



Dean's Directive No. 13/2015 for the Administration of the Bachelor and Master Study Programme in Informatics at the Faculty of Information Technology of the Czech Technical University in Prague

Article 1

Degree Study Programme and Forms of Study

1. The Faculty of Information technology of the Czech Technical University in Prague (hereafter **FIT**) offers studies in the Bachelor Study Programme in Informatics (hereafter **BSP**) with a standard study time of 3 years and in the Master Study Programme in Informatics (hereafter **MSP**) with a standard study time of 2 years.
2. Both Programmes consist of branches of study.
3. Some branches of the study consist of **specializations**. The rules for branches apply to specializations as well.
4. The list of the study programmes and branches accredited at FIT is published at the FIT official notice board and at the official notice board of the Czech Technical University in Prague (hereafter **CTU**): <http://www.cvut.cz/studijni-programmey-a-obory>.
5. In both degree study programmes, the studies are conducted in Czech language and in English language (English is available only for selected accredited branches). BSP is implemented in a full-time form of study and in a part-time form of study (part-time form of study is available only for selected accredited branches). MSP is implemented only in a full-time form of study.
6. Study at FIT is regulated by:
 - a) Act No. 111/98 Sb., on Universities and on the changes and amendments to other related acts (the Act on Universities) (hereafter **the Act**): <http://www.msmt.cz/vzdelavani/zakon-c-111-1998-sb-o-vysokych-skolach>,
 - b) the following internal regulations of the CTU (<http://www.cvut.cz/vnitri-predpisy>):
 - CTU Statutes,
 - The Study and Examination Code for Students of CTU in Prague (hereafter **SEC CTU**),
 - The CTU Admission Procedure Rules (Attachment No. 2 to the CTU Statute),



- The Scholarship Code of the CTU in Prague,
 - Disciplinary Code for the students of CTU,
 - Conditions of Study at CTU for Foreigners (Attachment No. 3 to the CTU Statute),
 - Directives, orders, guidelines, methodological directives and other regulations of the Rector and Vice-Rectors,
- c) the following internal regulations of FIT:
- FIT Statute <http://fit.cvut.cz/fakulta/deska/vnitri-predpisy>,
 - The present directive, and other directives, orders and guidelines issued by the Dean.

Article 2

Organization of the studies and Study plans of the branches

1. The academic year at FIT is organized in accordance with Art. 2 SEC CTU. During the summer semester, the dean announces the timetable for the next academic year.
2. Study in BSP a MSP Informatics proceeds in accordance with the accredited study plans (hereafter **SP**) of the branches/specializations.
3. The faculty publishes the dates of **pre-registration** (see Art. 7) and **semester timetable** (for courses) in accordance with the **recommended course of study (in a given SP)**.
4. The dean publishes the recommended course of study in the electronic White Book at <http://bilakniha.cvut.cz/>.
5. The part-time form of study of the BSP has instructor-student classes scheduled usually on Saturdays.
6. The courses of a given branch/specialization of an SP are organized into groups, for instance, courses compulsory for a given SP, courses compulsory for a given branch, courses compulsory for a given specialization, compulsory humanities courses, and other types of compulsory courses; elective courses. The given SP specifies for each group of courses whether the student must complete all of the courses of a given group, or what is the minimal amount of credits (or courses) the student must obtain (or complete) from the given group.
7. A student takes the State Final Examination (hereafter **SFE**) in one selected branch/specialization. The branch/specialization is to be chosen and communicated to the FIT Office of Study (hereafter **OoS**) no later than the time when the BT/MT topic has been selected. Prior to registering for the SFE, a student must have successfully completed all the courses prescribed by the study plan of the given branch/specialization.



