

**Faculty of Business and Management of Brno University
of Technology**

**DEGREE PROGRAM IMPLEMENTATION
RULES**

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The BUT Academic Senate approved this internal regulation of the BUT Faculty of Business and Management on 10. 09. 2017.

Brno, dated 12. 09. 2017

doc. Dr. Ing. Petr Hanáček
Chair of the BUT Academic Senate

DEGREE PROGRAM IMPLEMENTATION RULES

PART ONE BASIC PROVISIONS

Article 1 Introductory Provisions

1. Pursuant to Section 33, Paragraph 2, Item f) of Act no. 111/1998 Coll., concerning higher education, changes in and amendments to other acts (Higher Education Act) as amended (hereinafter the Act), as well as pursuant to Article 44, Paragraph 1, Item f) of the Faculty Statutes, the Degree Programme Implementation Rules (the Implementation Rules) constitute an internal regulation of the FBM.
2. The Implementation Rules refer to the BUT Study and Examination Rules (the SER) specifying the conditions for the study of bachelor, master, and doctoral degree programmes offered by the Faculty.
3. In order to regulate the study, the Faculty issues internal standards concerning in particular the announcing of binding exam dates, study assessment, organisation of final state exams, form of the final projects, etc.

Article 2 Vice-Deans

The acts required by these Implementation Rules will be carried out by the Vice-Dean of the Faculty authorised by the Dean to manage the study affairs of the respective degree programme.

PART TWO STUDY IN BACHELOR AND MASTER DEGREE PROGRAMMES

Article 3 Individual Study Plan

1. By Article 5, Paragraph 10, of the SER, a student may be allowed by the Dean to study according to an individual study plan, usually for a period of one semester but no longer than one academic year.

2. In cooperation with the teachers, a student allowed to study individually, will set up an individual study plan for the respective semester or academic year. The Dean may cancel the individual study for a student who fails to meet his/her study obligations according to the individual study plan.

Article 4 **Study Consultancy**

1. The Faculty will provide a student with information necessary for his/her study.
2. The consultancy on the setting up of an individual study plan, on the choice of courses or themes of final projects will be provided by the person in charge of and responsible for the respective degree programme, the consultancy on the organisation of studies will be provided by the vice-dean for the study affairs of bachelor and master programmes (vice-dean for study affairs).

Article 5 **Course-Credit and Graded Course-Credit**

1. A student who has not received a course-credit or a graded course-credit may submit an application for a re-examination to the director of the FBM institute that offers the course . The application must be submitted within 24 hours of the time the no-credit or no-graded-credit record is entered in the BUT information system (BUT IS) using the e-mail address received from BUT by Article 59, Paragraph 1 of the SER.
2. A course-credit or graded course-credit can be obtained in the last semester week at the earliest (the course-credit week). A course-credit or graded course-credit in a course taught in a block can be obtained after the block teaching is finished.
3. If the deadline for obtaining a course-credit or graded course-credit is postponed for a student by the director of an FBM institute or by the FBM Dean, the director of the FBM institute will inform the respective study officer of this immediately by e-mail.
4. The obtaining of a course-credit or graded course-credit for a course registered by a student for the second time will be verified at the time of verifying the criteria for continuing the studies in the next year (depending on the internal rules of the Faculty). A study termination procedure, if any, pursuant to Section 56, Paragraph 1, Item b) of the Act will be started after such verification has taken place.
5. A teacher must enter the granting or non-granting of a course-credit or graded course-credit in the BUT IS within 5 working days of the decision, however, on the first day of the course-credit week at the earliest. In courses taught in blocks, a credit or graded course-credit may granted or non-granted after the teaching block is finished. The director of the FBM institute offering the course will be responsible for the study results being regularly entered in the BUT IS.

