

Dean's Directive No. 57/2023 for the Administration of the Bachelor and Master Study Programmes Informatics at the Faculty of Information Technology CTU in Prague

Article 1 Study Programmes and Modes of Study

1. The Czech Technical University in Prague (hereinafter CTU), Faculty of Information technology (hereinafter FIT) administers studies in the Bachelor Degree Study Programme Informatics (hereafter BDSP) with a standard study time of 3 years and in the Following Master Degree Study Programme Informatics (hereinafter MDSP) with a standard study time of 2 years.
2. The study in both programmes of study is divided into specialisations, or fields of study. Ongoing study programs accredited before the Act No. 137/2016 Coll. came into force are divided into fields of study, some of which are further divided into branches (zaměření in Czech), and programmes of study accredited after the Act No. 137/2016 Coll. came into force are divided into specialisations.
3. The rules described here for specialisations also apply to fields of study and branches (zaměření).
4. The list of accredited programmes of study and specialisations/fields of study is published in the public part of the CTU website.
5. In both study programmes, the studies are conducted in the Czech language, and in selected accredited specialisations/fields of study also in English.
6. In BDSP, the mode of study is full-time, part-time only in selected accredited specialisations/fields of study. In MDSP, only full-time mode of study is available.
7. Study at FIT is regulated by:
 - a) Act No. 111/1998 Coll., Higher Education Act, as amended (hereinafter the **Act**) and its implementing legislation,
 - b) The following internal regulations of the CTU, published at the public part of the CTU website, in the section *About CTU*, in the part *Internal CTU Regulations*:
 - The Statute of the CTU,
 - The Academic and Examination Regulations for students of CTU in Prague (**SER CTU**),
 - The Scholarship Regulations of CTU,
 - The Disciplinary Regulation for Students of CTU,
 - c) The relevant internal regulations of FIT and CTU,
 - d) The following internal regulations of FIT published at the public part of the FIT website:

- The Statute of FIT,
- This Directive,
- Dean's Directive for the SFE,
- And other directives, regulations and orders of the Dean.

Article 2

Organization of the studies and Study plans

1. The academic year at FIT is organized in accordance with Art. 2 SER CTU. During the summer semester, the dean announces the faculty academic calendar
2. The study in the BDSP and MDSP Informatics is carried out according to the **study plans** (see SER CTU, Part 3, Art. 4), hereinafter referred to as the **SP**, common to all students of the study programmes/specialisations/field of study. The dean may approve an individual SP for a student only in exceptional cases. This case, however, is different to an exceptional case to distribute the study load in individual semesters in accordance with the student's needs, according to Art. 14, point 4 of the SER CTU.
3. For each SP, the accreditation documents indicate the **recommended course of study**. This is a recommendation to allocate courses from the specific SP into individual semesters of study. The recommended courses of study for individual SPs are published in the electronic White Book, accessible on the faculty's or CTU's website.
4. **Pre-registration of courses** for the next semester (see Art. 7), regular registration of courses and **registration for the actual classes according to the schedule** for the next semester are published in the FIT academic calendar in accordance with the **recommended course of study**.
5. The contact teaching in the part-time mode of study for the BDSP is scheduled on Saturdays.
6. The courses in the SP of the programme/specialisation/field of study are divided into groups according to their **role** in the SP. E.g., compulsory course of the programme, compulsory courses of the specialisation/field of study, compulsory courses in humanities and other groups of compulsory courses, elective courses. For each SP group, it is specified whether all the courses in that group must be successfully completed by the student or how many courses/credits the student must successfully complete/obtain from that group at a minimum.
7. The student takes the State Final Examination (*Státní závěrečná zkouška* in Czech, hereinafter referred to as the **SFE**) in one chosen specialisation/field of study. The student must choose the specialization/field of study and inform the FIT Office of Study Affairs (*Studijní oddělení* in Czech, hereinafter referred to as **OSA**) no later than at the time the Bachelor's or Master's thesis topic has been selected (hereinafter referred to as **BT/MT**). Before taking the SFE, the student must obtain 180 credits in the BDSP and 120 credits in the MDSP in the composition prescribed by the study plan of the chosen

specialization/field of study. Courses not included in the student's SP will count as elective towards the student's passage through the study plan.

