**TOMAS BATA UNIVERSITY IN ZLÍN**

**RULES FOR THE COURSE OF STUDY IN STUDY PROGRAMS CARRIED OUT AT THE FACULTY OF**

**LOGISTICS AND CRISIS MANAGEMENT**

*The Academic Senate of the Faculty of Logistics and Crisis Management pursuant to § 27 paragraph 1 letter b) of Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the Act on Universities), as amended, approved on 19 April 2021 the draft Rules for the course of study in study programs carried out at the Faculty of Logistics and crisis management of the Tomas Bata University in Zlín*

*and*

*The Academic Senate of the Tomas Bata University in Zlín pursuant to § 9 paragraph 1 letter b) point 2 of Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the Act on Universities), as amended, approved on 15 June 2021 the draft Rules for the course of study in study programs carried out at the Faculty of logistics and crisis management at Tomas Bata University in Zlín*

# PART ONE

# BASIC PROVISIONS

## Article 1

## Introductory Provisions

1. The rules for the course of study in study programs carried out at the Faculty of Logistics and Crisis Management (hereinafter referred to as "rules") constitute its internal regulations in accordance with the provisions of § 33 paragraph 2 letter f) Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the Act on Universities), as amended (hereinafter referred to as the "Act") and in accordance with Article 5 of the Statute of the Faculty of Logistics and Crisis Management.
2. These rules govern the specific conditions and course of study in the study programs carried out at the Faculty of Logistics and Crisis Management (hereinafter referred to as "FLCM") in the sense of the provisions of Article 1, paragraph 4 of the Study and Examination Regulations of the Tomas Bata University in Zlín (hereinafter referred to as "SER") and in this sense complement the SER.
3. The provisions of this internal regulation in connection with the SER apply to the relevant extent to all students of full-time and combined forms of study at FLCM, for academic staff providing teaching in study programs carried out at FLCM and for all administrative staff of FLCM.

# PART TWO

# PROVISIONS FOR STUDY IN BACHELOR

# AND MASTER'S STUDY PROGRAMS

*Volume 1*

*ORGANIZATION OF THE STUDY*

## Article 2

## Academic Year and Time Division of Studies

Ad par. (2) SER:

1. In the last semester of bachelor's and master's studies, classes usually last 10 weeks.
2. If, in the last semester of the study, the student has subjects with a standard teaching period (usually 14 weeks) entered in his study plan, he is obliged to ask the teacher within two weeks of the start of the lesson for the possibility of completing the subject at an earlier date.

Ad par. (4) SER:

1. Teaching in the combined form of study is usually organized once every two weeks with a two-day concentration on Friday and Saturday.

Ad par. (5) SER:

1. The division of students into study groups is carried out annually, mainly on the basis of the conditions of the study subject and on the basis of knowledge of foreign languages, by the study department of FLCM. Each study group has its own schedule.
2. For scheduled teaching, the maximum number of students recommended for lectures is 120, for seminars and exercises 25 and for laboratory exercises 16 students. The minimum number of students is usually set at 12 in seminars and exercises and at 8 in laboratory exercises.

Ad par. (6) SER:

1. The timetable for the following academic year (hereinafter referred to as the "teaching timetable") is usually announced by the dean of the FLCM (hereinafter referred to as the "dean") by the end of May after discussion in the Academic Senate of the FLCM.

## Article 3

## Study Plans

Ad par. (3) SER:

1. Updated study plans for the following academic year for bachelor's and master's study programs are published on FLCM annually, usually by the end of June of the previous academic year.
2. The student creates a personal study plan during preliminary registration. When choosing subjects, the student is based on the study plan of the study program and the documentation of the subjects, published in the information system of the study agenda (hereinafter referred to as "IS/STAG").
3. If a subject is cancelled when the study plan is changed, the Board of Study Programs, on the proposal of the study program guarantor, determines another subject according to the current study program as a substitute for those students who already had the subject registered as compulsory or compulsory elective, but did not complete it. When cancelling an optional subject, the student can enrol in another optional subject of his choice.

Ad par. (5) SER:

1. The student submits a request for an exception from the general rules for drawing up a study plan with documented justification through the FLCM study department on the "General application" form no later than the first week of classes.
2. After the application has been approved by the Vice-Dean for Pedagogical Activities, the student submits the application to the guarantors of the individual subjects, who will then sign the "Individual study plan" form to confirm their agreement with the individual study conditions of the respective subjects, the method and date of their completion.
3. The student shall deliver the form confirmed by the course guarantors and the request for exemption from the general rules for drawing up the study plan according to paragraph 4 to the FLCM study department no later than three weeks from the date of approval of the request by the Vice-Dean for Pedagogical Activities.
4. On the basis of the above-mentioned documents, the dean issues a written notification of the granting of an exception to the general rules for drawing up the study plan for the given semester of the relevant academic year.

## Article 4

## Board of Study Programs

Ad par. (2) SER:

1. At FLCM, the joint Board of Study Programs is appointed by the dean for all study programs carried out at FLCM. The Board of Study Programs is governed by the Rules of Procedure of the Board of Study Programs issued by the dean.

