

Reference number: 596/19/17911

## **DIRECTIVE OF THE DEAN CONCERNING BACHELOR AND FOLLOW UP MASTER STUDY PROGRAMS AT THE CZECH TECHNICAL UNIVERSITY, FACULTY OF BIOMEDICAL ENGINEERING**

### **Article 1**

#### **BASIC PROVISIONS**

1. Study at the Czech technical university in Prague – Faculty of biomedical engineering (further referred to only as “CTU FBME”) is carried out in accredited bachelor and follow up master study programs in the regular and combined forms. The study programs accredited at CTU FBME are listed in the Official table of the faculty (see link to <http://www.fbmi.cvut.cz/fakulta/uredni-deska>). Study programs are divided into individual study branches or specialisations or there are separate study programs, which are not divided into branches or specialisations.
2. The conditions of study are stipulated in internal regulations of the CTU in Prague namely the:
  - a) Study and examination rules for students of the CTU in Prague (further only as “SER CTU”).
  - b) Disciplinary rules for the CTU students.
  - c) Scholarship rules of the CTU in Prague.
  - d) This directive outlining the details, which is an integral complement to the SER CTU and other internal regulations of the CTU in Prague.

### **Article 2**

#### **ORGANISATION OF STUDY**

1. The recommended study plans for all study programs in all forms are published on the web page <http://bilakniha.cvut.cz/en/f7.html> based on the data saved in IS KOS of the CTU (further only as “KOS”). The web page <http://bilakniha.cvut.cz/en/f7.html> lists the tutors teaching all the subjects in the given academic year as well as the tutors responsible for the subject (who are marked as guar./supervisors). The listed tutors must fulfil conditions stipulated in the Order of the Dean No. 1/2013 on labour law relations of tutors at CTU FBME, their further obligations and qualification requirements for

lecturing in all study programs, branches and forms of study in the Czech language at FBME CTU. They must carry out the individual activities in compliance with the Decision of the Dean N. 3/2018 – on powers of vice deans, rights and obligations of the department heads, program supervising departments, program supervisors, deputy supervisors, subject supervisors and program and branch boards and according to the powers set in the Order of the Dean N. 1/2019 on determination of study branch and program supervising departments at CTU FBME.

2. Study plans of the individual study programs (or rather specialisations or programs, which are not divided into branches or specialisations) are named after the commencement of the 1<sup>st</sup> year. Based on granted accreditation/ prolongation of the accreditation of the individual study programs the recommended lengths of tuition in the semesters are set as follows:

Bachelor study program Biomedical and clinical technology		
<i>Branch</i>	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
Biomedical technician, regular form	14 weeks	14 weeks
Optics and optometry, regular form	14 weeks	14 weeks
Biomedical informatics, regular form	14 weeks	14 weeks
Biomedical informatics, combined form	7 weeks (tuition 1 x in 2 weeks)	7 weeks (tuition 1 x in 2 weeks)
Information and communication technologies in medicine, regular form	14 weeks	14 weeks

Bachelor study program Specialisation in health service		
<i>Branch</i>	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
Physiotherapy, regular form	14 weeks / 3 <sup>rd</sup> year 10 weeks	10 weeks / 3 <sup>rd</sup> year 12 weeks
Radiological assistant, regular form	14 weeks	10 weeks
Paramedic, regular form	14 weeks / 2 <sup>nd</sup> and 3 <sup>rd</sup> year 10 weeks	10 weeks
Medical laboratory technician, regular form	14 weeks	10 weeks / 1 <sup>st</sup> year 11 weeks

Bachelor study program Population protection		
<i>Branch</i>	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
Planning and management of crisis situation, regular form	14 weeks	10 weeks
Planning and management of	7 weeks	7 weeks

crisis situation, combined form	(tuition 1x in 14 days on Fri and Sat)	(tuition 1x in 14 days on Fri and Sat)
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Bachelor study program Medical laboratory diagnostics		
	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
regular form	14 weeks	10 weeks/ 3 rd year 2 weeks

