paragraph 1 Letter f) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, the Academic Senate of Tomas Bata University in Zlín approved these Regulations Governing the Process of Study in Degree Programmes Carried Out at the Faculty of Technology of Tomas Bata University in Zlín as the Faculty’s internal regulation on 18 June 2019.*

**PART ONE**

**BASIC PROVISIONS**

**Article 1**

**Introductory provisions**

1. In accordance with § 33 Paragraph 2 Letter f) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended (hereinafter referred to as the “Act”), and in accordance with the Article 5 of the Statute of the Faculty of Technology (hereinafter referred to as the “FT”), the Regulations Governing the Process of Study in Degree Programmes Carried Out at the Faculty of Technology (hereinafter referred to as the “Regulations”) shall constitute an internal regulation issued by the Faculty.
2. The Regulations regulate particular requirements for and process of study in degree programmes carried out at the Faculty of Technology in accordance with Article 1 Paragraph 4 of the Study and Examination Regulations of Tomas Bata University in Zlín (hereinafter referred to as the “SER”) and amend the SER in this regard.
3. The provisions of this internal regulation in connection with the SER shall apply to the corresponding extent to all students in full-time and part-time mode of study at the FT, to the academic staff providing teaching in degree programmes carried out at the FT and to all academic and administrative staff at the FT.

**PART TWO**

**PROVISIONS RELATING TO STUDIES IN BACHELOR’S AND MASTER’S PROGRAMMES**

*Volume 1*

*ORGANIZATION OF STUDIES*

**Article 2**

**Academic year and study schedule**

Ad Paragraph (2) of the SER:

The summer semester of students in the final year of Bachelor’s programmes usually consists of 10 teaching weeks and, generally, of 4 weeks of the examination period. No classes are usually held in the last semester of Master’s programmes.

Ad Paragraph (3) of the SER:

Lessons in part-time mode of study are usually offered once every two weeks in the form of a two-day cycle of study on Fridays and Saturdays.

Ad Paragraph (4) of the SER:

Students are divided into study groups by the Student Affairs Office of the FT every year. The selected level of foreign language or another optional course unit may serve as a criterion for the formation of study groups. One study group generally includes 24 students. Classes intended for individual study groups are held according to a previously set timetable.

Ad Paragraph (6) of the SER:

The study schedule for the relevant academic year shall be announced by the Dean of the FT no later than before the end of April of the preceding academic year.

**Article 3**

**Curricula**

Ad Paragraph (3) of the SER:

Curricula updated for the following academic year for Bachelor’s and Master’s programmes are announced at the FT every year no later than in June of the preceding academic year. In the event that a course unit is cancelled as a result of alterations made to the curriculum, the guarantor of the relevant degree programme shall specify a substitute course unit for those students who enrolled on the course unit as a compulsory course unit but were not able to complete it. If an optional course unit is cancelled, the student can enrol on a different optional course unit according to his/her selection.

Ad Paragraph (5) of the SER:

1. In justified and substantiated cases and upon the student’s request, the FT Dean is entitled to grant an exemption from the general rules relating to the design of a curriculum.
2. The request for an exemption from the general rules relating to the design of a curriculum shall be submitted together with relevant substantiation by the student to the FT Student Affairs Office using the “General Request” form no later than within the first teaching week of the relevant semester.
3. After the request has been approved and signed by the Vice-Dean for Pedagogical Activity in the relevant degree programme, the student shall submit the request to the guarantors of particular course units, who shall subsequently confirm their approval of the specific requirements to be met within the relevant course units and the manner of their completion by signing the “Individual Curriculum” form.
4. The student shall submit the form confirmed by the guarantors of course units and the request in accordance with Paragraph 1 to the FT Student Affairs Office no later than within three weeks of the date of approval of the request for an exemption from the general rules relating to the design of a curriculum by the FT Vice-Dean for the relevant degree of study.
5. In accordance with the above-mentioned documents, the FT Dean shall issue a written notification of an exemption from the general rules relating to the design of a curriculum for the given semester of the relevant academic year.

**Article 4**

**Degree Programme Board**

Ad Paragraph (2) of the SER:

Members of the Degree Programme Board shall be appointed by the Dean of the FT.

Ad Paragraph (3) of the SER:

The Degree Programme Board shall adhere to the Rules of Procedure of the Degree Programme Board that are issued by the FT Dean as an internal regulation.

**Article 5**

**Credit system**

(No amendments or specifications)

**Article 6**

**Completion of a course unit**

Ad Paragraph (2) of the SER:

1. If a student has failed to complete a compulsory or compulsorily-optional course unit in the academic year in which he/she enrolled on the course unit, he/she must re-enrol on the same course unit in the following academic year.