Article 6 **Colloquium and Exam**

1. The number of reasonably distributed exam dates for a course announced by an examiner in the examination period must be such that the sum of all the students who can register for the dates equals the number of students registered for the course in the current academic year multiplied by 1.5.
2. The director of the respective FBM institute will be responsible for the early announcement of a sufficient number of exam dates and for their reasonable distribution.
3. The exam dates will be announced for the exam period of a semester. The duration of an examination period will be 5 weeks. In the exceptional event approved by the director of an FBM institute under Article 13, Paragraph 6 of the SER of an exam date being announced during the teaching period or in the holidays, the examiner must immediately inform the study officer about this.
4. The examination period of the spring semester will be immediately followed by an extended examination period of two weeks in which the person in charge of and responsible for a course may announce exam dates for courses of both the spring and the autumn semesters. No course-credits of graded course-credits may be granted during the extended examination period.
5. Once announced, an exam date is binding on the examiner. It can only be cancelled by the director of an FBM institute if a substitute examiner cannot be appointed under the circumstances. In such an event, after an agreement with the examiner and the students, the director of an FBM institute must find a solution that does not interfere with the students' plans for further exams to be taken.
6. The taking of an exam for a course registered by a student for the second time will be verified at the time of verifying the criteria for continuing the studies in the next year (depending on the internal rules of the Faculty). A procedure for study termination pursuant to Section 56, Paragraph 1, Item b) of the Act, will be initiated after the date of the verification set by the time schedule of the academic year (Article 3 of the SER).
7. The grading of an exam is fully at the examiner's discretion (with the exception of an exam taking place before a board by Article 13, Paragraph 10 of the SER).
8. An examiner must see to it that the exam is carried out in a respectable manner meeting the basic physiological needs and social norms. An examiner has a right not to admit a student to the exam who, in the examiner's opinion, fails to meet such norms, in which case the exam is not graded.

Article 7 **Inspection of Written Documents**

1. A student may inspect all written documents written by him/herself related to the course-credit or graded course-credit and marked by the examiner.
2. The examiner must inform the student of the reasons for the grading is asked so by the student.

PART THREE

STUDY IN DOCTORAL PROGRAMMES

Article 8 Basic Provisions

1. The standard length of the doctoral study is set by the accreditation. The maximal length of the doctoral study is by four years greater than the standard one.
2. After the standard length of study, a doctoral student may ask the Dean of the Faculty for advancement to the next year of study. If the study exceeds the standard length of study, advancement to the next year of study may only take the combined form.
3. The Dean of the Faculty may permit the transfer from the full-time to the combined form of study based on a written application submitted by the student approved by the supervisor and discussed by the Doctoral Board.

Article 9 Supervisor

1. A supervisor suggests the themes of a doctoral thesis for the admissions to the doctoral study in an academic year. A supervisor will suggest the themes in line with his/her own field of research taking into account the research plan of his/her department and of the department of which the doctoral student is a member (supervising department). At least once a year, a supervisor will inform the supervising department on the activity of the doctoral student he/she supervises.
2. A supervisor will take part in educating the doctoral student particularly by:
 - a) together with the doctoral student setting up his/her individual study plan (ISP),
 - b) seeing to it that the doctoral student participates in teaching and research activities at the supervising department,
 - c) monitoring the fulfilment of the ISP and, through the Doctoral Board, submitting a yearly report to the Dean on measures to be taken for the ISP to be fulfilled,
 - d) providing the doctoral student with consultations concerning the doctoral student's thesis,
 - e) giving his/her opinion on the doctoral student's requests concerning his/her study,
 - f) cooperating with the doctoral student's on at least one paper to be published (type J - reviewed paper or type D - contribution to conference proceedings) during the doctoral student's study, however, such a paper cannot be identical with the one that the doctoral student should publish according to the ISP.
 - g) supporting the standard length of the doctoral study.

Article 10 Individual Study Plan

1. The course of the study is regulated by an Individual Study Plan (ISP). Half of the ISP courses will be taught in the four semesters according to the Teaching Timetable. The primary purpose of the fifth to eighth semesters of the doctoral study is research, publication of the results achieved and writing of a doctoral thesis.