Bachelor study program Informatics and cybernetics in health care		
<i>Specialisation</i>	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
Biomedical informatics, regular form	14 weeks	14 weeks/ 3 rd year 10 weeks
Information and communication technology, regular form	14 weeks	14 weeks/ 3 rd year 10 weeks

Follow up master study program Biomedical and clinical technology		
<i>Branch</i>	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
Instruments and methods for biomedicine, regular form	14 weeks	14 weeks
Biomedical engineer, regular form	14 weeks	14 weeks
Systematic integration of processes in health service, regular form	14 weeks	14 weeks
Systematic integration of processes in health service, combined form	7 weeks (tuition 1x in 14 days on Fri and Sat)	7 weeks (tuition 1x in 14 days on Fri and Sat)

Follow up master study program Biomedical and clinical informatics		
<i>Specialisation</i>	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
Assistive technologies, regular form	14 weeks	14 weeks/ 2 nd year 10 weeks
Software technologies, regular form	14 weeks	14 weeks/ 2 nd year 10 weeks

Follow up master study program Civil emergency planning		
	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
regular form	14 weeks	1 st year 10 weeks/2 nd year 8 weeks
combined form	7 weeks (tuition 1x per 14 days on Fri and Sat)	7 weeks (tuition 1x per 14 days on Fri and Sat)

Follow up master study program Protection of population		
<i>Branch</i>	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
Civil emergency planning, regular form	14 weeks	12 weeks / 2 nd year 7 weeks
Civil emergency planning, combined form	7 weeks (tuition 1x in 14 days on Fri and Sat)	7 weeks (tuition 1x in 14 days on Fri and Sat)

Follow up master study program Systematic integration of processes in healthcare		
	<i>Weeks of tuition (winter semester)</i>	<i>Weeks of tuition (summer semester)</i>
regular form	14 weeks/ 2 nd year 12 weeks	10 weeks
combined form	7 weeks (tuition approx. once in 2 weeks on Fri and Sa)	7 weeks (tuition approx. once in 2 weeks on Fri and Sa)

### Article 3

#### PRELIMINARY ENROLMENT TO SUBJECTS

1. In order to create the timetable efficiently, the preliminary enrolment to subjects in all study programs is regularly performed through KOS during the tuition part of the semester.
2. Each CTU FBME student is obliged to participate in the preliminary enrolment according to the Decree of the vice-dean for studies and pedagogy. Thereby he/she expresses interest in enrolling in the subject (compulsory optional or optional subject) in the subsequent semester. Student, who fails to enrol in the subject during the preliminary enrolment, will not be registered into the subject in case of insufficient capacity. In case the demand prevails, the head of the department supervising the subject will decide upon inclusion into the subject, by the end of the second week of the semester at the latest.
3. Before these enrolments, each department is obliged to determine through KOS, which subjects will be opened, and what the initial capacity will be. When the preliminary enrolment is over, each department must determine the final capacity of the subject through KOS. It must also determine subjects (optional and compulsory-optional), which will be offered for the enrolment. Students exceeding the capacity or in case of unfilled subject they can enrol into a different subject (this concerns optional-compulsory or optional subjects).

### Article 4

#### STUDY PLANS, COURSE OF STUDIES, ASSESSMENTS, GRADED ASSESSMENTS, EXAMINATIONS

1. Tuition takes place according to the study plans (recommended passes published on <http://bilakniha.cvut.cz/en/f7.html>) for the given academic

year. Participation in lectures is recommended. On special occasions, a lecture given by an important person can be marked as obligatory. Such a determination falls within the powers of the head of the department supervising the study branch or program, which is not divided into branches, or the vice dean for studies and pedagogy. In case of study programs, or rather study branches, accredited with an approval of the Ministry of health of the Czech Republic, where the prescribed number of lessons has to be fulfilled, the lectures can be ordered as compulsory on the basis of the decision of the head of the department supervising the study branch or program, which is not divided into branches but only under the condition that attendance of the students concerned will be duly kept, evaluated and made accessible. All forms of seminars are compulsory. Specific conditions are declared pursuant to article 5 of this directive.