Article 3

Management of the Educational Process

1. Each branch and each course is assigned to a **guaranteeing department**. Courses are assigned to departments based on the subject matter of the course and the professional profile of the department.
2. A **course guarantor** is responsible for the professional aspect of the course as well as the management of the educational process of the given course.
3. A **branch guarantor** is responsible for the professional aspects of teaching and for the development of a branch of study. S/he coordinates the work of the guarantors of the branch courses, the succession of these courses and links among the compulsory branch courses and compulsory study programme courses, links among compulsory branch courses and the preparation of the topics for SFE
4. Should there occur a problem during the course, a student first tries to find a solution in cooperation with the instructor and then with the course guarantor. If the problem is not resolved, the student submits (**through OoS**) a written application to the head of the guaranteeing department.
5. A part-time form of study, its class timetable and its management is prepared by the **guarantor of a part-time form of study** appointed by the dean. The guarantor coordinates the programme with the heads of other departments.
6. **The head of the guaranteeing department for the courses guaranteed by their department** is responsible for:
 - a) Management of the teaching during the semester, in particular s/he checks that the guarantors of the courses carry out their duties
 - b) Evaluation of the quality of the teaching once the semester is completed.

The course guarantor is responsible for creating and maintaining of updated electronic teaching material for the given course at the server <https://edux.fit.cvut.cz> (hereafter **EDUX**) and in KOS. The teaching materials have to **meet the following requirements**:

Before the teaching in a given semester commences, there is

- a) A text annotation of the course in KOS.
- b) A list of required prerequisites and other requirements, and co-requisites in KOS.
- c) Course's syllabus in KOS.
- d) A schedule of lectures and seminars for the given semester in EDUX.
- e) A text explaining which rules and requirements are applied to check on student's progress in the given course according to the Art. 8 – 10 SEC CTU, in EDUX.
- f) A list of recommended literature in EDUX and in KOS.



- g) Other study material in EDUX, for instance e-learning and other multimedia, if they are required for completing the course.

During the semester

- h) Further resources (lecture slides, electronic textbooks, seminar instruction, etc.) are kept updated, the latest installment appears in EDUX on the date of the given class (lecture, seminar, etc.) at the latest.

Before and during the examination period

- i) Dates for the examination are posted, together with the instructors for the given term (Art. 10(3) SEC CTU).
7. For the courses of a part-time form of study BSP informatics, the course guarantors clearly mark the materials shared by the part-time and full-time form of study; moreover, the complement requirements not shared by the part-time of the study must be specified.

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 and affiliation of the author (guaranteeing department, FIT CTU in Prague).
 - c) Abbreviation and a 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

Ensuring that the verification of the study results is correct

1. Verification of the study results is defined in Art. 8 SEC CTU, examination in Art. 10(1) SEC CTU. According to Art. 8(1): "During verification of the results, students must identify themselves at the request of the lecturer. A valid identity card, a passport, a driving license or a student ID can be used as an identification document."



In case of doubt about the student's identity, the student's photograph in KOS is decisive.

2. 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.
3. For written examinations, students are not allowed to have their own computers, tablets, mobile phones or any other electronic devices that technically provides data or enable communication. A head of the department can grant an exception to the course guarantor.
4. 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.
5. If the instructor identifies cheating (or attempted cheating) during the examination, the instructor must terminate the examination and award the grade F both to the student who cheated and to the one who made the cheating possible.
6. The instructor must ensure that similar conditions securing the correctness during the verification of the study results must apply also during other forms of verification of the study results (e.g. while assessments are awarded).

Article 6

Procedure for entering and archiving study results

Art. 9(4) SEC CTU: The award or the non-award of credit (*in FIT terms: assessment*) is entered into the electronic information system of CTU. When credits are entered into the electronic information system of CTU, the assessment grade is also entered, including F grade assessments. Entries into the electronic information system of CTU are made without delay by a teacher or by a person authorized by the head of department. □

Art 9(5) SEC CTU: The department is required to keep its own written records on the results of unclassified credits and classified credits (*in FIT terms: ungraded and graded assessments*), independent of the electronic information system of CTU, and to archive them for a minimum of ten years. □

Art. 10(6) SEC CTU: The assessment (*in FIT term: grading*) for the examination (including an F grade assessment) will be entered without delay into the electronic information system of CTU by a teacher or by an authorized person. □

Art. 10(7) SEC CTU: Students have the right to not accept an examination result. In this case, the examiner will award an F grade for the examination. □

Art. 10(8) SEC CTU: The organization of the examinations and decisions on the justification for explanations for not participating in the examination reside with the teacher, in accordance with orders of the head of department. If a student registered for an examination does not properly apologize for his/her absence or deregister in time, he or she will receive an F grade.