2. During the study, full-time doctoral students should undertake a stay at a university or research institute abroad lasting at least 31 days to improve their knowledge and expertise in line with the objective and theme of the doctoral thesis.
3. Teaching is part of a doctoral student's preparation. During their study, the full-time doctoral students must do practical teaching. As a rule, the work load of the practical teaching lasting at least 4 semesters should not exceed 4 lessons a week. This work load cannot be exceeded without an approval by the doctoral student and the supervisor. The practical teaching will be supervised by the supervisor or by another experienced teacher of the supervising department. The structure of the doctoral student's teaching activities (workshops, management of projects, etc.) will be determined by the head of the supervising department in consultation with the supervisor. The doctoral student will enter the practical teaching activity in the BUT information system.
4. As the purpose of the doctoral study is to prepare a student for creative research work, the doctoral student must take part in the research and teaching activities of the Faculty contributing to them in a creative manner. The teaching, creative and other activities of a doctoral student will be carried out according to the ISP.
5. The obligations of a doctoral student given by the ISP must particularly include:
 - a) the factual objective of the student's independent scientific, research, and development activities and his/her own education taking into account the student's specialisation and the theme of his/her doctoral thesis,
 - b) the courses that the doctoral student must attend and complete,
 - c) the activities related to the creative activity, particularly stays at other departments, participation in conferences, seminars, and summer schools,
 - d) his/her teaching pursuant to Article 10, Paragraph 3,
 - e) study timetable, including the advancement to a next year of study by completing the required courses, the research and publication, practical teaching, and study stays at universities or research institutes abroad.
6. The ISP will be posted and updated in the BUT information system by the supervisor together with the doctoral student. Together with an opinion of the supervising department, the ISP must be submitted to the Doctoral Board for an opinion within 20 days of the doctoral student's enrolment. The ISP and changes thereof must be approved by the FBM Dean.
7. In the next years, the supervisor will submit a Doctoral Study Report evaluating the work of the doctoral student in the respective academic year until 31. 08. In the BUT IS, the doctoral student will prepare the documents needed for the report. In this report, the supervisor will update the ISP for the next academic year.

Article 11 Study Courses

1. The study courses are entered in the ISP and must be completed by taking an exam. A course may only be entered at most twice.
2. The teaching in the courses will take the form of lectures, seminars, consultations, and

individual study. The timetable for the doctoral study lectures and seminars will be part of the teaching timetable.

3. The attendance at the lectures and seminars will be monitored.

Article 12 **Exam, Colloquium, and Course-Credit**

1. Based on the request of a doctoral student recommended by the supervisor and following an opinion by the person in charge of and responsible for the courses, the FBM Dean may recognize the results of the exams taken as part of a previous doctoral study of a similar character provided that such exams have been taken over the past five years. The request must include a list of the courses completed, certificate of the gradings, and short descriptions of the completed courses. Applications for the recognition of courses must be submitted by the beginning of teaching in the academic year in which the course is to be attended according to the ISP.

2. The examiner will enter the resulting grading of a course in the BUT IS.

Article 13 **Suspension of Study**

1. Based on a written application by the doctoral student recommended by his/her supervisor and following an opinion by the Doctoral Board, the FBM Dean may suspend study for convincing reasons.

2. An uninterrupted suspension of the study may take two years at most. The study may be suspended repeatedly, however, the total suspension length cannot exceed two years. Exceptions, especially for health reasons, may be granted by the FBM Dean.

3. If the reasons for suspending the study cease to exist, the FBM Dean may, at the doctoral student's request, terminate the study suspension even before the suspension granted expires.

4. If, at the time of study suspension, a doctoral student studied at another faculty or another university passing exams there, the FBM Dean may, at the student's request, recommended by the supervisor and by the Doctoral Board, recognise the results of examinations achieved.

5. A person that fails to appear at an enrolment within five days from the expiry of study suspension with no or unaccepted excuse, will no longer be entitled to re-enrol in the study. The FBM Dean will decide about the acceptance of an excuse.

6. The study of a full-time or combined doctoral student who exceeds the standard length of study extended by one year from the first enrolment in the doctoral study while having passed a doctoral exam, will be suspended until the date of the defence of the student's doctoral thesis.

Article 14 **Registration for State Doctoral Exam**

1. A doctoral student may register for a state doctoral exam (SDE) after meeting all study obligations defined by the ISP.
2. The way of registering for a state doctoral exam and the method of certifying the requisites will be given by an internal regulation.
3. The state doctoral exams will take place on the dates announced by the Doctoral Board for the respective academic year posted on the Faculty website. The total duration of the SDE should not exceed 90 minutes. The SDE is public.
4. If a doctoral student fails the SDE, he/she will be permitted one resit.

PART FOUR FINAL PROVISIONS

Article 15

Final Provisions

1. These implementation rules will become valid after being approved by the BUT Academic Senate.
2. These implementation rules will come into force on the date they become valid.

Approved by the FBM Senate on 26. 06. 2017

Ing. Lenka Smolíková, Ph.D.
Chair of the BUT FBM Academic Senate

doc Ing. et Ing. Stanislav Škapa, Ph.D.
Dean of BUT FBM