**Article 7**

**Methods of teaching and teaching arrangements**

Ad Paragraph (2) Letter b) of the SER:

Students are usually taught in study groups in seminars.

Ad Paragraph (2) Letter c) and d) of the SER:

Students in practical classes are usually divided into groups of 12 students. In justifiable cases, when classes are taught with the use of special devices and equipment, the number of students may be limited depending on the capacity of the laboratories.

Ad Paragraph (3) of the SER:

Individual tutorials are carried out upon agreement between the teacher and the student; the extent and the manner of their provision depend on their mutual agreement.

Ad Paragraph (7) of the SER:

The Head of the department or the Director of the research centre (hereinafter referred as to the “Head of department”) is the chief executive at the relevant department.

**Article 8**

**Course unit documentation (Syllabus)**

Ad Paragraph (2) of the SER:

1. The status of the guarantor of the course unit shall be specified by the Rules Governing the Creation, Approval, Implementation of and Alterations to Degree Programmes Carried Out at TBU in Zlín.
2. The guarantor of the course unit shall set requirements for the creation of a timetable by entering the requirements in the IS/STAG system.
3. The guarantor of the course unit shall actively participate in the provision of classes within the given course unit.

**Article 9**

**Student guidance and counselling**

Ad Paragraph (2) of the SER:

At the FT, the counselling role is fulfilled by the staff of the FT Student Affairs Office, or, to the extent corresponding to their position, by Heads of departments, guarantors of the relevant degree programmes and course units and by other academic staff. Students of the FT may also use counselling services provided by the TBU Counselling Centre.

*Volume 2*

*TESTING AND ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE*

**Article 10**

**Testing of student academic performance**

Ad Paragraph (5) of the SER:

In accordance with § 57 Paragraph 3 of the Act, the Student Record Book takes the form of an officially verified extract from the IS/STAG, which contains an overview of the academic performance achieved. The Student Record Book shall be issued to the student at his/her request by the FT Student Affairs Office.

**Article 11**

**Course credit and graded course credit**

Ad Paragraph (1) of the SER:

A course credit shall be awarded by the teacher of the given course unit. Requirements to be fulfilled in order to obtain a course credit (or a course credit prior to examination) shall be specified in the course unit documentation in the IS/STAG system.

 Ad Paragraph (2) of the SER:

A graded course credit shall be awarded by the teacher of the given course unit. Requirements to be fulfilled in order to obtain a graded course credit shall be specified in the course unit documentation in the IS/STAG.

Ad Paragraph (5) of the SER:

Students can obtain a course credit or a graded course credit on the following dates: One regular examination date and two resit dates. In exceptional cases, students can submit a request to the Dean of the FT for a third resit date (the so-called resit permitted by the Dean) only for a graded course credit in a particular course unit; however, students are only allowed one resit per one academic year to be permitted by the Dean (applies jointly to the graded course credit and examination).

Ad Paragraph (7) of the SER:

1. Fulfilment of or failure to comply with the requirements necessary to be fulfilled in order to obtain a course credit/graded course credit shall be entered by the teacher in the IS/STAG no later than within 2 working days of the date when the course credit/graded course credit was taken.
2. Students are recommended to check the correctness of the record on the course credit/graded course credit in the IS/STAG. In case of any discrepancies, students can raise objections within 6 working days of the date when the course credit/graded course credit was taken, and that to the teacher, who is obliged to remedy the deficiencies without delay. In the event that the teacher fails to do so, the student shall contact the Vice-Dean for Pedagogical Activity, who shall discuss the given matter with the teacher in order to remedy the deficiency detected. This Paragraph does not apply to cases defined in Article 11 Paragraph 9 of the SER.
3. Besides the teacher, also the Head of the department providing the classes within the relevant course unit is authorized to enter the results of course credits and graded course credits in the system in justified cases.
4. All dates of course credits and graded course credits shall be posted only by means of the IS/STAG system.
5. When taking a course credit or a graded course credit, a student shall prove his/her identity by means of his/her student ID card.

**Article 12**

**Examination**

Ad Paragraph (3) of the SER:

1. The examiner in the course unit shall be selected by the Head of the relevant department with consent of the course unit guarantor. In justified cases, the Head of the department shall remove the examiner from office. In the event that the examiner is the Head of the department, he/she shall be removed from office by the Dean of the FT. In case of course units taught by other TBU component parts, the proposal for the removal of the examiner from office shall be submitted by the Dean of the FT to the Dean of the component part in charge of teaching classes within the relevant course unit.
2. The examiner is obliged to announce a sufficient number of examination dates in the regular examination period as well as in the resit examination period. A sufficient number refers to such a number that corresponds to a minimum of 150 % of the number of students enrolled on the given course unit; the minimum number of examination dates offered in the regular examination period is four, scheduled in a suitable manner, and at least one examination date must be offered in the resit examination period. For students in the first year of Bachelor’s programmes, a sufficient number refers to such a number that corresponds to a minimum of 110 % of the number of students enrolled on the given course unit. The number of students who can register for a resit exam in the resit examination period must exceed 100 % of the number of students who have not passed the examination yet.
3. All examination dates shall be posted only in the IS/STAG system.
4. Examination dates are usually offered to part-time students on Fridays and Saturdays.
5. The examination dates must be posted at least two working days prior to the day on which the exams are scheduled to take place.
6. The obligation to post examination dates in the resit examination period shall cease to exist, if all students enrolled on the course unit have passed the examinations required in the regular examination period.