□



Art. 10(9) SEC CTU: At the request of a student or an examiner, resit examinations are held in front of a three-member board (*in FIT terms: committee*) appointed by the Dean on the proposal of the head of department. In the case of written tests, the evaluation is made by the above-mentioned board (*in FIT terms: committee*). If the examiner is the head of the department, the commission (*committee*) is proposed and appointed by the dean. □

Art. 10(10) SEC CTU: The department is required to keep its own written records of the results of examinations, independent of the electronic information system of CTU, and to archive them for a minimum of ten years. □

1. The term **without delay** (Art. 9(4) and Art. 10(6) SEC CTU) is understood as without undue delay, within **five** calendar days of receiving the assessment or the date of the examination.
2. The refusal to accept the result of the examination in accordance with Art. 10(7) SEC CTU must the student declare in a verifiable manner (for instance, by a signed written statement, an entry to the grading sheet along with the student's signature, by an e-mail from the official FIT address) no later than the day following the day the results have been entered into the system KOS.
3. Unless the head of the department determines otherwise, the student must deliver an apology to the teacher to assess (according to Art. 10(8) SEC CTU) in a verifiable manner, no later than the next working day following the date of examination.
4. The application to resit an examination in front of a three-member committee (according to Art. 10(9) SEC CTU) a student submits to the examiner or the head of department via OoS. The committee appointed by the head of department writes 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 guaranteeing department **via OoS**.

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 cannot be shredded earlier than October 31st of the following academic year.
8. The head of the department ensures that no later than two weeks after the end of each examination period the study results are archived in the department.
9. The department files each set of grading sheets in a folder with a label marking the given semester 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 (ua, ga, ex) must have (**KOS** after the entry indicates the item required by KOS):
 - a) course abbreviation, for instance BIE-PA1 (**KOS**),
 - b) course full name, for instance Programming and Algorithmics 1 (**KOS**),
 - c) semester, for instance B172 (**KOS**),
 - d) unambiguous instructor's identification, i.e.,
 - name and surname (**KOS**),
 - if there are two instructors with an identical name, then instructor's *personal number* or *username* must be added,
 - e) unambiguous student's identification, i.e.,
 - name and surname (**KOS**),
 - if there are two students with an identical name in a given semester in a given course, then student's personal number must be added,
 - f) instructor's signature.
11. In case some of the items are pertinent to all entries in a given sheet (for instance, course abbreviation), it is indicated only once.

Requirements for registration sheet for awarding an assessment

12. Next to the requirements already specified in Art. 6(10), the following entries must be included:
 - a) date, or dates on which the assessments were awarded,
 - b) if the entries were made by hand, then a control sum of the amount of the assessments awarded.

Requirements for registration sheet for awarding a graded assessment

13. Next to the requirements specified in Art. 6(10), there are furthermore the following entries:
 - a) date, or dates on which the graded assessments were awarded,
 - b) awarded grade,
 - c) if the entries were made by hand, then a control sum of the amount of the assessments awarded.

Requirement for registration sheet for an examination

14. Next to the requirements already specified in Art. 6(10), there are furthermore the following entries:
 - a) date of the examination; in case more than one examinations were scheduled for a single day, also time and place of the examination,
 - b) awarded grade,
 - c) if the entries were made by hand, then a sum of the amount of the awarded grades on the sheet.



15. It is further recommended to archive all the material decisive for awarding a grade in the departmental archive.

Article 7

Pre-registration, registration for courses, registration for semester and creation of class timetable

Pre-registration

1. By pre-registration to courses in KOS, the student declares her/his interest in taking the courses in the given semester.
2. A student who did not pre-register for a course is allowed to register for the course in the registration period if the capacity of the course allows it.