2. Pursuant to the SER CTU article 7, par. 3c, it is possible to require active participation in the seminars and to check home assignments. If the student is not prepared, nor equipped with the necessary aids that have been declared well in advance, his/her participation in the particular seminar will be denied and he/she must participate in a seminar on a compensatory date according to the capacity of the individual dates of the seminars. The same applies also if the student is late for the lesson, which prevents him/her from full participation in the course of the lesson, or this would interfere with the course of the lesson for the whole class. However, the provision of article 13, paragraph 3 of SER CTU is not thereby affected. It is forbidden to make video and audio recordings of the lectures, seminars etc. without the prior consent of the tutor.
3. Assessments and graded assessments from the subjects enrolled in the semester are usually granted in the last tuition week of the semester. The student is obliged to get assessments and graded assessments from the subjects enrolled in the semester by the end of the respective examination period at the latest. An assessment/graded assessment is granted by the tutor who was in charge of the seminars. In exceptional cases, (e.g., absence of the tutor due to illness, business trips etc.); it is granted by the tutor responsible for the subject, or by the head of the department supervising the subject. In case that the tutor is no longer working at CTU FBME, this situation must be solved exclusively by the department supervising the subject or study branch or program, which is not divided into branches.
4. If the subject is completed by an assessment and an examination, the student is obliged to get the assessment before the regular date of the examination.
5. Students can take examinations and re-sits during an examination period, exceptionally during the last week of the semester. In case of the so called "block tuition", it is possible to take assessments, graded assessments, and examinations, upon an agreement with the examiner immediately after finishing this block (applicable mainly in the combined form of studies). The exceptions are branches or programs, which are not divided into branches with a shorter semester declared directly in the accreditation. In such a case, this fact, in a form of a modified examination period, is recorded in the FBME

academic year Schedule. It is possible to take the examinations from the subjects enrolled in the winter semester even during the examination period of the summer semester. Examinations from the subjects enrolled in the summer semester must be taken solely during the examination period of the summer semester.

6. Should the student wish to take the opportunity pursuant to Article 10 (9) of the Study and examination rules of the CTU then he/she has to have at least one resit date available. In the opposite case, it is not possible to ask for board examination. The student will pass the application (universal application form) on the secretariat of the department supervising the given subject. The head of the department will propose a three-member committee to the Dean (one chairman and two members) within 14 days from the receipt of the application at the latest. One member must be a tutor participating in the tuition of the subject. The committee will be appointed by the Dean (the letter of appointment will be prepared for the signature by the Dean by the secretariat of the department). If the examiner would be the head of the supervising department, the Dean will propose the committee. The secretariat of the department will then immediately inform the student through the faculty email about the composition of the committee for the board examination and about its date. The final grade of the board examination will be recorded to KOS by the secretariat immediately after it took place and the application form together with other written documents will be passed on the study department for filing.
7. In justified cases, upon submission of a written request (universal application form), the vice dean for studies and pedagogy can determine a different date for completion of the subject.
8. A student enrolls for examinations solely through KOS system of the CTU. There are all the regular examinations and re-sit dates for the whole examination period listed at least 7 days (a week) at the latest prior to the first examination date from the particular subject or possibly, the resit date, if it is a subject from the winter semester and the resit date is in the summer semester. The same rule applies for other, subsequently enlisted dates (particularly re-sits). It is necessary to highlight the last date in KOS.
9. The examiner or the tutor granting the assessment, or graded assessment must clearly declare prior to the written part of the examination, assessment/graded assessment (it means at any time before or on a given day) what the student is allowed to use, what not, etc. Should a student fail to fulfil these conditions, he/she will be expelled and given the grade F.
10. The student is obliged to identify oneself by showing an identity document (valid ID card, passport, driving licence or student's card) pursuant to art.8 (1) of Study and Examination rules of the CTU (SER CTU) before taking an assessment/graded assessment/examination. If the student fails to prove his/her identity by a document, he/she will be denied from participating in the assessment/graded assessment, or an examination.
11. When writing tests, an adequate amount of time must be given for the whole test but also for the individual questions, which arises from the nature of the test. Instructions for each test must be archived. It must be clear from the