Article 3 Management of the Instruction Process

1. Each specialization/field of study and course is assigned to a **guarantor department**. Courses are assigned to departments according to their speciality and content.
2. The **course guarantor** is responsible for the professional aspect and management of the instruction of the course.
3. The professional aspect of instruction and the development of the study specialisation/field of study is the responsibility of the **specialisation/field of study guarantor**, who coordinates the activities of the courses guarantors, the continuity and content of the compulsory courses of the field of study/specialisation to the compulsory courses of the programme, the connections among the compulsory courses, and the preparation of the topics for the SFE.
4. Should there appear a problem during the course, the student tries to seek a solution first with the course instructor, and if no solution is found, then with the course guarantor. If that fails, the student then submits a written request through the OSA to the head of the guarantor department.
5. The course schedule and teaching arrangement for the part-time mode of study is prepared and coordinated by the (dean-appointed) **guarantor of the part-time mode of study**, in cooperation with the heads of the relevant departments.
6. **Concerning the courses guaranteed by his/her department, the head of the guarantor department** is responsible for:
 - (a) the management of the instruction process during the semester, in particular to verify that the course guarantors fulfil their duties,
 - (b) evaluating the quality of the instruction once the semester is completed.
7. To make the study materials (lecture slides, lecture notes, instructions for exercise or lab, etc.) available to students, two systems are used at FIT:
 - a. <https://courses.fit.cvut.cz> (hereinafter Courses/CP, the primary and recommended system) and
 - b. <https://moodle.fit.cvut.cz> (hereinafter Moodle).

The course guarantor is responsible for creating and maintaining up-to-date electronic documents for teaching the course in one of the above systems and in the Component Study Information System (*Komponenta studium* in Czech, hereinafter referred to as **KOS**). The documents must meet **at least the following requirements**:

KOS – before the teaching in the given semester starts:

The texts describing the course must be entered via the KOS' teacher interface in the language of instruction and in English (for courses taught in English, the text will be doubled) and completed in the following minimum extent: The textual annotation of the course (in the KOS teacher interface (hereafter **URKOS**) filled in the fields **ANNOTATION** and **SYNOPSIS**).

- a) A list of required prerequisites, other entry requirements and required co-requisites (in URKOS, these are filled in the **REQUIREMENTS** and **PREREQUISITES** fields). The SP faculty administrator, in collaboration with the heads of the guarantor departments, uses then this information in the KOS to set up the **relationships** of the given course to other courses (hard prerequisites and corequisites, prohibition of concurrent registration of two courses, etc.) or specifies the soft/knowledge prerequisites in the fields **PREREQUISITES** and **CORRECQUISITES**.
- b) The course syllabus (in URKOS, filled in the fields **OUTLINE** (and **SYLLABUS**) and **OUTLINE AND SYLLABUS**, and for courses with exercises, in the fields **OUTLINE OF EXERCISES** and **OUTLINE AND SYLLABUS OF EXERCISES**).
- c) Study literature (in URKOS, filled in the **STUDY MATERIALS** and **SOURCE MATERIALS** fields). Keywords (in URKOS, filled in the **KEYWORDS** and **KEYWORDS** fields).
- d) A link to the website (as a complete URL); in URKOS, this will be filled in twice, in the field **COURSE WEB PAGE / WEB PAGE** and in the fields **NOTE** (the text "Information about the course and courseware are available at" will appear before the link) and **NOTE** (the text "Information about the course and courseware are available at" will appear before the link).

Systems Courses/Moodle – before the teaching in the given semester starts:

Texts explaining the rules and conditions for verifying the student's learning progress in the course according to Art. 8 to 10 of the SER CTU, including the system used for classification and the dates of semester tests and papers, deadlines for handing in assignments, etc. If the course guarantor uses the Moodle system, he/she must indicate this information in the Courses system, either by inserting a link to the course or by providing other redirection.

Supporting study materials (lecture slides, lecture notes, instructions for exercise or lab, etc.) can be continuously updated during the semester, but no later than on the day of the respective class.

Article 4 Requirements for the study materials

1. The course guarantor is responsible for the format and design of the study materials.
2. The study materials, however, have to have the following information:

- a) Topic.
 - b) Name (titles, if needed) and affiliation of the author (guarantor department, FIT CTU in Prague).
 - c) Abbreviation and the full name of the course.
 - d) Academic year of the last update of the course.
 - e) References to sources of adopted materials.
3. If the study materials were created with a support of a grant, the study materials have to show a logo of the grant and texts in accordance with the publishing rules defined in the grant.