Ad Paragraph (4) of the SER:

Students can take an examination on the following dates: One regular examination date and two resit dates. In exceptional cases, students can submit a request to the Dean of the FT for a third resit date in a particular course unit (the so-called resit permitted by the Dean); however, students are only allowed one resit per one academic year to be permitted by the Dean (applies jointly to graded course credits and examinations).

Ad Paragraph (8) of the SER:

1. The result of the examination shall be entered in the IS/STAG by the examiner no later than within 2 working days of the examination date.
2. Students are recommended to check the correctness of the record on the examination in the IS/STAG system. In case of any discrepancies, students can raise objections within 6 working days of the examination date to the teacher, who is obliged to remedy the deficiencies without delay. In the event that the teacher fails to do so, the student shall contact the Vice-Dean for Pedagogical Activity, who shall discuss the given matter with the teacher in order to remedy the deficiencies detected. This Paragraph does not apply to cases defined in Article 11 Paragraph 9 of the SER.
3. Besides the teacher, also the Head of the department providing the classes within the relevant course unit is authorized to enter the results of examination in the IS/STAG system in justified cases.
4. When taking an exam, a student shall usually prove his/her identity by means of his/her student ID card.

**Article 13**

**Comprehensive examination**

(No amendments or specifications)

**Article 14**

**Grading scale**

(No amendments or specifications)

**Article 15**

**Grade point average**

Ad Paragraph (1) of the SER:

The weighted grade average shall be rounded to two decimal positions.

*Volume 3*

*PROCESS OF STUDY*

**Article 16**

**Prerequisites for progress to next year of study**

Ad Paragraph (1) of the SER:

1. The acquisition of a minimum of 30 credits for compulsory and compulsorily-optional course units enrolled on in the preceding year of study is a prerequisite for progress to the next year of study. If a student fails to meet this requirement, his/her studies shall be terminated by the Dean of the FT in compliance with § 56 Paragraph 1 Letter b) of the Act. This requirement shall not apply to students in Master’s programmes who fail to complete studies in the 2nd year of study.
2. The acquisition of a minimum of 10 credits for compulsory and compulsorily-optional course units enrolled on in the 2nd year of a Master’s programme is a prerequisite for progress to the 3rd year of study in a Master’s programme.

Ad Paragraph (3) of the SER:

1. Students who have physical disability, pregnant or breastfeeding female students are obliged, during classes which could in any manner present a threat to their health or the health of the foetus or of the new-born child, to report this limitation to the guarantor of the relevant course unit. They shall present a medical report issued by a doctor and certifying their health condition.
2. The guarantor of the course unit in cooperation with the student shall specify the manner of completion of the course unit, in accordance with which the student will be able to complete the course unit, and that without jeopardising the health of the student or the health of the child.

**Article 17**

**Monitoring of student attendance**

1. The extent of a student’s compulsory attendance in lessons with monitored attendance shall be specified in the card of the course unit in the IS/STAG system.
2. Student attendance in this type of lessons shall be monitored by the teacher.

**Article 18**

**Enrolment for next year of study**

Ad Paragraph (2) of the SER:

Rules and deadlines for the enrolment of students shall be specified in an internal regulation of the FT issued by the Dean.

**Article 19**

**Rules relating to the design of a student’s curriculum**

Ad Paragraph (2) of the SER:

The data regarding the semester mentioned in the syllabus of the course unit is binding. A student may enrol on a course unit only in the semester in which it is taught.

Ad Paragraph (3) of the SER:

In the first year of their study, students shall enrol on course units prior to the commencement of the teaching period in the winter semester. In justified cases, the Dean of the FT may allow an exceptional enrolment on course units also during the teaching period. Students are required to enrol on the course units offered in the summer semester within the preliminary enrolment on course units. The organization of preliminary enrolment shall be specified in an internal regulation issued by the FT every year.