corrected test which answer was wrong and the number of points given for each question and for the whole test as well and the subsequent evaluation. Every student is entitled to view all tests that he/she has written and to become familiar with their evaluation, including marking wrong answers. Copies, or notes from these tests can only be made with the consent of the subject guarantor. However, the periods for inspections are different. In case of tests taken during the semester or in case of assessment tests the students have the right to inspect them immediately after their evaluation. In case of examination tests, it is possible to inspect these tests immediately or 48 hours after that examination date at the latest. Evaluation of the tests must be made public to the students within 2 subsequent working days at the latest from the date of writing of the test.

12. Every tutor is obliged to record the result of the assessment, graded assessment or examination into KOS at least within 2 subsequent working days. In case of externs, this is done by the secretariat of the department supervising the branch or program, which is not divided into branches or by an authorised tutor. In case the student does not accept the evaluation registered in KOS, he/she must inform the relevant tutor orally or by an email that he/she does not accept the given grade within 48 hours at the latest from registration of the grade into KOS. The tutor will then immediately change the grade to F in KOS (see Art. 10 (7) of Study and Examination rules of CTU). If the student gets the grade F due to his/her failure to appear for the examination and did not deregister timely in KOS or failed to submit a due excuse (see art. 10 (8) of SER CTU), the tutor is obliged to state this fact in KOS in folder "Comments" together with the grade of the examination.
13. If the student takes the opportunity pursuant article 13, par. 10 SER CTU on subject recognition, it is necessary to meet the deadline of 5 years from passing the respective subject. The passed subject must have the same or higher level of completion and similar syllabus as the subject at FBME, the evaluation must not be lower than "2" according to the older scale or "C" according to the scale in correspondence with ECTS scale (see SER CTU, art.11). The application and the recognition sheet must be submitted within the first 14 days of the semester through the Study department by means of an application form for recognition of the subjects. Index / assessment book (record of grades) or confirmed outline of the grades and the confirmed syllabus of the subject from previous studies (if the subject is not from the FBME) and the grading scale (if the subject is not from the CTU) must be submitted together with the application. Only subjects from equal studies, i.e. in bachelor studies from bachelor studies or higher, and in follow up master studies from the follow up master studies or master study program, or higher, can be recognized. The syllabus shall be assessed by a tutor responsible for the subject, who is obliged to send his/her opinion within 14 days from receiving the application from the Study department of FBME through the secretariat of the department supervising the study branch or program, which is not divided into branches. Due to this process it is necessary that the student starts attending the given subject already from the beginning of the semester and subsequently after getting the result of

the application concerning recognition either continues in attending it or not. In the opposite case, he/she can face sanctions for failure to meet the conditions of the assessment.