Article 5 Verification of study results

1. Verification of study results is defined in Art. 8 and 10 SER CTU.
2. Within the relevant rules for examinations in accordance with Art. 10 Para 3 SER CTU, there must be a possibility that a student who repeats an examination shall get recognised a partial successful completion of a part of the examination assessed with an overall grade F.
3. The examiner is obliged to check the identity of the students in the examination room and compare it to the list of students registered for the examination. During verification of the study results, students are obliged to present an ID upon the instructor's request. A student ID, an identity card, a passport or a driver's licence are accepted as a valid ID. In case of doubt about the student's identity, the student's photograph in KOS is decisive.
4. For written examinations, students are not allowed to have their own computers, tablets, mobile phones or any other electronic devices that technically provide data or enable communication. A head of the department can grant an exception to the course guarantor.
5. The examiner is required to ensure adequate supervision during the whole examination, he/she is responsible for its correct course and he/she takes appropriate measures to eliminate cheating
6. If the instructor identifies cheating (or attempted cheating) during the examination, he/she must terminate the examination and award the grade F to the student who cheated and (if applicable) to the one who made the cheating possible.
7. The provisions of this Para concerning the procedure and organization of examinations shall apply mutatis mutandis to the award of graded and ungraded assessments and other forms of verification of study results.
8. First-year Bachelor degree students may be allowed to take the winter semester examination after the end of the winter semester examination period, but only by the end of the second week of the summer semester and provided that they have already met the

conditions for advancement to the summer semester. In severe cases, exceptions to this rule may be granted by the course guarantor provided the OSA is notified about the case.

Article 6 Procedure for recording and archiving study results

The procedure for recording and archiving study results is defined in Art. 9 and 10 SER CTU:

1. The examiner and lab/exercise instructor will record the classification results without undue delay, no later than five calendar days after the assessment or the examination grade has been awarded and no later than the end of the relevant examination period.
2. A student must declare in a demonstrable manner that he/she did not accept the examination results, in accordance with Art. 10 Para 7 SER CTU. The demonstrable manner is e.g., a signed written statement, record in the classification sheet accompanied by the student's signature, an e-mail from the student's official FIT e-mail address; no later than the day after the examination result is entered into the KOS system.
3. Unless specified otherwise by the head of the department, a student is obliged to submit the justification of an excuse for non-attendance of the examination to the instructor before the examination/assessment date in a verifiable manner, in accordance with Art. 10 Para 8 SER CTU.
4. The student or the examiner submits an application to re-sit an examination in front of a three-member committee (according to Art. 10 Para 9 SER CTU) to the head of guarantor department via OSA. The committee appointed by the head of the department draws up a report on the course and result of the resit examination; this report is archived together with other archived results in the department.
5. Each student is required to check his or her study results as they are entered in KOS. There is a KOS form, in which the student confirms his or her study results. Should there appear any irregularities, the student resolves them with the instructor or, possibly, the course guarantor. If necessary, the student submits a written request to the head of the guarantor department via OSA.

Archiving the results of the examination in the department

6. The head of the department is responsible for archiving, completeness of the data and the fact that the data correspond to the materials archived in KOS.
7. Written evidence for grading can be shredded in accordance with the CTU regulation for shredding (at the time of approval of this directive, the shredding period for current study matters is five years).
8. The study results are archived in the department no later than two weeks after the end of each examination period; the head of the department ensures this.
9. The department files each set of grading sheets in a folder with a label marking the given semester and the department and archives it in the departmental archive. The results of

the examinations in the summer semester for courses taught in the winter semester are archived together with the grading sheets from the summer semester.

Requirements for registration sheets

10. Each grade entry (graded and ungraded assessment, examination) must have:
 - a) The course's code in IS KOS, for instance BIE-PA1,
 - b) The course's full name, for instance Programming and Algorithmics 1 (KOS),
 - c) Identification of the semester, for instance B221 (KOS),
 - d) Unambiguous identification of the instructor:
 - i. Name and surname (KOS),
 - ii. If there are two instructors with an identical surname in the given semester at FIT, then instructor's username is added,
 - e) Unambiguous identification of the student:
 - i. Name and surname (KOS),
 - ii. If there are two students of the course in the given semester at FIT with an identical name and surname, then student's usernames are added
 - f) Signature of the instructor.
11. In case some of the items are pertinent to all entries in a given registration sheet (with the exception of the items listed in Art 6 Para 10 e), they are indicated only once.

Requirements for a registration sheet for awarding an assessment

12. Next to the requirements specified in Art. 6 Para 10, the following entries must be included:
 - a) Date, or dates on which the assessment was awarded,
 - b) If the registration sheet was handwritten, then a check sum of the assessment awarded.