Ad par. (3) SER:

1. The Board of Study Programs consists of the vice-dean for pedagogical activities, directors of institutes, guarantors of study programs and specializations, or other experts from the academic and scientific staff of FLCM.

**Article 5**

**Credit System**

**(without additions and clarifications)**

**Article 6**

**Method of Completing the Subject**

Ad par. (2) SER:

1. The subject can be re-enrolled only once, in the relevant semester of the following academic year.
2. In the event that a student has already received a credit from a registered subject, and was given an FX rating on the exam, this credit will be recognized when re-enrolling the subject.

## Article 7

## Teaching Methods and Their Security

Ad par. (3) SER:

1. The weekly scope of providing individual consultations by individual academic staff is determined by the director of the institute at the beginning of each semester, in the event of a change during the semester, the information is updated. Consultation hours are published on the website and individual workplaces of the FLCM. Consultation hours are provided during teaching and exam periods. Individual consultations can also take place on the basis of an agreement between the teacher and the student.

Ad par. (8) SER:

1. The head employee of the institute is the director of the institute.

**Article 8**

**Documentation (syllabus) of the Course**

Ad par. (1) SER:

(1) Further requirements and responsibilities regarding the subject guarantor are established by Article 9 of the Order for the creation, approval, implementation and changes of study programs of TBU in Zlín.

**Article 9**

**Study Counselling**

Ad par. (2) SER:

(1) At the FLCM, employees of the study department of the FLCM perform an advisory role, or to the extent corresponding to their functional classification, directors of institutes, guarantors of study programs, guarantors of relevant subjects, head teachers of years and other academic staff.

(2) FLCM students can also use the counselling services of the TBU Academic Counselling Centre and the Pedagogical-Psychological-Legal and ICT Counselling Centre at the FLCM.

**Part 2**

**VERIFICATION AND EVALUATION OF STUDY RESULTS**

**Article 10**

**Verification of Study Results**

Ad par. (1) SER:

(1) In the relevant academic year, students in study programs carried out by the FLCM can receive a credit, a classified credit and take an exam, as a rule, on the dates determined by the teaching timetable for the given semester, but they must, however, unconditionally comply with the deadline for taking credits, classified credits and exams for the given academic year, unless they have been granted an exemption according to Article 16, paragraph 3 of the SER.

(2) Verification of study results can be carried out electronically.

(3) Verification of a student's study results using means of remote communication is only possible when the personal presence of students is not possible due to a crisis measure announced under the Crisis Act or due to the order of an extraordinary measure under a special law and made possible by a decision of the Ministry of Education, Youth and Sports (hereinafter referred to as "measures of a public authority").

(4) Instructions for the course of verification of study results using means of distance communication will be published by the teacher together with the publication of the examination date.

(5) When verifying study results using means of remote communication, the teacher has the right to request sharing of the entire screen and turning on the camera recording the immediate surroundings of the student's workspace during the entire verification of study results.

(6) If the electronic verification of study results is interrupted due to a connection failure on both the student's and the examiner's side, the examiner will ask the student a new question when the connection is restored. If the connection is not restored by the end of the listed verification time, the examiner will decide whether the progress so far has allowed the student to be evaluated. If the assessment is not possible, the examiner has the right to request a repetition of the credit, graded credit or exam. The ungraded attempt is entered into IS/STAG as excused, and the examiner gives the assistant of the institute a brief record of the implementation of the verification, which had to be terminated prematurely. The record contains the name of the examined student, the subject, the date of the credit, classified credit or exam, the reason for the interruption and non-evaluation of the credit, classified credit or exam. In case of repeated absences, the physical presence of the student can be requested.

(7) The LMS Moodle or the MS Teams platform is exclusively used for the verification of study results in written form. The MS Teams platform is exclusively used for oral verification of study results.

Ad par. (6) SER:

(8) In accordance with § 57, paragraph 3 of the Act on Universities, the study report is kept in the form of an officially confirmed extract from IS/STAG and contains an overview of the student's academic results. The study report is issued to the student based on his request by the FLCM study department.

**Article 11**

**Credit and Classified Credit**

Ad par. (3) SER:

(1) The conditions for granting credit (or credit before the exam) and classified credit are set out in the subject documentation in IS/STAG. The evaluation is given by the teachers of the given subject.

(2) The student has the opportunity to obtain a credit or a classified credit in the regular and two remedial terms and registers for them through the IS/STAG information system.

(3) Regular and corrective credit or classified credit dates are set by the subject examiner at least 7 days before they take place, also via IS/STAG. The examiner is obliged to list a sufficient number of credits or classified credits in the regular and remedial exam periods. A sufficient number of places on all dates means such a number of places that corresponds to min. 150% of the number of students enrolled in the given course. The obligation to list the dates of credits or classified credits in the make-up exam period is waived if all enrolled students have taken credits or classified credits in the regular exam period.

(4) A credit or a classified credit can be obtained within the regular deadline, no later than the end of the regular exam period.

(5) It is possible to take part in the remedial term during the regular or remedial exam period.