**Article 20**

**Preliminary enrolment**

Ad Paragraph (1) of the SER:

1. A student shall log in to the IS/STAG system in the preliminary enrolment period and shall select course units according to the curriculum (compulsory, compulsorily-optional and optional) for the following semester. The procedure for a preliminary enrolment shall be specified in an internal regulation issued by the FT for each semester.
2. It is solely the student who shall be responsible for an accurate selection of individual course units for the relevant curriculum. It is recommendable for students to check during the preliminary enrolment whether the structure of the course units of their curriculum is in accordance with the list of course units for the relevant degree programme in the given semester.

**Article 21**

**Suspension of studies**

Ad Paragraph (5) of the SER:

1. When the studies of a student are suspended, he/she is obliged to submit a written request using the “General Request” form, return his/her student ID card and submit a confirmed “Report on the Settlement of Liabilities to the FT of TBU in Zlín” to the FT Student Affairs Office.
2. No examination can be taken and no academic requirements can be fulfilled in the period when the studies are suspended.

**Article 22**

**Change to the mode of study**

A request regarding a change to a student’s mode of study shall be assessed by the guarantor of the relevant degree programme, commented on by the Vice-Dean for Pedagogical Activity of the relevant degree programme and approved by the FT Dean. The written request shall be submitted by the student to the FT Student Affairs Office using the “General Request” form.

**Article 23**

**Withdrawal from studies**

Ad Paragraph (2) of the SER:

If a student decides to withdraw from his/her studies, he/she is obliged to submit a notice in writing using the “General Request” form, return his/her student ID card and submit a confirmed “Report on the Settlement of Liabilities to the FT of TBU in Zlín” to the FT Students Affairs Office. The date on which the student’s statement on the withdrawal from studies is delivered shall be considered as the date of withdrawal from studies.

**Article 24**

**Recognition of part of studies**

Ad Paragraph (1) of the SER:

1. Course credits, graded course credits and examinations may be recognized in accordance with the classes attended during previous studies outside the FT evidenced by the submission of a syllabus of the relevant course unit and of a confirmation of the completion thereof by the relevant Student Affairs Office. A course unit may be recognized if the length of time elapsed after completion does not exceed 5 years and the manner of completion does at least correspond to the manner of course unit completion in the degree programme currently studied. A student shall submit a written request for recognition of particular examinations and course credits passed/obtained during his/her previous studies outside the FT, and that by means of a completed form “Request for Recognition of Examinations Passed and Course Credits Obtained” to the guarantor of the relevant course unit.
2. A part of studies completed outside the FT may be recognized following the submission of a written request through the FT Student Affairs Office using the “General Request” form, with syllabi of the completed course units attached, including a confirmation of the completion thereof and containing a list of titles of the course units in the Czech and English language. The decision on the recognition of a part of studies shall be taken by the Dean of the FT following a recommendation of the guarantor of the degree programme.
3. A student shall submit a written request for recognition of particular examinations and course credits passed/obtained during his/her previous studies at the FT, and that by means of a completed form “Request for Recognition of Examinations Passed and Course Credits Obtained” through the FT Student Affairs Office.
4. A part of studies completed at the FT may be recognized following the submission of a written request submitted using the “General Request” form through the FT Student Affairs Office, and that no later than in the first week of tuition in the relevant semester.
5. The following provisions apply to students who have submitted a request for recognition of a part of studies completed abroad during student mobility:

a) Before the student’s departure for mobility abroad, the student must be acquainted with all requirements related to the recognition of education and qualifications acquired abroad.

b) If, during his/her study period abroad, a student has failed to study and properly complete those course units which are included in his/her current curriculum within the given degree programme, he/she is obliged to finish studies thereof and duly complete the said course units after his/her return from abroad.

c) A student is entitled to have the course units changed within one month of the start of his/her study period abroad, thus producing a change in the recognized course units.

d) In the event that the number of credits obtained for completion of similar course units in the relevant degree programme carried out at the FT and in the degree programme carried out at a university abroad is different, the credit assessment of course units valid in the relevant degree programme carried out at the FT shall take precedence.

*Volume 4*

*PROPER COMPLETION OF STUDIES*

**Article 25**

**Requirements regarding proper completion of studies**

In order to complete a particular degree programme, a student is obliged to fulfil his/her academic requirements prescribed by the curriculum of the relevant degree programme and gain a minimum of 180 credits in a Bachelor’s programme and a minimum of 120 credits in a Master’s programme.