Requirements for a registration sheet for awarding a graded assessment

13. Next to the requirements specified in Art. 6 Para 10, the following entries must be included:
 - a) Date, or dates on which the graded assessment was awarded,
 - b) The grade of the graded assessment,
 - c) If the registration sheet was handwritten, then a check sum of the assessment awarded.

Requirements for a registration sheet for awarding an examination

14. Next to the requirements specified in Art. 6 Para 10, the following entries must be included:
- Date, or dates on which the examination was held,
 - The grade of the examination,
 - If the registration sheet was handwritten, then a check sum of the grades awarded.

Article 7

Pre-registration, registration for courses, registration for semester and timetabling

1. Pre-registration

- Pre-registration of courses for the next semester starts during the period specified in the FIT calendar for the relevant academic year.
- Prior to the start of pre-registration, the guarantor departments shall list their courses according to the recommended semester and with respect to their teaching and space capacities. If a student does not find a course he/she needs to register to as a compulsory course, he/she must contact the head of the guarantor department during the pre-registration period.
- Prior to the start of pre-registration, all students will be **automatically** registered to all outstanding **compulsory** courses according to the **recommended course of study** for the next semester and for previous semesters. Other courses, the student can register in accordance with his/her will.
- If, by the end of the pre-registration period, the interest exceeds the capacity of the respective department, the pre-registering of the course will be deleted to those students for whom the course plays a less significant role in their SP by the guarantor department. Other criteria may include, for example, the student's year of enrolment, their academic record or the number of times the student has registered for the course. The head of relevant department, respecting suggestions by the course guarantor, settles the specific choice of criteria. A reason for not allowing a student to register for a course might include the fact that the student has taken the same course (or its equivalent) in the previously successfully completed studies.
- In general, it is the department who determines the capacity of the course so as to accommodate at least all the students for whom the course is required by their programme/specialization/field of study.

Note: *If a student has not yet been assigned a specialization/field of study, the required courses in the specialization/field of study appear as elective (the role EL). Students for whom the course is compulsory have priority over students for whom the course is elective. The lowest priority is given to students for whom the*

course is not listed in their SP at all (i.e., the registered course is not assigned a role).

- f) It is imperative that every student who has already decided for their specialisation/field of study applies in writing to the OSA as soon as possible so that the relevant specialisation/field of study is assigned to them in the KOS. The student will then be registered in the required courses of the assigned specialisation/field of study right before the pre-registration period.
- g) If a student requests his/her specialisation/field of study to have it assigned during the pre-registration period, then the student must register for the compulsory courses of the specialisation/field of study himself/herself. If he/she is assigned a specialization/field of study after the pre-registration period has been closed, this fact will not be taken into account once the pre-registration is considered by the individual departments.

Note: *Assignment to a specialisation/field of study in the KOS also entails certain risk: a course the student has previously registered to as an elective could have become a compulsory course of the specialisation/field of study (CS). If the student does not successfully complete the compulsory course even after its second registration in the course, the student's studies will be terminated in accordance with the SER CTU.*

- h) Courses of other CTU units, that a student registered to in the pre-registration period, may be cancelled for the student by the guarantor department of the unit should the capacity of the course been exceeded.
- i) Students cannot pre-register to the courses **Bachelor's Thesis** and **Master's Thesis** during the pre-registration period. To these courses, students can register only during the regular registration period. In order to register for these courses, the student must have **an approved assignment** for the Bachelor's and/or Master's thesis.
- j) The composition of pre-registered courses should be such that the sum of their credits in any one semester is no more than 45. The lower limit is not checked in the pre-registration period (it is the student's responsibility to respect his/her SP).

2. Registration for semester

- a) Registration for the semester is governed by Art. 13 SER CTU. Semester registration takes place during the period specified in the FIT timetable for the relevant academic year.
- b) During the registration period, students create their personal timetable and edit the list of pre-registered courses. A student who does not pre-register for a course may register for it during the regular registration period only if the course is available. Exceptions to this rule may be granted by the course guarantor with the approval of the head of the guarantor department.

