

THE DEAN'S DIRECTIVE NO 5/2004 concerning the study in Bachelor's and Master's degree programmes at FME

1 Introductory provision

This directive sets up rules for the study in Bachelor's, Master's degree programmes and programmes following Master's degree programmes (hereafter BP, MP, and FMP) at FME in accordance with the following articles of BUT Rules for Studies and Examinations.

2 Dividing students into lecture and study groups (Article 2, para 4)

- For the purpose of the instruction students are divided into lecture and study groups at the beginning of the academic year.
- The number of students in lecture groups in the first grade of general BP, MP, and FMP is 100 to 180.
- The recommended minimal number of students in lecture groups in the first grade of specialised BP, MP, and FMP is 10.
- For the purpose of the practical instruction students are divided into study groups. The recommended number of students at practical lessons n and the coefficient of the number of technical employees K are defined as follows:
 - Practical exercise without technical support (Code-C1): $n=20$, $K=0$
 - Computer, projection, or construction aided practical exercise (Code C2): $n=10$, $K=0.3$
 - Practical exercise in a computer laboratory or studio (Code C2b): $n=10$, $K=0.65$
 - Practical exercise in a special laboratory with higher safety demands or complex equipment operating (Code C3, this type of exercise has to be approved by the Dean): $n=10$, $K=1$.
- In case the number of students in a lecture or study group is lower than recommended, a counted corresponding instruction activity (number of counted lessons) may be decreased with regard to the real number of students in a group.

3 Study Programme Council (Article 4, para 2)

- A Study Programme Council is appointed at FME, which is concerned with all Bachelor's, Master's degree programmes and programmes following Master's degree programmes at FME.
- The structure, authority, members' office terms, and rules of procedure of the Study Programme Council are defined by the FME Dean's directive about the Study Programme Council.

4 Individual consultations

- Individual consultations are provided upon students' requests and they are not included into the student's load as defined in study programmes.
- Individual consultations are held to provide students with additional or explicatory information concerning the topics presented at lectures or assigned for self-study, however, the explanation presented at lectures is not repeated.
- Students have the right to ask their teachers for an individual consultation
- At the beginning of a semester all teachers are obliged to announce their individual consultations schedules.

5 Study counselling and Informational structure (Article 9, para 1)

- The basic resource of the information about the study is the electronic information system, which is accessible through the faculty and university web pages. Selected information is also published in printed Study Programme brochures, however the data from the information system serve as a primary resource.
- The Study Department of the faculty provides students with counselling and the information

concerning the study.

- Vice-deans for study affairs duties:
 - They provide students with the information mainly through the information system.
 - Every year meetings with the first-year students are held to inform them about most important study affairs.
 - Students may contact them individually via the Study department to discuss important study affairs.
- Department pedagogical counsellor and counsellors of branches arranged by departments
 - Are selected from the number of experienced teachers and appointed by Heads of departments; they names are announced at their department and published via the information system.
 - Their duty is to provide students with counselling and information regarding the study of courses and branches held by their department.

6 Examinations (Article 12, para 2, 4, 5)

- Examinations from courses enrolled in an academic year have to be taken during the examination period of the same year, including repeated exams.
- Examinations are held in accordance with the time schedule of an academic year. Exceptions must be approved by the dean.
- Students take examinations at a lecturer, or a teacher defined by the head of department, at least three weeks before the end of a semester.
- An examiner is obliged to announce dates of examinations at least the penultimate week of a semester. Heads of departments are responsible for the sufficient number of examination dates and their appropriate spreading over the examination period.
- Students enlist in examinations electronically via the Internet.
- During the transition period (until the appropriate module of the information system works properly), the way of enlisting is determined by individual examiners.
- The announced examination date may be exceptionally cancelled by the Head of department only, if a supplementary examiner cannot be provided.
- An examiner is obliged to ensure the examination is run in a worthy manner.
- According to the Article 12 of Rules for Studies and Examinations of Brno University of Technology, the faculty applies the ECTS grading scale for evaluation. Grading points, as listed in the Article 13, are not used at the Faculty.

7 Study verification in the winter semester of the first year students (Article 16)

- In winter semester of the BP first year students the attendance at exercises in courses entitled Mathematics I and Basics of Design I (for the Mathematical Engineering branch it is Mathematical Analysis and Basics of design I) is checked and recorded.
- Four-week unexcused absence is reported to the Head of the Study department by a teacher.

8 Choosing a teacher (Article 17)

The first grade students of general BP and MP may choose electronically a teacher and a study group. Detailed rules are yearly announced by the Dean's instruction.

9 Rules for organization and the course of state final examinations (Article 22) and the order of procedure of the examination commission (Article 23, para 2)

The appropriate Dean's directive lays out these rules.

10 Diploma or Bachelor's theses and their defence (Article 24, para2)

The appropriate Dean's directive determines deadlines and the manner of publishing topics and choosing diploma or Bachelor's thesis topics.

11 Study documentation (Article 50)

- The study documentation is carried out in the information system (hereafter IS).
- The basic students' study register is carried out by the Study department
- Some modules of the IS are accessible for the appointed employees of departments or

teachers

- The Vice-dean responsible for the IS decides on the access rights to the IS for the faculty employees. Providing access rights to the IS for department employees might be conditioned by a written approval of the Head of department.
- Evaluation results recording:
 - Evaluation results are recorded into the IS by teachers and appointed employees of departments. Evaluation results must be recorded into the IS within 4 days after they have been awarded. Original examination reports must be handed in to the Study department within 3 days after the end of the examination period.
 - With regard the further development of the IS, some changes may appear, which will be specified continuously by Dean's directives or instructions.
 - Teachers are responsible for the correctness of recorded evaluation results. Heads of departments are responsible for the completeness, formal correctness and meeting all related deadlines of the records.
 - Heads of departments are responsible for the records of evaluation results of the courses listed in the study plan of the branch held by the department, whose person in charge is not an FME employee. As long as the evaluation results of courses in the first grade of general study programmes are concerned, whose person in charge is not an FME employee, the person responsible for the records of evaluation results is the appropriate Vice-dean.

12 Appraisals and awards (Article 54)

- Students who passed the overall study with honour (Article 26, para 2) and were involved in scientific research and professional activities may be awarded the Dean's Prize.
- Proposals for awarding the Dean's Prize are submitted by FME Heads of departments.

The directive was discussed by the Academic Senate of FME at BTU in June, 24, 2004 (Article 5, para 2 of the FME Statute).

Prof. Ing. Josef Vačkář, CSc.
Dean of FME

Executed by: doc. RNDr. M. Doupovec, CSc., Vice-Dean
Ext. 2530