(6) The student has the right to withdraw from the credit or classified credit, but no later than the deadline defined in IS/STAG. An excuse for non-participation is submitted to the examiner.

(7) The student proves his identity when taking a credit or a classified credit, as a rule, by means of a student ID card.

Ad par. (7) SER:

(8) The terms and method of entering credit or classified credit into IS/STAG is specified in Article 61.

## Article 12

## Exam

Ad par. (3–4) SER:

1. The conditions for awarding the exam are set out in the course documentation in IS/STAG. The evaluation is given by the teachers of the given subject.

(2) The student has the opportunity to take the exam in the regular and two remedial dates and registers for them through the IS/STAG information system.

(3) Regular and remedial exam dates are set by the subject examiner at least 7 days before they take place, also via IS/STAG. The examiner is obliged to list a sufficient number of exam dates in the regular and remedial exam period, depending on the number of students enrolled in the course and considering the course of the exam. A sufficient number of places on all dates means such a number of places that corresponds to min. 150% of the number of students enrolled in the given course. There must be at least four dates in the regular exam period, appropriately timed, and at least one date must be listed in the make-up exam period. The number of places on dates in the make-up exam period must be higher than 100% of the number of students who have not yet passed the exam. The obligation to list exam dates in the make-up exam period is waived if all enrolled students have taken their exams in the regular exam period.

(4) The exam in the regular term can be held no later than the end of the regular exam period.

(5) It is possible to take part in the remedial term during the regular or remedial exam period.

(6) The student has the right to withdraw from the exam, but no later than the deadline defined in IS/STAG. If a registered student does not take part in the exam without a proper excuse, if he withdraws from the exam after it has started or if he violates the exam rules in a binding manner, he is classified as grade F ("inadequate") on the ECTS scale. A student can apologize additionally for serious reasons, especially health reasons. Medical reasons must be documented by a doctor's certificate. The examiner makes the final decision on the recognition of the apology.

(7) The student proves his identity when taking the exam, as a rule, by means of a student card.

Ad par. (8) SER:

(2) The terms and method of recording the student's classification are specified in Article 61.

**Article 13**

**Comprehensive Exam**

(without additions and clarifications)

The comprehensive exam does not take place at FLCM.

**Article 14**

**Classification Scale**

(without additions and clarifications)

## Article 15

## Student's Average Classification

Ad par. (1) SER:

(1) The weighted academic average is calculated with rounding to two decimal places.

*Volume 3*

*COURSE OF STUDY*

## Article 16

## Conditions for Continuing Studies

Ad par. (1) SER:

1. Fulfilment of the conditions for continuing studies is based on the information stored in IS/STAG. Students are advised to check the entered data during the academic year according to Articles 10 to 12 of the SER. Study inspection dates are listed in the teaching timetable for the given academic year.

**Bachelor's Study Program**

1. The condition for continuing studies in the 2nd semester of the 1st year of the full-time study form of the bachelor's study program is the acquisition of at least 10 credits by the date set by the teaching timetable.

The condition for continuing studies in the 2nd year of the bachelor's study program is to obtain at least 30 credits in the 1st year of study. If less than 30 credits are achieved, the student's studies will be terminated according to § 56 paragraph 1 letter b) of the Act. Section 68 of the Act applies to the decision-making process in this matter.

If the student meets the condition for continuing his studies, he will enrol in the 2nd year of study in all enrolled and unfinished compulsory and compulsory optional subjects of the 1st year of study. It is further recommended that the student write down:

* + 1. all compulsory and selected compulsory optional subjects of the 2nd year of study,
    2. selected optional subjects.

1. The condition for continuing in the 3rd year of the bachelor's study program is to obtain at least 90 credits for the 1st and 2nd year of study.

If less than 90 credits are achieved, the student's studies will be terminated according to § 56 paragraph 1 letter b) of the Act. Section 68 of the Act applies to the decision-making process in this matter.

If the student meets the condition for continuing his studies, he enrols in the 3rd year of study in all enrolled and unfinished compulsory and compulsory optional subjects of the previous years of study. It is further recommended that the student write down:

a) all compulsory and selected compulsory elective subjects of the 3rd year of study,

b) selected optional subjects.

1. The condition for completing the bachelor's study program in the 3rd year of study is the achievement of at least 180 credits in the prescribed composition according to Article 25, paragraph 1 of the SER.
2. If the student did not complete the bachelor's study program in the 3rd year of study, he will enrol in the next year of study all enrolled and unfinished compulsory and mandatory optional subjects from the previous study in the bachelor's study program. The condition for continuing studies in the 4th year of the bachelor's study program is the acquisition of at least 140 credits in the previous three years of the bachelor's study program.
3. If less than 140 credits are achieved, the student's studies will be terminated according to § 56 paragraph 1 letter b) of the Act. Section 68 of the Act applies to the decision-making process in this matter.
4. The standard period of study for a bachelor's study program is three years. The period of study interruption is not included in the study period.