14. In case of repeated enrolment to the subject, the student must pass the subject within the scope set in the current study plan. The current tutor, who is responsible for the subject defines the details. This also concerns the possibility of recognition or non-recognition of the assessment but only in case of a subject registered on second enrolment and completed by the assessment and examination. In such a case the student is obliged to solve this situation by submission of an application for recognition of the assessment (application form for recognition of the assessment in case of second enrolment of the subject) within the first 14 days of each semester at the latest to the secretariat of the department supervising the given subject. The tutor responsible for tuition of the subject assesses the application and is obliged to submit the decision on recognition to the secretariat of the department supervising the subject within 14 days at the latest from the acceptance of the application. The secretariat of the department shall inform the student about the decision through the faculty email and will immediately pass the application for recognition of the assessment on the study department for files. In case of positive response, the secretariat of the department supervising the subject will record the assessment in KOS. When judging the application for recognition of the assessment it is necessary to evaluate the changes to the content, to attributes of the subject, changes to requirements for the assessment or a change in tutor. Due to this process it is necessary that the student starts attending the subject from the beginning of the semester and after receiving the result of the application for recognition either continues in attending the subject or not. In the opposite case, the student puts himself/herself at risk of sanctions for failure to observe the conditions for granting the assessment and non-granting the assessment.
15. If the student is sent to study at a university abroad, within the scope of valid programs and agreements, he/she must submit the comparative sheet for studies abroad to be approved by the vice dean for studies and pedagogy 14 days at the latest prior to the deadline for submission of the applications prior to any application for studies abroad or at least a month in advance in case of the non-application stays. In addition, he/she has to pass the language tests according to the applicable instructions.
16. Transfers from a different university, other CTU faculty or within the FBME from one study program to another study program or within the given study program from one study branch/specialisation to another study branch/specialisation are not allowed. In exceptional cases (especially due to serious health or social reasons or due to parenthood) it is possible to allow the change from one form of study to another, e.g. from regular form to a combined form under the condition that it exists and based on the application of the student (universal application form). The decision making process in this matter is regulated by art.15 (1) of SER CTU. The practical training must be also completed, if prescribed.



17. In compliance with the Universities Act n. 111/1998 Coll. as amended and pursuant to the CTU Status, the student survey takes place especially to evaluate the tuition in the given semester. The survey is organised and evaluated by the CTU FBME students and they do the necessary corrections of any inappropriate texts, which are inconsistent with the main purpose of the survey, which is to evaluate the tuition at FBME in the individual subjects and arrange the conditions for studies at the CTU FBME.

## Article 5

### SUBJECTS

1. The tutor responsible for the subject through the lecturers, and/or seminar tutors of the respective subjects (if the subject does not have lectures) and after the approval of the head of the department supervising the respective branch or program, which is not divided onto branches (if the subject is arranged by a different department, it is then carried out by the department supervising the subject), for the subjects of bachelor and the follow up master study in a week preceding the beginning of a semester to publish the following materials as set in the Schedule of the academic year:
  - a. schedule of the lectures, seminars, and other forms of tuition, highlighting compulsory attendance in the individual parts with the exception of the lectures which are recommended (see Art. 7 (5) of the SER CTU) and who is responsible for the tuition and where. All forms of tuition, including excursions must be stated in this time schedule,
  - b. written assignments' topics and dates of their assignment and submission, including evaluation criteria,
  - c. time schedule for continuous checks and evaluation of studies carried out in the seminars. There must be at least 2 dates for written tests which are decisive for granting/non-granting of the assessment if used for this purpose. All 14 weeks have to be used for writing the tests, possibly a different number of weeks in case of study branches and programs, which have a shorter tuition part of the semester, see art. 2 (2) of this directive.
  - d. examination requirements, conditions for granting the assessment, or graded assessment,
  - e. list of required literature, or requirements on knowledge from other subjects (see prerequisites),
  - f. manners of evaluation during the semester, examination share in overall assessment, and overall assessment according to the valid classification scale ECTS,
  - g. presentations in electronic forms. This is not necessary in case that there are study materials in the form of college textbook or study support material, university textbooks, or monographs in the Czech language, which are available in the library in at least 5 copies, or there is an electronic version within EIZ CTU, or the book is still available in shops. All these publications must be listed as part of the recommended literature.
  - h. materials for preparation and realization of seminars and further materials (assignments for the seminars and instructions for laboratory

