

Brno 7 February 2005

FME Dean's Directive No. 1/2005

regarding the use of the study administration in the information system

The directive is intended for students of bachelor's and master's study programmes.

Access in the study administration in IS

Based on the authorised log in on the BUT web sites using BUTlogin and BUTpassword. The system is accessible from any computer connected to the Internet on <http://www.vutbr.cz/studis> or from the study sites of FME (link "My Study").

Contents of the study administration in IS

Electronic record book ("electronic index"): the courses completed during the study and their classification

- Current courses:
 - courses registered in the given academic year and their classification;
 - on-line registration to examinations (if the terms are scheduled for the given course).
- Time schedule: the scheduled plan of some activities that students have to complete electronically. The schedule will be continuously amended and up-dated.

Access to modules enabling students to perform electronic selection (e.g. selection of branches, courses, study schedule, topics of diploma theses and the like). The contents of the study administration depends on the current student's status and can differ according to availability of some modules for students.

Students' obligation to check the electronic record book ("electronic index")

According to the FME Dean's Regulation No. 5/2004, the institutes and departments of the faculty shall enter the study results in the information system (IS) in 4 days after awarding at the latest. Students are obliged to check on a regular basis, if the study results have been entered in IS. They shall object to possible discrepancies (first at the teacher, then the director of the institute/department, finally at the Academic Department). Semestral check of the electronic index shall be performed by students in the second week after the end of the examination period of the given semester at the latest. Final verification of the electronic index shall be performed by students before the enrolment in the following year of study. During this verification, students shall print out a control sheet for the academic year, sign it and submit it on registration. Students of the final years of study shall perform the final verification upon submission of students' record books after the end of the last examination period, and deliver the control sheet together with the record book ("index").

Students' obligation to check the list of current courses

In one week after the enrolment in the current year of study at the latest or after any change of registered courses. Possible discrepancies shall be claimed by students immediately at respective study officer.

Students' obligation to observe the time schedule in the study administration IS

All electronically performed tasks required from students shall be listed in the time schedule. Term for completing all such activities shall be limited and the information system will not enable to perform them sooner nor later than prescribed.

Note

Observing the above obligations is in students' interest. Failing to observe the obligations can have a negative impact, such as:

- missing study results may cause termination of study for non-fulfilment of study requirements. It is therefore necessary that students perform a regular verification of their electronic record books ("indexes");
- incorrect record of a study result may influence the weighted average of study results including possible right to awarding a scholarship for study results;
- a default (i.e. if a student did not observe the time schedule) may have an irretrievable effect on his/her further study. E.g. if a student does not select compulsory-optional courses or a branch in the prescribed term, the selection will be automatically performed by the administration and he/she will not be able to influence it.

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