**Master's Study Program (Following on the Bachelor's Study Program)**

1. The condition for continuing studies in the 2nd semester of the 1st year of the full-time study form of the Master's study program is to obtain at least 10 credits by the date set by the teaching timetable.

The condition for continuing studies in the 2nd year of study in the master's study program is the acquisition of at least 30 credits in the 1st year of study.

If less than 30 credits are achieved, the student's studies will be terminated according to § 56 paragraph 1 letter b) of the Act. Section 68 of the Act applies to the decision-making process in this matter.

If the student meets the condition for continuing his studies, he will enrol in the 2nd year of study in all enrolled and unfinished compulsory and compulsory optional subjects of the 1st year of study. It is further recommended that the student write down:

a) all compulsory and selected compulsory optional subjects of the 2nd year of study,

b) selected optional subjects.

1. The condition for completion of the master's study program in the 2nd year of study is the achievement of at least 120 credits in the prescribed composition according to Article 25, paragraph 1 of the SER.

If the student did not complete the master's study program in the 2nd year of study, he will enrol in the next year of study all enrolled and unfinished subjects of the current study in the master's study program. The condition for continuing the studies is the acquisition of at least 90 credits in the previous two years of the master's study program.

If less than 90 credits are achieved, the student's studies will be terminated according to § 56 paragraph 1 letter b) of the Act. Section 68 of the Act applies to the decision-making process in this matter.

1. The standard duration of study in a master's study program (**following on a bachelor's study program**) is two years. The period of study interruption is not included in the study period.

Ad par. (3) SER:

1. Students with any health limitation, pregnant or lactating students are obliged to report this limitation to the guarantor of the relevant subject in the case of forms of teaching that could endanger their health or the health of the foetus or the unborn child. He documents his health status with a medical report. The subject guarantor, in cooperation with the student, establishes an individual study plan based on which the student will be able to complete the subject without endangering the health of the student or the health of the child. The proposed individual study plan is approved by the Dean.

Ad par. (4) SER:

1. In such a case, the student submits a duly justified application to the FLCM study department. The request will be assessed and commented on by the Vice Dean for Pedagogical Activities.

## Article 17

## Study Control

(1) Attendance is checked by the teacher. The student is recommended to attend lectures. The scope of the student's compulsory participation in classes with controlled participation is specified in the course documentation in IS/STAG. In case of higher excusable non-participation (long-term illness documented by relevant document, stay abroad related to studies, etc.), the guarantor of the subject decides on the recognition of the teaching based on the student's request.

## Article 18

**Enrolment in the Next Year of Study**

Ad par. (2) SER:

1. The organization of enrolment of students in the next year of study is determined annually by the FLCM internal standard.
2. Enrolment of students in the next year of study and control of the fulfilment of study plans is carried out through IS/STAG.
3. Enrolment within the set deadline and in the prescribed manner is controlled by the FLCM study department. Enrolment will be allowed only for those students who have met the conditions for continuing their studies.

## Article 19

**Rules for Creating a Student's Study Plan**

Ad par. (2) SER:

1. The time for creating a student's study plan is specified in the teaching timetable. By enrolling in the next part of the study, the student's study plan becomes binding.
2. Information about the semester in the course documentation (syllabi) is binding. The subject can be enrolled and completed only in the semester in which it is taught.

Ad par. (3) SER:

1. Students starting their studies are required to register with IS/STAG during the pre-registration period and confirm their choice of compulsory, compulsory elective and optional subjects of the study plan.
2. In the event that enrolment in the 1st year of study took place after the preliminary enrolment period determined by the teaching timetable; these subjects will be added to the students' IS/STAG by the FLCM study department free of charge.

## Article 20

**Preliminary Registration**

Ad par. (1) SER:

1. The student is obliged to register in IS/STAG during the pre-registration period and choose all subjects according to the study plan (compulsory, compulsory optional and optional) for the following semester. The procedure for preliminary registration is determined annually by the FLCM internal standard.
2. During preliminary registration, the student is advised to check whether the composition of the subjects of his study plan is in accordance with the structured list of subjects of the relevant study program for the given semester.
3. The student is solely responsible for the correct choice of individual study plan subjects.

Ad par. (2) SER:

1. The minimum number of students for opening a course is usually set at 12. If the required number of students is not reached during preliminary registration, the course will not be opened. The study department of the FLCM will publish this fact on the website and on the FLCM notice board. Students who registered an open subject during pre-registration in IS/STAG will come to the FLCM study department, which will register another chosen subject in the system free of charge. In exceptional cases, with a minimum number of students enrolled in the course, an individual form of teaching may be allowed (the course will not be scheduled). The maximum number of students for opening a course is not limited.

**Article 21**

**Interruption of Studies**

Ad par. (1) SER:

(1) Interruption of studies is carried out on the basis of a student's written request on the "General Application" form submitted to the Dean through the FLCM study department.

(2) During the interruption of studies, you cannot take exams or fulfil any other study obligations at FLCM.

Ad par. (2) SER:

1) Interruption of studies during the regular or remedial examination period, when there is a prerequisite for failure to fulfil the study obligations, cannot be permitted.