Registration for semester

3. The registration for semester is regulated by Art. 13 SEC CTU. The dean in accordance with the timetable of the academic year announces the dates for registration for the semester.
4. Registered courses can be canceled within two weeks after the beginning of the semester at the request of a student. In this case, the student can register for different courses (via OoS) if their capacity allows for it.
5. A student can apply (using a form from OoS, justifying the reasons) to the dean to cancel course registration after the first two weeks of the teaching in a given semester.
6. Starting from the second semester of BSP and the first semester of MSP, students in a full-time form of study create her/his own class timetable.
7. Further proceedings in a given semester are regulated by the Dean's order regulating pre-registration, registration for semester and creating class timetable.
8. A student is allowed to register for courses using the applications of KOS individually, if:
 - a) he/she fulfills the criteria for dynamically calculated weighted sum of credits,
 - b) fulfills all the conditions for continuation of studies according to Art. 10(4 and 5) SEC CTU.
9. A student will be automatically notified by e-mail about the fulfillment of conditions a) and b) above and a possibility to compose her/his own timetable will be automatically opened. If a student receives a new assessment or a grade in a course of a given day, s/he does not need to wait until the next day to compose her/his timetable: s/he can check her/his score for her/himself and if the result is positive, s/he can open the class timetable.
10. In the period between the first entry into the timetable (i.e., registration for one of parallel classes) and the confirmation of the courses registration in KOS, a student has the possibility to cancel her/his pre-registered courses or to register for new courses



should the course capacity permit. After her/his registration in KOS has been confirmed, only an OoS officer may either cancel a student's course registration or register the student for a new course.

11. To get the registration for the semester confirmed, a student has to comply with all the following conditions:
 - a) the sum of the credits for the courses that the student registered for may not exceed 40,
 - b) for the relevant course, all prerequisites and co-requisites (if required) are met.
12. The dean can authorize exceptions.
13. A student is required to have her/his registration confirmed in KOS within 10 days after her/his first entry into the timetable. By doing so, s/he has no longer an opportunity to change her/his courses in KOS. Failure to comply with this deadline entails that the student's personal timetable will be automatically canceled and the student will be notified by an automatically generated e-mail. The fact that the student did not receive the e-mail notification does not affect the immediate cancelation of the timetable.
14. The summer vacation does not count as a part of the period for confirming the registration in KOS; the period for confirming the registration in KOS restarts on the first day after the summer vacation and lasts for 10 days.
15. A student who fails to confirm her/his registration for the given semester by the last working day of the registration period will have all the registered courses cancelled. A student can, within 2 weeks after the beginning of the semester, apply at OoS for a supplementary registration period. The supplementary registration is – in accordance with Art. 11a (1)c SEC CTU – charged by an amount determined by the Rector's order on payment for non-standard and extraordinary administrative tasks, as amended (for academic year 2015, see Rector's order 6/2015).

Principle of incremental opening to create a timetable

16. The aim of the incremental opening to create a timetable is to promote students' responsibility for their own studies.
17. Using the weighted sum of credits, access to the app that allows creating a timetable will be granted first to the students with the highest weighted sum of credits. The next group of students will be automatically allowed to access the app starting from the next day. If the technical parameters of KOS allow, all the students will be informed by e-mail that the registration is now open for them.

Cancellation of the registration for courses

18. The students of the first year of BSP, who – 14 days after the beginning of the winter examination period – did not get awarded at least 3 assessments for the given semester, will get all the courses for which they pre-registered for the next semester cancelled.



19. The students, who – 14 days before the end of the winter examination period – did not receive at least 9 credits and who are not registered for the next semester, will get all the courses for which they pre-registered for the next semester cancelled.
20. The students, who – 14 days before the end of the summer examination period – did not receive at least 21 credits for courses in the given academic year and who are not registered for the next semester, will get all the courses for which they pre-registered for the next semester cancelled.
21. The students who started in the summer semester after the interruption of their studies in the winter semester are exempt from the rule. These students, however, will get their pre-registered courses for the next semester cancelled, if they do not receive at least 15 credits for the courses in the summer semester 14 days before the end of the summer semester
22. The provisions in para 19-21 do not apply to students, who were studying abroad in the preceding winter semester, summer semester or both semesters.