- c) **It is the student's responsibility to register for courses in order to progressively meet the requirements of his/her SP.** The students' personal timetable is fixed only after they have fulfilled the condition for continuing their studies in the next semester according to Art. 14 SER CTU. The student must complete the registration of his/her courses by the deadline. At the same time, a check will be carried out to ensure that he/she meets the conditions for registration for the next semester in accordance with the applicable rules specified in SER CTU. In case the registration is already closed, the student may contact the OSA.
- d) The possibility of creating a personal timetable is made available to students in a gradual manner. Preference is given to students who have a higher weighted credit gain for the last two semesters.
- e) **After confirming the registration for courses in KOS by clicking "close registration", the student is enrolled in the next semester.** At the same time, he/she loses the possibility to make changes to the registered courses himself/herself, however, he/she is entitled to request changes from the OSA. A student is granted two changes by OSA maximally.
- f) In case a student has not registered for courses worth at least 20 credits in a semester, he/she cannot close the enrolment in the KOS system himself/herself, but shall request this action from the OSA.
- g) The registration for courses may be cancelled at the request of the student within two weeks after the start of classes in the semester. In such a case, the student is entitled to register for other courses through the OSA if capacity permits.
- h) To cancel the registration for a course after the first two weeks of classes in a semester, the student shall submit a reasoned request to the dean through the OSA using the appropriate form published in the public section of the FIT website, with a justification for the request.
- i) A full-time student shall create his/her own timetable from the second semester of the BDSP and from the first semester of the MDSP.
- j) The possibility to register for the timetable using KOS functions is given to the student individually if:
- i. He/she meets a dynamically set limit on the sum of weighted credits for the last two semesters,
 - ii. He/she meets all the conditions for continuing in studies according to Art 14 Para 4 and 5 SER CTU.

The student will be automatically informed on the fulfilment of conditions i. and ii. above by e-mail and registration to the timetable will be automatically made available to the student. In the event that the student receives a new classification record during the day, he/she is entitled to carry out the check himself/herself and, in the event of a positive result, the timetable entry will be made available to him/her within the same day.

- k) During the period between the students first entry into the timetable (i.e., registration to a particular seminar in accordance with the timetable) and the closing of the registration for courses in the KOS, the student is free to cancel the courses he/she has already registered for or to register for new courses, if the capacity of the course allows it. Once the registration is confirmed in KOS, a student may only cancel the course registration or to register for a new course through OSA.
- l) Both of the following conditions must be met to confirm the student's enrolment in a semester:
 - i. The sum of the credits of the courses the student is enrolled for is not more than 40,
 - ii. All prerequisites and co-requisites, if required, are met for the relevant courses. An exception to these rules may be granted by the dean.
- m) The student must **conclude the registration for the next semester** in the KOS within 10 days of the first entry to the timetabling app, but no later than the last day of the regular registration period. Failure to meet this deadline will automatically cancel the student's schedule. The student will be informed of this fact by an automatically generated email. Failure to receive it will not have a suspensive effect on the cancellation of the timetable.
- n) During the summer vacation period, the countdown for the deadline for the conclusion of the registration for the semester at KOS is suspended and resumes again after the vacation period ends; starting with this date, a new ten-day deadline for confirming conclusion of the registration for the new semester begins for each student on that date.
- o) A student who fails to conclude the registration for the next semester by the last business day of the regular registration period, will get his/her pre-registration for courses cancelled. The student is entitled to petition the OSA for additional registration for the semester within 2 weeks after the start of classes in the semester. The request is subject to a fee in accordance with Art. 12 SER CTU and according to the Rector's valid order regulating the payment for extraordinary and extra administrative tasks.

3. Principle of progressive disclosure of personal schedule creation

- a) The aim of the gradual disclosure of personal timetabling is clearly to motivate students to take a responsible approach to their studies.
- b) For the timetabling of personal schedules over the announced period, the personal timetabling option will be made available automatically to the students with the highest weighted sum of credit based on the weighted sum of credits earned over the last two semesters. The automatic availability of timetabling for other groups of students will always take place from the following day. Depending

on the technical capabilities of the KOS system, an email will be sent to all students for whom timetabling is made available.