**Article 26**

**Final state examination**

Ad Paragraph (1) of the SER:

1. A student may take a final state examination (hereinafter referred to as the “FSE”) provided that, in compliance with the approved study schedule of the FT, he/she:
2. has fulfilled all academic requirements specified for the given degree programme (see Article 25 Paragraph 1 Letter a) to c) of the SER),
3. has registered for the FSE,
4. has submitted his/her Master’s or Bachelor’s thesis for defence within the specified deadline,
5. has been awarded a course credit for his/her Master’s or Bachelor’s thesis.
6. In the study schedule of the FT (see Article 2 Paragraph 6), a period has been specified in which the FSE shall take place.
7. The Heads of the departments shall be authorized by the Dean of the FT to take charge of the preparation of the FSE in terms of its content and organization. The Offices of Assistants to the relevant departments shall keep records of all administrative formalities connected with the assignment of Master’s or Bachelor’s theses, with their defences as well as with the process of the FSE.
8. The FSE shall commence with a defence of the Master’s or Bachelor’s thesis. The student shall present a report containing the basic summary of his/her thesis. As soon as the reviews by the supervisor of the thesis and by the external examiner have been read, a discussion during which the student shall respond to questions related to his/her Master’s or Bachelor’s thesis and asked by the external examiner and by members of the Board shall follow. In the event that the supervisor of the thesis or the external examiner is absent, their review shall be read by the Chairperson of the Board or by a member of the Board authorized by the Chairperson.
9. An oral examination in the FSE course units shall follow after the defence of the thesis. Students must be acquainted with the required structure and description of the course units that form part of the examination at least two months before the FSE date.
10. The total duration of the FSE (including non-public assessment, award of the grades and announcement of the result to the student) must not exceed 90 minutes; the recommended duration is 60 minutes.

Ad Paragraph (3) and (4) of the SER:

In the event that a student has attained the grade “unsatisfactory” (F) in one or both parts of the FSE, it is recommendable for the student to immediately go to the Student Affairs Office of the FT in order to complete formalities regarding the retake of the relevant part of the FSE.

Ad Paragraph (6) of the SER:

A record shall be kept on the process of the FSE in the IS/STAG system. The record shall be kept by the Secretary of the FSE Board according to the instructions given by the Chairperson of the Board. The Chairperson of the Board shall be liable to the Dean of the Faculty for the data entered in the record to be correct and complete. The record shall include:

1. The course and the grade achieved in the defence of the Master’s or Bachelor’s thesis, including all questions asked and responses,
2. the course and the grades achieved in the second part of the FSE, and that according to the individual course units, including additional questions and answers,
3. in the event that the student has attained the grade “unsatisfactory” (F), also substantiation in accordance with Article 28 and 29,
4. overall grades achieved in the FSE,
5. overall assessment of duly completed studies (Article 30 Paragraph 1).

Reviews of the Master’s or Bachelor’s thesis by the supervisor and by the external examiner, including the supervisor’s opinion on the originality of the thesis, shall be attached to the record.

**Article 27**

**Final State Examination Board**

Ad Paragraph (1) of the SER:

Members of Final State Examination Boards who are not Professors or Associate Professors shall be approved by the Scientific Board of the FT upon proposal by the Dean, who shall then appoint the members.

Ad Paragraph (2) of the SER:

1. Meetings of the Examination Board shall be convened in writing by the Dean of the FT sufficiently in advance. The Chairperson and members of the Examination Board shall be appointed and removed from office by the Dean of the FT. The Chairperson of the Examination Board shall chair the meeting of the Board in accordance with the common rules for chairing of a scientific debate. If the Chairperson is not present, the meeting shall be chaired by the Deputy Chairperson or by another member of the Examination Board, authorized by the Chairperson.
2. The Head of the relevant department shall appoint a Secretary of the Board that shall be in charge of organizational issues of the Board. The Chairperson of the Committee shall report directly to the FT Dean in issues related to the activities of the Board.

Ad Paragraph (3) of the SER:

The process of a meeting of the Examination Board shall be specified in the Dean’s Directive on the Rules of Procedure of the Final State Examination Board, as amended.

**Article 28**

**Master’s or Bachelor’s thesis**

Ad Paragraph (1) of the SER:

1. It is the student who shall be fully responsible for the content and the quality of his/her Master’s or Bachelor’s thesis. Master’s or Bachelor’s theses shall be presented in writing; their extent and form shall be specified in a TBU internal regulation.
2. Entering English titles of academic qualification theses in the IS/STAG system is a compulsory step connected with the entering of Czech titles. The English titles of academic qualification theses shall be certified as correct by the supervisors of the academic qualification theses.

Ad Paragraph (2) of the SER:

1. Heads of departments are obliged to post a list of topics of academic qualification theses for the following academic year in the IS/STAG system no later than before the end of May of the preceding year.
2. Students in the penultimate year of a Bachelor’s or Master’ programme shall register for the topics of Master’s or Bachelor’s theses in the IS/STAG system no later than before the end of the current academic year at the FT.
3. The official assignment of a Master’s or Bachelor’s thesis shall be handed over to the student at the Office of Assistant to the relevant department in accordance with the study schedule.
4. The guarantor of the degree programme may propose to the Dean of the FT a change to the thesis assignment during the process of the thesis elaboration at the request of the student and upon approval by the supervisor of the Master’s or Bachelor’s thesis.

