

DEAN'S DIRECTIVE No. 8/2007 **on the bachelor's and master's degree programmes at FME**

1 Introduction

The directive deals with the study in the bachelor's, master's and follow-up master's degree programmes (hereinafter B, M, FM) at the Faculty of Mechanical Engineering in compliance with the following articles of the BUT Study and Examination Regulations (hereinafter Regulations).

2 Instruction, dividing students into lecture and study groups (Article 2 and 7)

- Basic forms of instruction are described in the Article 7 of Regulations. The forms of instruction for individual courses are specified in the course documentation (Article 8 of Regulations).
- At the beginning of each academic year, students are divided into lecture and study groups in order to ensure an effective instruction. Such division can be modified before the summer semester. Lecture and study groups are created by the study department of the faculty respecting student's choice of the teacher and the study group according to p. 8 herein; with respect to the field study, it reflects also the suggestions given by the institutes coordinating this study.
- Students are divided into lecture groups for purposes of scheduling the lectures (code of instruction: P) and guided consultations (in the combined mode of study, code: K). Lecture groups are created in the minimum possible number for each year of study, and their number reflects the teaching schedule and capacities. Recommended minimum number of students in the lecture group is 10 for the field study.
- Students are divided into study groups for scheduling of tutorials, seminars, laboratory exercises, and studio work. Number of students in the study groups shall be as close to 20 as possible.
- Groups that include students who attend instruction for individual courses (course groups) are created upon students' registration in the instruction. Conditions for registration are stipulated by the director of the institute that coordinates the instruction of the course. The course groups are not the same as the study groups and they shall have the following number of students:
 - recommended number of students for non-computer-assisted tutorials and seminars (code C1), laboratory and studio work in the combined mode of study (code L) is 20 for each course group;
 - recommended number of students for computer-assisted tutorials, construction and project work (C2a), laboratory and studio work in full-time mode of study (C2b) and language exercises (Cj) is 10 for each course group.
- Recommended number of students for lectures and tutorials in the field "Professional pilot" within bachelor degree programme shall be 6 for the course group.
- There are no course groups for practical trainings (code OP), bachelor and master diploma projects and guided self-study in the combined mode of study (code S).
- Any excursion that is a part of the instruction shall be specified in the course documentation.
- In case more students repeat a course, a special course, study or lecture group may be created upon Dean's approval.

3 Study programme board (Article 4)

- A study programme board is appointed at the Faculty of Mechanical Engineering for all bachelor's, master's and follow-up master's degree programmes at FME.
- The structure of FME study programme board, scope of duties and rules of procedure are stipulated in the Dean's directive.

4 Individual consultations (Article 7)

- Students are entitled to individual consultations with their tutors. At the beginning of each semester, all tutors shall inform their students about the organization of individual consultations.

- Individual consultations take place on students' request and they are not a part of students' study load as specified by their study plans.
- Individual consultations supplement the instruction, they are intended to provide further information or explanation for the topics covered in the lectures or assigned for self-study, but they do not revise or include the lecture itself.

5 Study counselling and information structure

Information and counselling structure include:

- Electronic information system (hereinafter IS) is accessible via faculty and university website and it is the basic source of information on study;
- Study department provides students with information on study and study counselling;
- Vice-deans for education
 - provide students with information especially via the IS;
 - can be contacted individually by students via the study department in order to deal with important study matters;
- Pedagogical advisers at the institutes for the fields ensured by the institutes
 - are appointed by the directors of institutes who select them from experienced tutors at the institute. Their names shall be specified in the IS;
 - shall provide students with information and counselling with respect to study of individual courses and field ensured by the institute.

6 Examinations (Article 12)

- Examinations in courses enrolled in the academic year must be completed in the examination period of the given year, including repeated examinations.
- Examination terms are organized according to the academic year schedule. Examination terms for courses of winter semester can be organized in the summer examination period, too. All examinations for the given academic year shall be completed by the end of the summer examination period. The Dean may approve exceptions.
- Examinations are ensured by the tutor delivering the lectures, or by the tutor appointed by the director of institute not later than 3 weeks before the end of instruction in the given semester.
- The examiner has to publish examination terms for the coming examination period not later than in the twelfth week of the semester. The director of institute is responsible for organizing sufficient number of examination terms, as well as for their even distribution throughout the examination period.
- Students register for examinations electronically in the information system.
- Examination terms can be cancelled in exceptional cases by the director of institute provided it is not possible to appoint another examiner for the given term. If there is not minimum number of students registered for the term, the term may be cancelled by the examiner.
- Examinations at the faculty are assessed by ECTS grades. Point evaluation system (Article 13) is not applied at the faculty.

7 Check of study in winter semester of 1st year of study (Article 16)

- A check of students' attendance at tutorials of Mathematics I, Machine Design Fundamentals (in the field of Mathematical Engineering, at tutorials of Mathematical Analysis and Machine Design Fundamentals) is carried out throughout the first semester of study in the bachelor degree programmes.
- Unexcused absence in these tutorials lasting four weeks will be reported by the tutor to the head of the study department.

8 Choice of teacher (Article 17)

Students choose among teachers and study groups electronically before the beginning of instruction. Detailed rules can be found in the respective Dean's directive.

9 The regulations for organization and course of the state final exams (Article 22), the rules of procedure of examination committees and the way of their organization (Article 23)

The given rules are defined by the respective Dean's directive.

10 Study documentation (Article 50)

- Study documentation is kept in the information system.
- Basic evidence of study is kept at the study department.
- Selected modules of the information system are accessible also by the appointed staff at the institutes, and by the teachers. Access in the information system is provided upon decision of the vice-dean who is responsible for the information system. Providing of the access rights to the staff at an institute can be conditional on the director's written approval.
- Assessment recording:
 - Assessment is recorded in the information system by teachers, exceptionally by appointed staff of the institute.
 - Assessment shall be recorded in the information system on the date of examination, exceptionally on the following working day.
 - Teachers are responsible for correctness of recorded assessment. Directors of the institutes are responsible for keeping the above term required for recording the assessment.
 - If the teacher is not a member of FME staff, the course supervisor is responsible for recording of assessment. If the supervisor is also not from FME, then it is the director of the institute coordinating the study in the field where the course is involved in who is responsible for recording of the assessment. If there is no institute appointed to coordinate the study (e.g. with general types in the first year of study), then the assessment shall be recorded by the study department and it should be the vice-dean who will be responsible for that.
 - At FME, a paper form of student's record book is not a valid proof of study pursuant to Section 57 of the Act on the Institutions of Higher Education.

11 Appraisals and awards (Article 54)

- The Dean may award undergraduate students the Dean's Award as an appreciation of outstanding study results, or involvement in the research, development or creative activities.
- Awarding Dean's Awards is proposed by directors of the FME institutes.

12 Final provision

- The directive comes into force on the day of signing it, which invalidates the Dean's directives No. 1/1999 and 5/2004.

The Directive was approved by the FME Academic Senate on 4 October 207 (Article 5 in the FME Statute).

doc. RNDr. Miroslav Doupovec, CSc.
dean