4. Cancellation of pre-registered courses

- a) First-year Bachelor's students who 14 days after the beginning of the winter examination period have not yet earned any credits or at least three assessments in the current semester, and at the same time
 - i. Did not meet the conditions for continuing in the studies in accordance with Art. 14 SER CTU, and
 - ii. Have not completed their registration for the next semester,Will get all the pre-registered courses for the next semester cancelled.
- b) Students who have not earned at least 9 credits in 14 days before the end of the winter semester and at the same time
 - i. Do not meet the conditions for continuing in the studies in accordance with Art. 14 SER CTU, and
 - ii. Have not completed their study plan, except for the compulsory courses related to their final theses, and
 - iii. Have not complete their registration for the next semester,Will get all the pre-registered courses for the next semester cancelled.
- c) Students who have not earned at least 21 credits for courses in the current academic year 14 days before the end of the summer examination period, and at the same time
 - i. Do not meet the conditions for continuing in their studies in accordance with Art. 14 SER CTU,
 - ii. Have not completed their registration for the next semester,
 - iii. Have not completed their study plan, except for the compulsory courses related to their final thesesWill get all the pre-registered courses for the next semester cancelled. Exempted from this rule are students who started the summer semester after interruption of their studies in the winter semester. These students will get all the pre-registered courses for the next semester cancelled, unless they have earned at least 15 credits for summer semester courses 14 days before the end of the summer examination period.
- d) The action in the previous three paragraphs does not apply to students who have been on a study abroad in the previous winter, summer or both semesters.

Article 8

Horizontal permeability for FIT students

1. Students of FIT preferentially register for courses according to their SP. Within the framework of horizontal permeability, they might also register for courses of other SP,

other CTU faculties and other universities. Registration for the course (and other requirements) are determined by the department/faculty/university that guarantees the given course.

2. The courses a student registers for in accordance with the FIT horizontal permeability framework are recognized as elective. If a student wants to have a course taught at another institution recognized as a part of his/her FIT study plan, he/she has to – prior to registering for the course – ask the FIT course guarantor to approve the equivalency of the courses. If approved, this course, then, will be regarded as fulfilment of the study requirements of the (original) FIT course.

Registration for FIT courses that are not part of student's SP

3. Registration for FIT courses that are not part of the student's SP are subject to approval of the vice-dean for study affairs; he/she assesses whether the course is appropriate for the student's SP.
4. In the registration for a particular course, priority will be given to students for whom the course is a part of their study plan. A student can register for a course only if there is enough capacity in the course.

Registration for courses of other parts of CTU

5. If faculty/other part of CTU offers a course for a student of a particular SP in KOS, then:
 - a) The student, according to his/her interest finds the course in KOS at the faculty that provides it,
 - b) Registers for the course in KOS.
6. If faculty/other part of CTU does not offer a course for a student of a particular SP in KOS, then:
 - a) The student shall find the course according to his/her interest in the CTU White book <http://bilakniha.cvut.cz> at the faculty providing it;
 - b) Contacts the department responsible for the course with a request to register for the course;
 - c) If the student has not yet completed registration for the next semester, the registration for the course in KOS could be entered by a study officer of the relevant department;
 - d) If the student has already registered to the next semester, he/she submits a request approved by the guarantor department of the relevant course to the OSA..

Registration for courses outside CTU

7. When registering for a course outside CTU, including possible fees for such a course, students are governed by the regulations of the department/institute/university

providing the course and the rules according to any bilateral agreements between FIT/CTU and other relevant faculty/institute/university.

Article 9

Registration for courses for non-FIT students

In case a student is studying at another CTU faculty in an accredited study programme and the selected FIT course is offered by a FIT department to his/her study programme as a guarantor, the following applies:

1. FEL students register for the course during the pre-registration using KOS. If the course is not cancelled by the FIT guarantor department due to limited capacity, the student will remain registered for the course.
2. Students from other faculties, where there is no pre-registration, register for the courses during the regular registration period using KOS if there is free capacity in the course.

In case a student is studying at another CTU faculty in an accredited study programme and the selected FIT course is not a guarantor for the course for his/her study programme, then the following applies:

1. During the registration period, the student asks the FIT guarantor department for course registration.
2. If the department agrees and the student has not registered for the next semester yet, the department registers the student for the course.
3. If the department agrees and the student has already registered for the next semester, the department will not register the student for the course. The department, however, will confirm that the student can register for the course upon the student's request, which the student then forwards to the OSA of his/her home department, who subsequently registers the student for the course.

The student doesn't study at CTU, but at another university

4. When registering for the FIT courses, including possible fees, the applicants are subject to FIT regulations and rules according to any bilateral agreements between FIT and the applicant's home university.

Article 10

Studies in English

1. Teaching in English is intended primarily for fee-paying students and foreign students in exchange degree study programmes, e.g., Erasmus. It is also possible to study in English for participants in Lifelong Learning Programme and students in the Czech study programmes.

2. Registration for courses taught in English for students studying in the Czech language is governed by the rules for registration for courses outside the student's study programme according to Art 8.