Ad Paragraph (3) of the SER:

1. Experts from business and industry shall be approved as supervisors of Master’s or Bachelor’s theses by the Dean of the FT.

Ad Paragraph (5) of the SER:

A Master’s or a Bachelor’s thesis that has been assessed as “unsatisfactory” (F) by an external examiner, is usually defended in the presence of the supervisor as well as of the external examiner of the thesis.

Ad Paragraph (8) of the SER:

1. The deadline for the submission of Master’s and Bachelor’s theses shall be announced within the study schedule of the FT every year.
2. The student shall submit his/her Master’s or Bachelor’s thesis in electronic form and in two printed copies; all versions must be identical. Other treatment of Master’s and Bachelor’s theses shall adhere to the TBU Regulations for Document Filing and Shredding. The form in which the Master’s or Bachelor’s theses are elaborated shall be specified in an internal regulation issued by TBU.
3. In accordance with the evaluation of the student’s continuous work on his/her Master’s or Bachelor’s thesis, the supervisor of the thesis shall decide on whether a course credit for the Master’s or Bachelor’s thesis will/will not be awarded. The procedure for awarding a course credit for a Master’s or Bachelor’s thesis and for controlling the originality of Master’s and Bachelor’s theses written by students of the FT of TBU in Zlín shall be specified in an internal regulation issued by the FT.

Ad Paragraph (11) of the SER:

Students may request delayed publication of his/her Bachelor’s or Master’s thesis. Detailed information regarding the request shall be specified in an internal regulation issued by the FT.

**Article 29**

**Assessment of final state examination**

Ad Paragraph (1) of the SER:

Students shall be informed about the results of the FSE on the date on which the FSE takes place. Detailed information regarding the assessment of the FSE shall be specified in an internal regulation issued by the FT.

**Article 30**

**Overall assessment of studies**

Ad Paragraph (3) of the SER:

Specification of an excellent academic performance:

The overall assessment of studies “Graduated with first-class honours” shall be given to a student who has met the following criteria:

Bachelor’s programme:

1. The weighted grade average for the entire duration of studies in an accredited degree programme has not exceeded 1.50,
2. The overall assessment in the FSE is “excellent”“ (A) or “very good” (B),
3. The FSE was passed at the first attempt on a regular examination date.

Master’s programme:

1. The weighted grade average for the entire duration of studies in an accredited degree programme has not exceeded 1.30,
2. the overall assessment in the FSE is “excellent”“ (A) or “very good” (B),
3. The FSE was passed at the first attempt on a regular examination date.

**PART THREE**

**PROVISIONS RELATING TO STUDIES IN DOCTORAL PROGRAMMES**

*Volume 1*

*ORGANIZATION AND IMPLEMENTATION OF DOCTORAL PROGRAMMES*

**Article 31**

**Doctoral programme**

(No amendments or specifications)

**Article 32**

**Academic year and study schedule**

Ad Paragraph (3) of the SER:

The length of the holiday period in a doctoral programme has been set at five weeks.

**Article 33**

**Modes of study**

 (No amendments or specifications)

**Article 34**

**Doctoral Programme Board**

(No amendments or specifications)

**Article 35**

**Supervisor**

Ad Paragraph (1) of the SER:

A supervisor shall be, upon the proposal of the respective Doctoral Programme Board, approved by the Scientific Board of the FT and appointed by the Dean of the FT. The appointment as a supervisor is conditional on the implementation of R&D and creative activities in the relevant field.

Ad Paragraph (3) of the SER:

1. A supervisor is entitled to submit proposals regarding topics of doctoral theses in the given doctoral programme and has the right to express his/her opinion on the acceptance of students who have chosen the topics announced by the supervisor.
2. The supervisor’s fundamental duty consists in the professional supervision of students of doctoral programmes (hereinafter referred to as “doctoral students”) during their scientific and research activities, in particular as regards guidance during experimental work, selection of suitable laboratory or operating methods as well as initiation and supervision of the doctoral student’s publication activities.
3. Furthermore, the supervisor shall carry out regular assessment of the course of the doctoral students’ studies and participate in the nomination of members of Doctoral Examination Boards (hereinafter referred to as “DSE”) and of Doctoral Thesis Defence Boards.

Ad Paragraph (6) of the SER:

1. A teacher/researcher may be appointed as a consultant if he/she has already obtained the degree of a Ph.D., CSc. or Dr., or, if appropriate, an expert from business/industry who has completed education in a Master’s programme and has been approved by the respective Doctoral Programme Board.
2. The nomination for an appointment of a consultant for a particular doctoral student may be submitted by the doctoral student’s supervisor to the Chairperson of the respective Doctoral Programme Board, and that either before the start of the doctoral studies or in the course thereof as well. The Chairperson of the respective Doctoral Programme Board shall submit the nomination for the consultant to be appointed to the Dean of the FT for approval, who shall issue the authorization for the consultant in the event of an affirmative decision.