(2) At the time of interruption of studies, the person is not a student, therefore he/she is required to submit a student card and a confirmed "Protocol on settlement of Obligations towards FLCM TBU in Zlín". After the period for which the study was interrupted, the person is re-enrolled in the study and becomes a student again, if he appears for registration within the prescribed deadlines.

## Article 22

## Change of Study Form

(1) In justified cases, the student may request a change in the form of study. The student submits a written application through the study department on the "General Application" form. The vice dean for pedagogical activity comments on the request and it is approved by the Dean.

## Article 23

## Abandoning Studies

Ad par. (1) SER:

(1) The student announces the decision to leave the studies in writing to the Dean. The notification of dropping out of studies is submitted by the student through the FLCM study department on the "General Application" form. Upon leaving the studies, the student is obliged to hand over the student ID card and the confirmed form "Protocol on Settlement of Obligations towards FLCM TBU in Zlín" to the study department of FLCM.

(2) The date of completion of studies is the day of delivery of the student's written notification of dropping out of studies.

## Article 24

## Recognition of Part of the Study

Ad par. (1) SER:

(1) For the recognition of the completed parts of the study or individual credits, classified credits and exams taken in the framework of the previous study outside FLCM, the student shall attach to the application:

a) a complete overview of achieved study results confirmed by the study department of the relevant university,

b) syllabi of completed subjects.

The student applies for the recognition of individual exams and credits completed at another university in writing by submitting the form "Request for recognition of exams and credits". The student fills in the name of the recognized subject from the previous study also in English.

(2) The student applies for recognition of individual subjects (parts of study) completed in the previous study at FLCM by filling out the document "Application for Recognition of Exams and Credits".

1. Application for recognition of part of the study (individual subjects), including the attachments listed in paragraph 1 letter a) and b), with the statement of the guarantor of the study program, is submitted by the student to the study department for the winter semester by October 31, for the summer semester by February 28 of the given academic year.
2. A credit, classified credit or exam can only be recognized if the date of completion of the study obligation in the relevant subject is not older than 5 years.
3. The study program can only be changed on the basis of passing the admission procedure.
4. In the event that a student requests a change of specialization within a given study program during his studies, the change may only be permitted in exceptional cases. The guarantor of the study program comments on the application and the Dean makes the final decision.

Ad par. (5) SER:

1. The Dean decides on the recognition of part of the study or individual credits and exams based on the recommendation of the guarantor of the study program. In the event that the method of completion of the completed subject or the scope and content of the course has changed compared to the original study (it concerns subjects completed in the previous study at FLCM), the vice dean for pedagogical activities will also comment on the request. In the event that a student applies for non-standard recognition of a subject completed within the framework of a previous study, i.e. recognition of a subject in a different term than that set by the FLCM, this action will be charged in accordance with the internal standard of TBU. The entry into the study documentation will then be made by the FLCM study department.

Ad par. (6) SER:

The following provisions apply to students who apply for recognition of part of their studies completed abroad as part of mobility:

* 1. a) the student must be familiarized with all the conditions related to the recognition of foreign studies before leaving for a study stay,
  2. b) if the student did not complete and properly complete the subjects that are part of his current study plan within the study program during his studies abroad, he is obliged to complete and properly complete these subjects upon his return,
  3. c) in the event that the number of credits for comparable subjects in the relevant FLCM study program and the study program at a foreign university differs, the authoritative credit evaluation valid in the relevant FLCM study program is taken.

*Volume 4*

*PROPER COMPLETION OF STUDIES*

**Article 25**

**Conditions for Proper Graduation**

(without additions and clarifications)

## Article 26

## State Final Exam

Ad par. (1) SER:

(1) A student can take the state final exam (hereinafter referred to as "SFE") provided that, in accordance with the approved teaching timetable of the given academic year:

a) fulfilled the obligations specified in Article 25 paragraph 1 letter a) to c) SER,

b) submitted a diploma or bachelor's thesis for defence within the set deadline,

c) applied to SFE.

The deadlines for applying to SFE are set in the teaching timetable of the relevant academic year (Article 2, paragraph 6 SER).

1. The dates of state final exams are specified in the teaching timetable of the relevant academic year (Article 2, paragraph 6 SER) at FLCM. The name and timetable of students for the SFE will be published by the director of the relevant institute well in advance, no later than 3 days before the SFE. The directors of the institutes are entrusted by the dean with the content and organization of the preparation and course of the SFE. Designated employees of the institutes manage all administrative requirements connected with the submission of diploma and bachelor's theses, their defences and the course of the SFE. No later than 3 days after the end of the SFE, these materials are handed over to the FLCM study department.
2. The SFE consists of two parts:

a) first part – defence of diploma or bachelor's thesis. The student presents the basic theses and results of his work (usually 10 minutes for a diploma thesis and 7 minutes for a bachelor's thesis). After reading the opinions of the supervisor and the opponent, a discussion follows, in which the student answers the questions of the opponent and committee members regarding the diploma or bachelor's thesis. In the absence of the supervisor or the opponent, a person authorized by the chairman of the committee will read their opinion.

b) the second part – an oral exam on the subjects that are specified in the accreditation materials of the study program. The student must be familiarized with the required structure and contents of the exam subjects no later than 2 months before the state final exam. The subject areas/questions for SFE are approved by the FLCM Board of Study Programs so that they correspond to the mandatory and selected mandatory elective subjects for SFE that the student has taken.