Article 11

Recognition of a part of studies (semester, academic year, study block) and individual courses at FIT

General rules

1. The recognition (crediting) of a study period (semester, academic year, study block) and individual successfully completed courses (hereinafter referred to as course recognition) is defined in Art. 13 Para 10 and 11 SER CTU.
2. The student submits an application for course recognition to the OSA on an appropriate form available in the public part of the FIT website.
3. A previously successfully completed course or group of courses is recognized if it sufficiently covers an existing course of a study programme at FIT in terms of its content, scope and manner of completion, or if it is recognizable as an elective course within the limit for elective credits in the SP of the study programme at FIT. The recognition of a course is conditional on the completion of a course content regardless whether the content has been completed as part of one or more courses studied outside the existing programme of study.

Specific rules

4. **In case a student transfers from one mode of study to another within FIT, the following applies:**
 - a) Czech full-time, English full-time and Czech part-time form of a course are mutually recognised, regardless of the student's classification in the course.
 - b) Within 30 days of the transfer date, the student shall apply for recognition of equivalent courses using the appropriate form published in the public section of the FIT website, and these will be recognised.
 - c) The role of the courses in the SP will remain the same.
5. **In case a student has unsuccessfully completed his/her studies at FIT and has been admitted to a similar study programme on the basis of the admission procedure (the mode of study is not decisive), the following applies:**
 - d) The student shall apply for recognition of courses within 30 days of the date of enrolment using the appropriate form published in the public section of the FIT website, and the course shall be recognised if the student has achieved a grade better than E on the A-F scale and if the date of successful completion of the courses is not older than 5 years from the date of the recognition application.

- e) The role of the vice-dean's recognised courses remains the same in the SP, even if the student has a different study plan than of their previous (incomplete) studies.
6. **In case a student has transferred from another study program taught at another faculty or other CTU unit or has successfully or unsuccessfully completed such study at CTU or another university in the Czech Republic and has been admitted to a study programme at FIT on the basis of the admission procedure, the following applies:**
- a) Within 30 days from the date of **enrolment**, the student shall submit an application for recognition of courses using the appropriate form published in the public section of the FIT website.
 - b) If the student believes that the successfully completed course or group of courses covers a compulsory, field of study or elective course from a compulsory group of courses at FIT, the student shall indicate this in the application.
 - c) If the student believes that the successfully completed course or group of successfully completed courses does not have an equivalent in the compulsory courses of the study programme and the compulsory courses of a field of study of an accredited degree programme at FIT, the student does not need to fill in the specific FIT course on the form and may only request that the course be recognized as an elective course.
 - d) Successful completion of the courses shall be evidenced by a transcript of courses certified by the study department of the faculty or other unit of the CTU/university where the courses were successfully completed.
 - e) The student shall attach an annotation and description of the content to the successfully completed course for which the student is applying for recognition, except for courses listed in the list of equivalent courses published by the OSA on the FIT website. If he/she is claiming only part of the course, he/she shall highlight that part.
 - f) The student may support the recognition of courses by written statement from the head of the department or the course guarantor of the equivalent FIT course.
 - g) Courses successfully completed with a grade of D or E on the A-F scale or a grade of 3=good on the 1-4 scale will not be recognized. Similarly, courses successfully completed more than 5 years from the date of application shall not be recognised.
 - h) The dean shall review the content coverage of the courses and decide whether or not to recognize each course. In the case of recognition, the dean will decide on the course's recognised grade and the equivalent course in the FIT curriculum and thus the role of the course.
 - i) In the event that the course being recognized does not cover any course in the FIT study programme, the Dean may recognize it as an elective, just as if the student had applied directly for recognition as an elective.
7. **In case a student is concurrently studying at another faculty or another part of the CTU, or another university, the following applies:**