**Article 36**

**Individual curriculum**

Ad Paragraph (1) Letter d) of the SER:

The involvement of a doctoral student in pedagogical activities, depending on options available in the relevant department, forms part of his/her scientific training.

Ad Paragraph (2) of the SER:

A due completion of study is conditional on the substantiation of no less than two publications tagged as article and published in journals registered in the Web of Science Core Collection (provided that the paper has been accepted for publication), with the doctoral student listed as the first author of at least one of them.

For the degree programme in Process Engineering, it is possible to replace one publication in the Web of Science Core Collection database with one publication registered in the Scopus database.

For doctoral students who started their studies before these internal regulations became effective, the academic requirements valid in the period when they started their studies shall apply.

Ad Paragraph (3) of the SER:

The individual curriculum must be submitted no later than 8 weeks of the start of the academic year. If a student has enrolled on a degree programme in the course of an academic year, this period of time stars to run on the day of enrolment to study.

**Article 37**

 **Course units included in a doctoral programme**

Ad Paragraph (1) of the SER:

1. The list of course units intended for doctoral students at the FT is posted on the website of the FT, and that in a section accessible to the public, and in the IS STAG system.
2. When designing his/her individual curriculum, the doctoral student shall choose no less than four course units. Three of them must be included in the list of the compulsorily-optional course units. The lists of course units shall be drawn up by the relevant Doctoral Programme Board.
3. If, during the process of designing a doctoral student’s individual curriculum, his/her supervisor finds that the list of course units fails to include a course unit which the doctoral students should necessarily complete within the specialization chosen and in accordance with the topic of the doctoral student’s doctoral thesis, the supervisor shall propose an inclusion of such an optional course unit in the list to the Doctoral Programme Board of the respective specialization of doctoral study.
4. The doctoral student may take an examination in a course unit at another higher education institution in the Czech Republic or abroad, with an expert in the relevant field acting as the examiner, upon the recommendation of the student’s supervisor and with the consent of the Doctoral Programme Board and of the teacher who is the guarantor of the given course unit at the FT.

**Article 38**

**Examination in a course unit included in a doctoral programme**

Ad Paragraph (1) of the SER:

Neither the supervisor nor the consultant is allowed to act as an examiner during his/her doctoral student’s examination in the relevant course units. The examination shall always be administered and assessed by the examiner; the supervisor and the consultant do not interfere in the course of the examination. A record is kept on the examination.

**Article 39**

**Assessment and supervision of fulfilment of the individual curriculum**

(No amendments or specifications)

**Article 40**

**Change of the mode of study**

 (No amendments or specifications)

**Article 41**

**Suspension of studies in a doctoral programme**

(No amendments or specifications)

**Article 42**

**Withdrawal from studies in a doctoral programme**

(No amendments or specifications)

**Article 43**

**Recognition of part of studies in a doctoral programme**

(No amendments or specifications)

*Volume 2*

*DOCTORAL STATE EXAMINATION*

**Article 44**

**Doctoral state examination**

(No amendments or specifications)

**Article 45**

**Submission of applications for a doctoral state examination**

(No amendments or specifications)

**Article 46**

**Doctoral State Examination Board**

Ad Paragraph (1) of the SER:

The Chairperson of the Doctoral Programme Board shall in cooperation with the supervisor submit nominations for members of the Doctoral State Examination Board (hereinafter referred to as “DSEB”). Members of the DSEB are usually selected from among members of the Doctoral Programme Board in accordance with the internal regulation issued by the FT, and the selection of Board members shall correspond to the specialization of the required and tested knowledge in accordance with the course units completed by the doctoral student in compliance with his/her individual curriculum. Before submitting nominations for members of the Doctoral State Examination Board to the Doctoral Programme Board and to the Dean of the FT, the supervisor shall discuss the term of office and the membership with all persons nominated.

**Article 47**

**Assessment of a doctoral state examination**

(No amendments or specifications)

*VOLUME 3*

*DOCTORAL THESIS AND ITS DEFENCE*

**Article 48**

**Doctoral thesis**

Ad Paragraph (1) Letter b) of the SER:

A thematically arranged collection shall comprise no less than three publications tagged as article and accepted for publication in journals registered in the Web of Science Core Collection database and one paper prepared for submission to the editorial office, or, if applicable, four publications tagged as article accepted for publication in journals registered in the Web of Science Core Collection database. The doctoral student must be listed as the first author of no less than two publications. A particular publication must not be used for this purpose in more than one doctoral thesis.