The total duration of the SFE (including the non-public evaluation, classification and announcement of the result to the student) may not exceed 90 minutes. The recommended time is 45 minutes for bachelor's degree programs and 60 minutes for master's degree programs. Detailed methodological instructions are specified in the FLCM internal standard.

Ad par. (7) SER:

1. A protocol is kept on the progress of SFE in IS/STAG, or in paper form. The minutes are kept by the secretary of the commission for SFE according to the instructions of the chairman. The chairman of the examination committee is responsible to the dean for the correctness and completeness of the entry in the protocol.

The protocol states:

a) the course and classification of the defence of a diploma or bachelor's thesis, including questions and answers,

b) course and classification of the second part of the SFE, by subject, including additional questions and answers,

c) in the case of classification "insufficient" (F) justification according to Articles 28 and 29 SER,

d) overall SFE classification according to Article 29 SER,

e) overall evaluation of a duly completed study (Article 30, paragraph 1 SER).

Appendices to the protocol are the opinions of the supervisor and the opponent of the diploma or bachelor's thesis with the supervisor's statement on the originality of the work.

## Article 27

**Examination Committees for State Final Exams**

Ad par. (1) SER:

1. The members of the examination committees for SFE are approved by the Scientific Council of the FLCM on the proposal of the Dean.

Ad par. (2) SER:

1. The examination committee for SFE in the bachelor's study program has at least three members, of which the chairman must hold the rank of professor or associate professor. For SFE in the master's study program, the examination committee consists at least of five members, of which the chairman and vice-chairman must hold the rank of professor or associate professor. A member of the commission can also be an expert from practice in the given field.

Ad par. (3–4) SER:

1. The Dean appoints and dismisses the chairman, vice-chairman and members of the examination committee at the proposal of the Council of Study Programs.
2. The Dean calls a meeting of the examination committee in writing and sufficiently in advance.
3. The Dean, based on the proposal of the director of the institute, appoints the secretary of the committee, who ensures the organizational and administrative activities of the examination committee.
4. The chairman of the examination committee is responsible to the Dean for the activities of the committee.
5. The proceedings of the examination committee are managed by the chairman, or the vice-chairman, who takes over the rights and duties of the chairman in his absence.
6. The examination committee has a quorum if at least three fifths of its members are present, but at least three. Within these three members, the chairman or vice-chairman must always be present. In the event of a tie, his vote is decisive.

The chairman or vice-chairman:

* 1. begins the work of the examination committee by briefly introducing the number of students examined and the necessary information regarding the work of the examination committee,
  2. checks whether the members of the examination committee have available documents for the SFE, i.e. a list of examined students with an indication of their academic performance, bachelor/diploma theses that will be defended, opinions of supervisors and opponents of final theses,
  3. presents to the members of the committee the principles of the SFE procedure: the student draws a question/section number, the exam is held in the form of a debate, the course of the bachelor/diploma thesis defense and the SFE is recorded in the SFE protocol in the IS/STAG study agenda information system,
  4. starts and ends the defence of the bachelor/diploma thesis as well as the examination on SFE subjects while respecting the given time frame.

1. Individual subjects are examined by designated members of the examination committee. All members of the examination board can ask additional questions during the defence of the bachelor/diploma thesis.
2. The committee decides on the classification of individual examinees either immediately after the end of the SFE or after testing a group of students in a closed session. The members of the committee present their proposals for the classification of the defense of the bachelor's/diploma thesis, and the examiners then present their proposals for the classification in the individual subjects that are being discussed. In the event that agreement is not reached in the commission, the classification and the result of the defense of the bachelor's/diploma thesis are decided by voting by a simple majority of the votes of the commission members present at the time of the vote. In case of equality of votes (even number of committee members), the vote of the chairman, or in his absence the vice-chairman, is decisive. The result of the vote (ratio of votes) is recorded in the SFE protocol.
3. If a grade of "insufficient" (F) is proposed to the student, the result is always voted on and the result (number of votes) is recorded in the SFE protocol. In this case, the examination committee will also decide on the justification, which it will include in the SFE protocol and which the student is familiar with.
4. The result of the SFE will be announced publicly by the chairman of the examination board, or vice-chairman, on the day of the SFE (§53 of the Act).

## Article 28

## Diploma or Bachelor's Thesis

Ad par. (1) SER:

1. The student is fully responsible for the content and quality of the diploma or bachelor's thesis (hereinafter referred to as the "thesis"). Theses are written and are submitted both in electronic and printed form (the printed ones are returned to the student after the defense); both versions must be identical.
2. Detected plagiarism is dealt with within the framework of disciplinary proceedings.