- a) The student shall submit an application for recognition of the course using the appropriate form published in the public part of the FIT website within 30 days from the date of successful completion of the course.
 - b) The rules set out in Para 6 (a) to (i) shall apply mutatis mutandis to the further procedure.
 - c) The course thus recognised shall count towards the current semester and is therefore decisive for the award of the merit scholarship and also towards the number of credits required for advancement to the next semester or academic year.
8. **In case a student has undertaken a study stay abroad approved by the faculty as part of his/her studies, the following applies:**
- a) The student shall submit an application for recognition of courses to the OSA using the appropriate form published in the public section of the FIT website within 14 days of the date of registration for the semester immediately following the study stay. If, for objective reasons arising from the rules of the foreign school, he/she is unable to meet the deadline, he/she shall notify the OSA of this fact within the aforementioned deadline.
 - b) As a condition for recognition, the student must submit (an approved) Learning Agreement and a Comparative Worksheet before the study placement. Courses will be recognised on the basis of this plan and to the roles specified in the Comparative worksheet or as agreed by the Dean.
 - c) The student shall include a Transcript of Records as an attachment to the application for recognition of courses.
 - d) Each course so recognized counts towards the current semester and is therefore decisive for the awarding of a merit scholarship and also towards the number of credits required for advancement to the next semester or academic year.
9. If a student has successfully completed a course in a lifelong learning programme, the student will submit a request for course recognition through the OSA within 30 days of enrolment.
10. Credits for courses taken as part of lifelong learning may be recognized up to 60% of the credits required for proper completion of studies (as defined in Para 60 of the Act). Courses successfully completed more than 5 years before the date of application are not recognised.
11. All applications referred to in Art. 11 shall be submitted by the student to the Vice-Dean for Study Affairs through the OSA.

Article 12 Transfers

1. Transfer to FIT from another study programme of the same type taught at another faculty

or other unit of CTU is possible according to the rules set in Art. 15 SER CTU.

Change of field of study/specialization, change of mode of study within one study programme at FIT

2. Within FIT, a student may apply for a change:
 - a) From a part-time mode of study to the full-time and vice-versa, within BDSP Informatics,
 - b) From one specialization/field of study to another specialization/field of study within one study programme.
3. A written request for change is submitted to the OSA using the appropriate form published in the public section of the FIT website.
4. The dean decides on the transfer between field of study of the same programme for students who already have their field of study assigned. When approving a transfer request, the student's previous performance, the similarity of his/her current field of study to the requested field of study and the capacity of the field of study are taken into account. A transfer will not be approved if the transfer would allow the student to circumvent the rules for fulfilling the study requirements, e.g. the requirement to successfully complete a required field of study course registered for the second time.

Article 13

State Final Examination (SFE)

1. SFE consists of two parts, each of which is graded separately:
 - a) The **BP/DP** defence,
 - b) The examination in topic areas.
2. Both parts of the SFE are held in one day.
3. Both BP/DP has a thesis supervisor and an external reviewer and it is assigned for a specific specialization/field of study.
4. The formalities of the SFE and the procedural course of the SFE are specified in the relevant dean's directive for the SFE.

Article 14

Mitigation of harshness

1. Where the application of this directive is likely to result in undue harshness, the dean may take measures to eliminate it and grant an exemption.

Article 15

Students obligations

1. The student is obliged to follow the faculty's OSA and the information in the public part of the FIT website and to follow the instructions given therein.

2. The student is obliged to have a functional contact e-mail address linked to a personal e-mail box registered in the CTU Information System (in the UserMap system) for the duration of his/her studies. The student is obliged to process the information in the e-mail box and to use this e-mail address (mailbox) exclusively in e-mail communication with FIT/CTU. Further details are set out in other internal standards of the CTU.
3. Throughout the entire period of study, the student is obliged to indicate in the KOS and notify the OSA of any changes in his/her personal data, permanent residence, delivery address, account number and other data recorded in the KOS.
4. A student who fails to fulfil the obligations set out in the preceding Para 1 to 3 and causes damage to the faculty is obliged to compensate the faculty for the costs of the damage.

Article 16 Final provisions

1. In the event of external objective circumstances, the rights and obligations set out in this directive may be replaced by other rights and obligations provided for by law, the internal regulations of the CTU or FIT, or the internal standards of the CTU or FIT.
2. This directive repeals the Dean's directive of the FIT CTU No. 30/2018 for the implementation of the Bachelor's and Master's degree study programme Informatics at the Faculty of Information Technology of the CTU in Prague.
3. This directive comes into force on 20 February 2023.

In Prague on the day 16 February 2023

doc. RNDr. Ing. Marcel Jiřina, Ph.D.
Dean, Faculty of Information Technology

List of Abbreviations



| | |
|---------|---|
| BT | Bachelor Thesis |
| CTU | Czech Technical University in Prague |
| CS | Compulsory course of the Specialization (PO, PZ in Czech) |
| EL | Elective course (VO in Czech) |
| FIT | Faculty of Information Technology of CTU in Prague |
| MT | Master Thesis |
| OSA | Office of Study Affairs |
| SER CTU | Study and Examination Rules (in other documents, also referred to as Academic and Examination Regulations CTU, hence AER) |
| SFE | State Final Examination |