**Article 49**

**Application for a** **doctoral thesis defence**

Ad Paragraph (1) of the SER:

The procedure for the submission of doctoral theses and applications for doctoral thesis defence shall be defined in an internal regulation issued by the FT.

Ad Paragraph (2) of the SER:

A doctoral thesis must contain original and published results and, if available, results accepted or prepared for publication which are, as regards their specialization, affiliated with the degree course in which the thesis shall be defended. Minimum requirements regarding publication activities are defined in Article 36 Paragraph 2.

**Article 50**

**Doctoral thesis summary**

 (No amendments or specifications)

**Article 51**

**Doctoral Thesis Defence Board**

Ad Paragraph (1) of the SER:

The Chairperson of the Doctoral Programme Board shall in cooperation with the supervisor submit nominations for members of the Doctoral Thesis Defence Board (hereinafter referred to as “DTDB”). At least half of members of the DTDB are usually members of the Doctoral Programme Board. The selection of members of the DTDB shall correspond to the professional orientation of the relevant student. Before submitting nominations for members of the Doctoral Thesis Defence Board to the Doctoral Programme Board and to the Dean of the FT, the supervisor shall discuss the term of office and the membership with all persons nominated.

**Article 52**

**External examiners of doctoral theses and their reviews**

(No amendments or specifications)

**Article 53**

**Doctoral thesis defence**

(No amendments or specifications)

*VOLUME 4*

*PROPER COMPLETION OF STUDIES IN A DOCTORAL PROGRAMME*

**Article 54**

**Requirements regarding proper completion of studies**

(No amendments or specifications)

 **PART FOUR**

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

**Article 55**

**Advanced Master’s (rigorosum) examination** **procedure**

(No amendments or specifications)

**Article 56**

**Advanced Master’s (rigorosum) state examination**

(No amendments or specifications)

**Article 57**

**Advanced Master’s (Rigorosum) State Examination Board**

 (No amendments or specifications)

**Article 58**

**Advanced Master’s (rigorosum) thesis**

(No amendments or specifications)

**Article 59**

**Advanced Master’s (rigorosum) thesis defence**

(No amendments or specifications)

**Article 60**

**Fee for advanced Master’s (rigorosum) examination procedure**

(No amendments or specifications)

**PART FIVE**

**COMMON PROVISIONS**

**Article 61**

**Documentation on studies**

1. Forms for students in Bachelor’s and Master’s programmes are stored at the Student Affairs Office of the FT and posted and updated on the website of the FT.
2. Forms for students in doctoral programmes (Individual Curriculum, Record on Examination in a Course Unit, Application for a Doctoral State Examination, Official Record on a Doctoral State Examination, Record on Internal Thesis Defence, Application for Doctoral Thesis Defence, Official Record on Doctoral Thesis Defence) are stored in the R&D Office of the Dean’s Office of the FT and posted and updated on the website of the FT.

**Article 62**

**Settlement of liabilities**

(No amendments or specifications)

**Article 63**

**Delivery system**

(No amendments or specifications)

**Article 64**

**Day of completion of studies**

 (No amendments or specifications)

**Article 65**

**Appraisals and awards**

Ad Paragraph (2) of the SER:

The Dean of the FT shall give appraisals in the form of material or financial rewards to students in recognition of an outstanding academic performance achieved during their studies or of a successful representation of the Faculty.

The Dean of the FT shall reward:

1. The best student in each Bachelor’s and Master’s programme
2. Authors of the best Bachelor’s, Master’s and doctoral theses
3. Students for outstanding representation of the FT in the area of science, sports and culture

Other appraisals and awards may be made by the individual departments of the FT as well as by external institutions.

**Article 66**

**Proceedings concerning the statement of invalidity of state examinations or parts thereof or of a doctoral thesis defence**

(No amendments or specifications)

## PART SIX

**FINAL PROVISIONS**

**Article 67**

**Transitional provisions**

Ad Paragraph (1) of the SER:

## For the period of validity of accreditation of degree courses, the provisions of these Regulations governing the implementation of degree programmes shall apply appropriately to the implementation of degree courses.

**Article 68**

**Validity and effect**

1. The Regulations issued on 6 February 2018 are hereby cancelled.
2. These Regulations were approved by the Academic Senate of TBU on 18 June 2019.
3. These Regulations shall come into force on the day when approved by the Academic Senate of TBU.
4. These Regulations shall come into effect on 1 September 2019.

Assoc. Prof. Ing. Michal Staněk, Ph.D. m.p. Assoc. Prof. Ing. Roman Čermák, Ph.D. m.p.

Chairperson of the FT AS FT Dean

Assoc. Prof. Ing. Martin Sysel, Ph.D. m.p. Prof. Ing. Vladimír Sedlařík, Ph.D. m.p.

Chairperson of the TBU AS TBU Rector