Article 8

Horizontal transparency for FIT students

1. Students of FIT should prioritize the courses prescribed by their SP. In accordance with the horizontal transparency, they are allowed to register for courses of other FIT study programmes, courses of other CTU faculties and courses of other universities. This article describes FIT requirements for registration for such courses; registration (and other requirements), however, are determined by the department/faculty/university that guarantees given course.
2. The courses studied in accordance with the FIT horizontal transparency are recognized as elective. If a student wants to have a course taught at another institution recognized as a part of his FIT study plan, s/he 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 fulfillment of the study requirements of the (original) FIT course.

Registration for FIT courses outside of student's study plan

3. Registration for courses outside of the student's study plan (for instance, a MSP student wants to register for a BSP course, or vice versa) must be approved by the vice-dean for study affairs. It is her/his role to decide whether the course is suitable for the student or not.
4. Students, for whom a course is a part of their study plan, have priority when registering for the course. A student can register for a course only if there is enough capacity in the course.



Registration for courses outside FIT, but within CTU

5. If CTU faculty/department offers a course within the student's study plan in KOS, then:
 - a) the student finds such a course in KOS offered by the guaranteeing faculty,
 - b) registers for the course in KOS.
6. If CTU faculty / department does not offer a course within the student's study plan in KOS, then:
 - a) a student finds a course of her/his interest at a relevant faculty in the White book,
 - b) s/he contacts the department that guarantees the relevant course and asks to be registered for the course,
 - c) if the student did not complete the registration for semester, the relevant department study officer can register the student for the course in KOS.,
 - d) if the student has completed the registration for semester, s/he obtains a confirmed request from the relevant department and with this document, OoS officer will be able to register her/him for the course.

Registration for courses outside CTU

7. When registering for courses outside CTU, students must obey regulations of the faculty/university that offers the given course.
8. For courses offered at Faculty of Mathematics and Physics (FMP), Charles University (CU) in Prague, FIT students are exempt from tuition fees, based on a bilateral agreement between FMP CU and FIT (see Appendix 1).

Article 9

Non-FIT students register for FIT courses

This article describes FIT requirements, there might be additional requirement imposed by the student's faculty/university.

Student at a different CTU faculty in an accredited study programme; the FIT guaranteeing department offers the given course as a part of student's study programme:

1. A student pre-registers for the course in KOS. If the FIT guaranteeing department does not cancel the registration (due to lack of course capacity), he/she will have the course registered.
2. During registration for the semester, the student can register for the course, if the course capacity allows it.



Student at a different CTU faculty in an accredited study programme; the FIT guaranteeing department does not offer the given course as a part of student's study programme:

3. During the registration period, the student asks the FIT guaranteeing department for registering the course.
4. In case the department agrees with the registration and the student has not completed the registration for the semester, the department registers the student for the course.
5. In case the department agrees with the registration and the student has completed the registration for the semester, the department cannot register the student for the course. The department, however, confirms its decision (to register the student for the given course) to the student in writing; the student, then, hands in the confirmation to the Office of the Study of her/his faculty, the relevant OoS registers the student for the course.

The interested party is not a student at CTU

6. These circumstances constitute the so-called Lifelong Learning Programme (LLP). Please find more information at <http://fit.cvut.cz/zajemce/proc-studovat-na-fit/czy>.
7. Based on a bilateral agreement between FMP CU and FIT (see Appendix 1), students from FMP CU are exempt from LLP tuition fees.

Article 10

Studies in English languages

1. Teaching in English is intended primarily for self-funding students and for foreign students in exchange degree programmes, such as Erasmus. Study in English is also available for participants in Lifelong Learning Programme and for students in the programme conducted in Czech language.
2. Registration for courses taught in English for students studying the programme in Czech language follows the regulations of registration for courses outside the student's study programme.

Article 11

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

General rules

1. Recognition of a section of studies (a semester, an academic year or a study block) and recognition of individual successfully completed courses (hereafter course recognition) is defined by Art. 13 (10 and 11) SEC CTU.