Ad par. (2) SER:

1. Directors of FLCM institutes are responsible for the publication of theses topics for the following academic year. The list of thesis topics is published annually in IS/STAG no later than April 15.
2. Students in the penultimate year of a bachelor's or master's study program register for thesis topics through IS/STAG after preliminary discussion with the supervisor no later than May 15 of the relevant academic year. In the final year of study, in which the student will defend the thesis, the student will add additional data to the assigned topic in IS/STAG, i.e. English title of the thesis, guidelines for preparation, list of recommended literature, no later than October 31 of the relevant academic year.
3. If the student wants to develop his own thesis topic, he must submit a written request in the penultimate year of study no later than March 15. In the application, he will state the title of the topic, annotation and the name of the expected supervisor, who will confirm his agreement with the supervisor by signing the application. The completed application, with the approval of the expected supervisor, is forwarded by the student to the institute's secretariat.
4. At the request of the student and with the approval of the thesis supervisor, the guarantor of the study program may in exceptional cases change the assignment of the thesis during its completion.
5. The official assignment of the diploma or bachelor's thesis is given to the student on the date set by the teaching timetable of the relevant academic year.

Ad par. (5) SER:

1. The opinions of the supervisor and the opponent of the diploma or bachelor's thesis are published in IS/STAG no later than 3 days before its defence.
2. A diploma or bachelor's thesis that has been graded "insufficient" (F) by the supervisor or opponent is accepted for defense. In such a case, the evaluator who awarded this evaluation participates in the defence.

Ad par. (8) SER:

1. The deadline for submitting diploma or bachelor's theses is indicated in the teaching timetable every year.
2. If, for serious reasons (especially documented health reasons), the student does not hand in the diploma or bachelor's thesis by the date given in the teaching timetable, he can ask the dean to postpone the submission of the diploma or bachelor's thesis. The application for postponing the submission of the diploma or bachelor's thesis must be submitted to the dean before the set deadline for submission and with the statement of the director of the institute that assigned the diploma or bachelor's thesis. A student who does not submit a diploma or bachelor's thesis by the set deadline without an apology, or a student whose apology was not accepted by the dean, is classified as "insufficient" (F) in this part of the SFE.

Ad par. (11) SER:

1. The request for postponing the publication of the diploma or bachelor's thesis is submitted by the student to the dean through the study department of the FLCM no later than 60 days before the due date for submitting the thesis. The request must contain a detailed justification for postponing the publication of the thesis, including a statement from the thesis supervisor. A complete copy of the work including attachments is attached to the application.

## Article 29

## State Final Exam Evaluation

Ad par. (1) SER:

1. Article 29 SER and Annex No. I of these rules deal with SFE assessment.
2. Individual parts of SFE are classified separately. Their classification, as well as the evaluation of the overall result of the SFE, is decided by the examination committee in a closed meeting. The classification scale according to Article 14 SER is used for classification. The evaluation is proposed by the chairman of the examination committee, taking into account the opinions of the members of the examination committee, the level of the work defended and the course of its defense, and the level of knowledge demonstrated by the student during the oral examination. The proposed assessment is accepted if more than half of the members of the examination committee present agreed with it. In the case of equality of votes, the chairman of the examination committee, or vice-chairman, who manages the meeting of the examination committee, decides. The overall classification of the SFE is subsequently determined by calculation according to the procedure specified in Appendix No. 3 of these rules.
3. The result of the SFE will be announced publicly by the chairman of the examination board, or vice-chairman, on the day of the SFE.

## Article 30

## Overall Evaluation of the Study

Ad par. (3) SER:

(1) Characteristics of excellent academic results:

A student who meets the following criteria will receive the overall study grade of "Passed with honors":

Bachelor study program:

1. a) the weighted academic average for the entire course of study in the accredited study program will not exceed the value of 1.40,
2. b) SFE with an overall benefit of "excellent" (A) or "very good" (B),
3. c) SFE performed for the first time on time.

Master study program:

a) the weighted academic average for the entire course of study in the accredited study program will not exceed the value of 1.30,

b) during the course of study, no exam or graded credit is graded "E - Sufficient",

c) SFE with an overall grade of "excellent" (A) or "very good" (B),

d) SFE carried out for the first time on time.

# PART THREE

# PROVISIONS

# FOR STUDY IN DOCTORAL STUDY PROGRAMS

Articles 31 to 54 of the SER without additions and clarifications, the doctoral study program is not accredited at FLCM.

# PART FOUR

# PROVISIONS FOR RIGOROUS PROCEEDINGS

Articles 55 to 60 SER without additions and clarifications, rigorous procedure at FLCM is not accredited.

**PART FIVE**

**COMMON PROVISIONS**

## Article 61

## Study Documentation

Ad par. (1) and (2) SER:

1. The management of study documentation at FLCM corresponds to TBU's internal regulations and standards in accordance with the TBU's File Rules.
2. Forms related to bachelor's and master's study programs are stored at the FLCM study department and published and updated on the FLCM website.
3. The student is advised to check the correctness and completeness of the entry of his study results in IS/STAG.
4. The examiner is obliged to enter the granting of a credit, classified credit or exam in IS/STAG no later than 7 calendar days from the date of the credit, classified credit or exam. The student has the right to ask the examiner to correct an incorrect entry in IS/STAG no later than 14 calendar days from the date of the credit, graded credit or exam. In the third calendar week from the date of registration of the classification in IS/STAG, only the FLCM study department and the vice-dean for pedagogical activities are authorized to make changes with the approval of the examiner.

