

DEAN'S DIRECTIVE No. 7/2009

Rules for arrangement of study plans in the bachelor's and master's degree programmes

I General provisions

These rules for arrangement of study plans (hereinafter Rules) constitute a part of all bachelor's and master's study programmes accredited at FME.

- 1 **Study plan of the field** is defined by the Article 3 of Study and Examination Regulations (hereinafter Regulations).
 - It includes a structured list of courses required in the given field of study whose completion is a prerequisite for duly completed study programme.
 - Study plans of all fields of study constitute the accreditation documentation and they are published annually on the faculty website.
 - Study plan of the field of study arranges the courses into semesters and years of study.
- 2 **Customized study plan** is the place where courses taught within the study plan of the field are added every year. They represent study requirements for the given academic year. Any individual changes are indicated in the customized study plan, too (e.g. repeating of courses, acknowledgement of courses, postponement of courses until the following year and the like).
- 3 Years of study and number of years
 - Total number of years of study represents the standard length of study.
 - A number of years represent the number of academic years of student's active study from his/her admission to studies in the study programme.
- 4 Student's study plan is the list of courses enrolled by student under these Rules.
 - *Enrolment* represents the actions starting from student's registration of courses in his/her customized study plan showing his/her willingness to study them in the given academic year. If all study regulations are fulfilled, an appointed staff then adds the registered courses in the student's electronic record book (so called "electronic index") and then the student's study plan for the given year is created.
 - Student's study plan can differ from the study plan of the field of study. The differences may involve the pace of study and the structure of courses – especially if some courses have been acknowledged, when completing a part of study abroad etc.
 - Any change in the structure of courses in the student's study plan that is different from the study plan of the field is conditional on the written approval by the Dean.
 - *Compulsory courses in the student's study plan* include all compulsory courses, as well as compulsory-elective courses selected by the student for the given year of study in the study plan of the field corresponding with the year of his/her studies (in case of acknowledgement of part of studies, a number of acknowledged years of study are added to the number of years of his/her studies). Should the student fail to enrol in any of these courses in the given year, such course remains a part of his/her customized study plan as a *postponed course*.
 - Student may *enrol beforehand* in compulsory or compulsory-elective course from the study plan of his/her field of study although the course is required in the higher year of study.
 - The course from the higher year of study will be included in the minimum number of credits required for compulsory and compulsory-elective courses, and ECTS credits will be granted according to the current academic year. The credits will be granted in the year of completion of this beforehand course.
 - Upon entering the year of study, where such a course is included in the valid study plan of the field as a compulsory or compulsory-elective course (see the above text), the number of credits will be adjusted to the student automatically.
 - *Repeated course* represents a compulsory or compulsory-elective course which student enrolled but did not completed successfully, and therefore is enrolled for the second time as a repeated course according to Article 6 of Regulations.
 - Study of and enrolment in optional courses are specified in part III herein.

- 5 **Active completion** of a course in the given period represents a completion of a course by means of active study in the given period, and it does not apply to acknowledgement of courses from previous studies. Study can be completed at FME, as well as at a university abroad.

II Arranging and checking up of study plans

1 Enrolment

- Student shall enrol in courses according to the study plan of the field as follows:
 - repeated courses, i.e. all previously enrolled compulsory and compulsory-elective courses that were not completed successfully;
 - other courses upon student's own decision in order to satisfy the conditions for study continuation in summer semester and in the following academic year (if this is allowed with respect to the number of credits for uncompleted courses in the study plan of the field).
- Student cannot enrol in the course he/she has already successfully completed or in the course corresponding to the one in the history of study plans.
- Student who is leaving for study abroad shall not enrol in courses that are included in his/her customized study plan for the period of the planned study stay abroad.
- Student shall not enrol in courses from the customized study plan, if he/she has applied for their acknowledgement.
- Student may enrol beforehand in courses from higher year of study (see Section I herein).
- Conditions of sequence of courses must be satisfied in all cases.
- Student can obtain 85 credits as maximum.

2 Conditions for study continuation in summer semester in the first academic year after admission to studies

- Student has to acquire at least 10 credits for courses actively completed in the winter semester. This does not apply to credits for courses acknowledged from previous studies.
- If the student fails to satisfy the above condition till the end of the winter examination period, studies come to a close.
- If there are less than 60 credits remaining on the date of enrolment to satisfy the number of credits prescribed for completion of the study programme, the condition does not apply.

3 Conditions for continuation of study in the following academic year

- Completion of all courses enrolled for the second time.
- Obtaining at least 40 credits from courses actively completed in the given year. This does not apply to credits for courses acknowledged from previous studies. Out of this, at least 30 credits must be obtained from compulsory and/or compulsory-elective courses. Remaining 10 credits can be obtained from courses that were not acknowledged, i.e. from optional courses (see Section III herein) or courses studied within international mobility programmes.

III Optional (elective) courses

1 Characteristics of optional courses

- Student may select any course of own interest from a range of groups a) – d) and can study it as an *optional course*. The following sequence is recommended for selection of these courses respecting the field of study:
 - a) Optional courses included in the study plan of the field.
 - b) Courses from the *general range* of optional courses published in the faculty information system.
 - c) Other courses taught at FME (compulsory, compulsory-elective, as well as optional ones) from the same or lower level of study (bachelor's, master's, doctoral) provided they are not included in the student's study plan and are not prescribed as compulsory or compulsory-elective in higher years of study in the field the student is currently studying (student may enrol in such courses beforehand – see Section I herein).
 - d) Courses taught at other BUT faculties that are open to FME students as optional courses (so called "independent courses").

- In case of optional courses, conditions of sequence of courses must be satisfied, too.

2 Enrolment and assessment of optional courses

- Optional courses are intended as a support provided to compulsory instruction and they do not constitute a part of study requirements. Should there be credits granted for the optional courses, these credits are not included in the minimum number of credits required for completion of study.
- In order to obtain the minimum number of credits required for continuation of studies (see Section II, paragraph 2 and 3 herein), the following credit assessment can be counted in:
 - course offered in the general range of optional courses or included in the study plan of the field as an optional one with credits allocated to it: the given number of credits will be applied;
 - other course: the number of credits shown in the course documentation (see e.g. list of courses at the BUT website) will be applied.
- Should any optional course enrolled within the student's study plan become a part (as a compulsory or compulsory-elective course) of the study plan for higher year of study in the same field (and at the same level of study) that the student selected to study, then the course will be regarded as *enrolled beforehand* according to Section I herein.

3 Acknowledgement of courses completed as optional ones

- Student may apply for acknowledgement of courses he/she has already completed on an optional basis if the current study plan requires them as compulsory (compulsory-elective).
- Number of credits corresponding to the student's study plan will be allocated upon acknowledgement.

IV Final and transitional provisions

- 1 Rules governing the registration of students in the instruction are specified in a relevant Dean's directive.
- 2 The Dean may approve **exceptions from the above rules** upon duly completed and justified written request of a student.
- 3 The Rules shall be applied to the arrangement of student's study plans, as well as for checking the conditions for study continuation starting from the academic year 2009/2010.
- 4 Dean's directive No. 5/2008 becomes invalidated by these Rules.

In Brno, 16 September 2009

doc. RNDr. Miroslav Doupovec, CSc.
dean