2. An application form for course recognition is available at the faculty web, in the tab Student, section Forms: <http://fit.cvut.cz/student/studijni/formulare> and it is to be submitted via OoS.
3. A course (a group of courses) that has been successfully completed earlier is recognized, if its content and the final examination sufficiently cover the existing course of a study programme at FIT, or if it is recognizable as an elective course within the credit limit of elective courses in the relevant study programme at FIT. Course recognition is thus conditional on completion of the course and it does not matter whether the content was completed as a part of one or more courses studied elsewhere.

Specific rules

The rules for the course recognition further differ depending on the nature of the particular case, as listed below.

4. **A student changes a form of study within FIT:**
 - a) Full-time form of study in Czech, full-time form of study in English, and part-time form of study for a given course are mutually recognizable, regardless of the student's grade in the course.
 - b) Within 30 days of the change (from one form of study to another), the student shall submit an application for recognition of equivalent courses (using the form *RequestToRecognizeCourseDueToChangeOfFormOfStudy*) and these courses will then be recognized. The role of courses in the study plans remains unchanged.
5. **A student terminated her/his studies at FIT and was subsequently accepted into the same study programme (regardless of the form of study):**
 - a) Within 30 days from the enrollment a student shall submit an application for course recognition using the form *RequestToRecognizeCourseDueToFITRestart*. The relevant courses will then be recognized provided the student received a grade better than E and provided the date of completion of the course is not longer than 5 years from the date of submitting the application.
 - b) The role of courses in the study plans remains unchanged.
6. **A student transferred from another study programme taught at another CTU faculty or another university in the Czech Republic or completed/terminated such a study programme and was subsequently accepted into a study programme at FIT:**
 - a) Within 30 days from the first enrollment a student shall submit an application for course recognition using the form *RequestToRecognizeCourseCompletedOutsideOfFIT*. In case there is a course (a group of courses) that covers a compulsory, branch or optional course at FIT, a student specifies so in the request.



- b) In case the completed course (a group of courses) does not have (in the student's view) an equivalent in the compulsory courses of the given study programme or branch courses of accredited study programmes at FIT, a student does not need to fill out any specific course, but s/he can apply to have the course(s) recognized in the role of elective course.
 - c) Successful completion of the relevant courses shall be documented by a list of courses confirmed by the OoS of the relevant faculty.
 - d) A student shall attach an annotation and a syllabus of the successfully completed courses for which recognition is sought, if the given course is not among the items specified in the list of equivalent courses published by FIT OoS. If only a part of the course is relevant for recognition, this part must be highlighted.
 - e) A student can support the course recognition request by a written statement by the head of the department or by a guarantor responsible for the FIT equivalent course.
 - f) The course completed with a grade D or E on an A-F scale or with 3 = good on scale 1-4 shall not be recognized. Courses completed more than 5 years ago are not recognized.
 - g) The dean assesses the syllabus coverage of the course and s/he decides on the recognition or non-recognition of each course. If the course is recognized, the dean decides on the recognized grade for the course and on the equivalent course in the FIT study programme, including the role of the course.
 - h) In case the recognized course does not cover any course in FIT study programmes, the dean can recognize it as elective similarly to the case a student applies directly to have a course recognized as elective.
- 7. A student studies at FIT and at another faculty or university at the same time:**
- a) Within 30 days after completion of the course, a student submits an application to have the course recognized.
 - b) Other rules are consistent with rules a) – i) of the previous point.
 - c) A course recognized in this way counts in the active (ongoing) semester and is therefore decisive for awarding merit scholarships and also for the number of credits needed to progress to the next semester/academic year.
- 8. A student participated in a faculty approved study programme abroad:**
- a) A student applies for course recognition within 14 days after the registration for the semester that immediately follows the student's return.
 - b) A course can be recognized only if the student submitted and had approved, prior to her/his departure to study abroad, both the study plan (Learning Agreement) and comparative spreadsheet. Courses will be recognized on the basis of the Learning Agreement in the roles specified by the comparative spreadsheet, or as approved by the dean.
 - c) An overview of student's results (Transcript of Records) shall be attached to the application for course recognition.