## Article 62

**Settlement of Obligations**

(without additions and clarifications)

## Article 63

**Delivery Method**

(without additions and clarifications)

## Article 64

**Graduation Day**

(without additions and clarifications)

## Article 65

## Commendations and Awards

Ad par. (2) SER:

1. The Dean awards commendations associated with material or monetary rewards to students who have achieved extraordinary success in their studies or successfully represented FLCM.
2. The Dean usually awards:

a) students for the best study results,

b) authors of the best diploma and bachelor theses,

c) for significant representation of FLCM in the scientific, sports and cultural fields.

1. Other awards may be granted by companies and institutions outside the TBU.

## Article 66

**Proceedings on the Declaration of Invalidity of the Performance of the State Exam or its Part or Dissertation Defenses**

(without additions and clarifications)

# PART SIX

# TRANSITIONAL AND FINAL PROVISIONS

## Article 67

## Transitional Provisions

(without additions and clarifications)

## Article 68

## Validity and Efficiency

1. These rules take effect on September 1, 2021.
2. The rules of September 18, 2018 are repealed on the day these rules take effect.

Ing. Bc. Miroslav Musil, Ph.D. o. h. doc. Ing. Zuzana Tučková, Ph.D. o. h.

FLCM Academic Senate Chairman FLCM Dean

doc. Ing. Martin Sysel, Ph.D. o. h. prof. Ing. Vladimír Sedlařík, Ph.D. o. h.

TBU Academic Senate Chairman TBU Rector

Attached is Annex No. I Evaluation of the State Final Exam

***Annex No. I to the Rules***

**Evaluation of the State Final Exam**

### Evaluation of SFE Part 1

The evaluation of the defended diploma or bachelor's thesis takes into account the evaluation of the supervisor and the opponent, the opinions of the members of the examination committee, the level of the defended thesis and the course of its defense. The examination board will classify the work according to the classification scale according to Article 14 SER.

If the student has not defended his diploma or bachelor's thesis, the examination committee will decide whether the student will completely revise his thesis or supplement it, or whether he will prepare a thesis with a different assignment. The commission will include the reasons for this decision in the protocol on SFE.

### Evaluation of SFE Part 2

Table 1: Individual subjects of the 2nd part of SFE are graded according to the classification scale according to No. 14.

|  |  |  |
| --- | --- | --- |
| ***ECTS Degree*** | ***Verbal Expression*** | ***Numerical Expression*** |
| A | excellent | 1 |
| B | very good | 1,5 |
| C | good | 2 |
| D | satisfactory | 2,5 |
| E | sufficient | 3 |
| F | insufficient | – |

An arithmetic average is calculated from the assessment of individual subjects. If the assessment of one or more subjects is "insufficient" (F), the overall assessment of the 2nd part of the SFE is "insufficient" (F). The overall evaluation of the 2nd part of the SFE is carried out according to the calculated arithmetic mean and the ranges listed in Table 1:

Table 2: Overall evaluation of the 2nd part of the SFE

|  |  |  |
| --- | --- | --- |
|  | ***Verbal Expression*** | ***Range for Arithmetic Average*** |
| A | excellent | 1,00 – 1,25 |
| B | very good | 1,26 – 1,75 |
| C | good | 1,76 – 2,25 |
| D | satisfactory | 2,26 – 2,75 |
| E | sufficient | 2,76 – 3,00 |
| F | insufficient | – |

### Overall SFE Evaluation

After the evaluation of both parts of the SFE, the arithmetic average of the evaluation of the 1st part of the SFE and the overall evaluation of the 2nd part of the SFE is calculated. The overall rating of SFE is given by this calculated arithmetic mean according to the scale shown in Table 2:

Table 3: Overall SFE Evaluation

|  |  |  |
| --- | --- | --- |
|  | ***Verbal Expression*** | ***Arithmetic Average*** |
| A | excellent | 1,00 |
| B | very good | 1,25 - 1,50 |
| C | good | 1,75 - 2,00 |
| D | satisfactory | 2,25 - 2,50 |
| E | sufficient | 2,75 - 3,00 |
| F | insufficient | – |

**Note:**

* If one of the two parts of the SFE is rated as "insufficient" (F), the overall rating of the SFE is "insufficient" (F).
* The student repeats those parts of the SFE in which he is graded "insufficient" (F).
* If the student in the 2nd part is evaluated in at least one thematic area with a grade of "insufficient" (F), he repeats the entire 2nd part of the SFE.
* If the student is classified as "insufficient" (F) in both parts, he repeats both parts of the SFE in the correction period.
* In all the above-mentioned cases, the examination committee will state the reasons for its decision in the SFE protocol, and the student is informed of this reason.