- d) A course recognized in this way counts in the active (ongoing) semester and is therefore decisive for awarding merit scholarships and also for the number of credits needed to progress to the next semester/academic year.
9. **A student completed a course within the Lifelong Learning Programme:**
- a) A student applies for course recognition within 30 days of enrollment.
 - b) Credits for a course completed within the Lifelong Learning Programme will be recognized up to 60 % of the total number of credits required for graduation (within the meaning of the Act(60)).

Article 12

Transfers

Transfers from another faculty or university to FIT

1. The dean of FIT must approve a transfer. However, an application to transfer is submitted at the student's parent faculty. While the application is considered, the following facts are taken into account: the student's grade point average, the similarity of her/his current study programme to FIT study programmes and FIT's (personal, spatial and other) capacity.

Transfers within FIT

2. Within FIT, a student can apply for transfer:
 - a) from the part-time form of study to the full-time form of study or vice versa in BSP Informatics,
 - b) from the English language variant to the Czech language variant (of the same programme), if s/he submits the documents proving that s/he has passed the requirements on the Czech language skills stemming from the Dean's Directive for admission procedure into BSP/MSP,
 - c) from the Czech language variant to the English language variant (of the same programme), if the conditions of the Dean's Directive on the admission procedure to the full-time form of the Informatics Bachelor/Master degree Programme conducted in English at the Faculty of Information Technology of Czech Technical University in Prague are met (requirements on English language skills and a tuition fees),
 - d) from one branch / specialization to another branch / specialization within the same study programme.
3. A written request is to be submitted to OoS.
4. The dean decides on transfers between branches of the same study programmes, if the student has already her/his branch assigned. When approving the change, the following criteria are taken into consideration: the student's grade point average, similarity between the current branch and the required branch and the branch capacity (staff, space, etc.). The transfer will not be granted, if it entails that the student avoids



certain study obligations, for instance completing a course obligatory in the original branch of study, which the student registered for the second time.

Article 13

State Final Examination

1. The State Final Examination (SFE) is composed of two parts, each of them is graded separately:
 - a) presentation and defence of the Bachelor thesis or Master thesis (**BT/MT**),
 - b) examination based on topical areas.
2. Both parts of the SFE are held in one term.
3. There is a BT/MT supervisor and BT/MT reviewer; each BT/MT is assigned within a particular branch/specialization.
4. BT/MT is submitted to SFE officer in two copies.
5. Formal requirements on BT/MT and SFE procedure are govern by the Dean's Directive for SFE.

Article 14

Mitigation of harshness of the legislation

1. If applying this Directive should result in unreasonable harshness, the dean may take steps to remove it and allow an exemption.

Article 15

Students obligations

1. Students are required to follow notice boards of FIT administrative units and comply with the instructions set out in them.
2. Students are required to know their officially assigned username and password and protect them against misuse. They must use the relevant information system functions and applications and track messages sent to their officially assigned email address.
3. Throughout the duration of their studies, students are required to enter into KOS and inform OoS about any changes in their personal data, permanent and temporary addresses, or other appropriate relevant addresses, bank accounts and other entries required in KOS.
4. Failure to comply with the obligations referred to in Para 1, 2 and 3, constitutes liability for the student to compensate the faculty for costs caused hereby.



Article 16

Final Provisions

1. This regulation cancels:
 - a) Dean's Directive No. 8/2011 for the Administration of the Bachelor and Master Study Programme in Informatics at the Faculty of Information Technology of the Czech Technical University in Prague
 - b) Dean's Order No. 5/2011 – Procedure for entering and archiving study results at FIT CTU.
 - c) Dean's Order No. 4/2010 – Electronic Support for Teaching at FIT.
 - d) Dean's Order No. 10/2011 for Ensuring that the verification of the study results is correct

2. This Directive enters into force on November 11, 2015.

prof. Ing. Pavel Tvrđík, CSc.
Dean of the Faculty of Information Technology