- work must be publicized only if there is no textbook containing these instructions available),
- i. for the combined form of studies, every tutor responsible for the subject tuition publicizes the study materials for the respective subject/methodological support as these were approved within the accreditation procedure, with possible supplements, unless the study materials are available in the printed form as college textbooks or books or recorded lectures.
  2. Every tutor is obliged to publicise the exact dates of consultation hours during the semester and examination period (see Dean's order n. 1/2013 on Labour relations of tutors at CTU FBME, their further responsibilities and qualifications for lecturing in all study programs and forms of studies carried out in the Czech language at FBME CTU).
  3. All forms of studies are compulsory in the combined form. In order to document the attendance of students, the attendance sheet with signatures or a printout of the list of the electronic attendance sheet signed by the responsible tutor in a given branch/program in the combined form of study must be made accessible at the end of the semester at a secretariat of the department supervising the study branch or program, which is not divided into branches. The actual layout of the attendance sheet is up to the departments. However, a random check of the attendance sheets must be allowed within one week of notification of such a request by the vice-dean for studies and pedagogy to the head of the department supervising the study branch/program, which is not divided into branches which arranges the tuition and which prepares the schedule. An excused absence is permitted in the scope of or 2 days only within the given semester. For the study program CEP (Civil emergency planning) and branches SIPH (System integration of processes in health care) BMI, PMES (Planning and management of emergencies) and CEP (Civil emergency planning) this includes one Friday and one Saturday within 7 weeks of tuition. The tutors will allocate substitute assignments for the absence. In case of an emergency that would make participation of students in the lessons, or in the particular medical institution, state institution, or in the Czech Republic impossible, the head of the department supervising the study branch or program, which is not divided into branches, will handle each case individually.

## Article 6

### ENROLMENT TO SUBJECTS

1. The enrolment means enrolment in at least one compulsory, optional-compulsory, or optional subject in accordance with the study plan (see <http://bilakniha.cvut.cz/en/f7.html>). Changes to the enrolment into subjects can be made only during the first 14 days of the semester. In case of a subject with the limit capacity or the capacity close to its limit (typically 10 students), the changes to the enrolment are subject to the approval of the department which guarantees tuition of the subject. In such a case, the

student has to submit an application on an application form (universal application form) to the relevant department, which will immediately arrange its hand over, to the study department with the opinion.

2. The enrolment dates are set by the Schedule of the academic year for the FBME. Organisation of the registration, passage of the students and other specifying requisites are set by Decree of the Dean.
3. With respect to the condition of continuity of the selected subjects, the so-called prerequisites of the subjects are introduced (pursuant article 4, par. 4b SER CTU). This continuity is implemented in KOS and is clear from the information on the web pages of the individual subjects (<https://predmety.fbmi.cvut.cz/en> and on <http://bilakniha.cvut.cz/en/f7.html>). Prerequisites do not apply to international students, who study CTU FBME on short-term stays (Erasmus+, internships etc.) The meaning of the individual types of co-requisites and prerequisites is as follows (see help in KOS – item – Relations of the subjects):

Abbreviation	Name	Description	Importance
P	<i>P prerequisite</i>	For the enrolment of the selected subject the enrolment into the following subjects in some of the preceding semesters is required:	Subject B is a P prerequisite of subject A if subject B must be enrolled into earlier (in some of the preceding semesters) then subject A.
Z	<i>Z prerequisite</i>	The condition for enrolment into the given subject is the fact that the student obtained the assessment from the following subject in some of the proceeding semesters:	Subject B is a Z type prerequisite of subject A if the condition for enrolment into subject A is obtaining a assessment from subject B in some of the preceding semesters.
A	<i>A prerequisite</i>	The condition for enrolment into the given subject is that the student in some of the preceding semesters successfully completed the subject:	Subject B is an A type prerequisite of subject A if the condition for the enrolment into the subject A is successful completion of subject B in some of the preceding semesters.
K	<i>Corequisite</i>	The selected subject must be enrolled into at the latest together with:	Subject B is an A type prerequisite if the subject B must be enrolled into earlier (in some of the preceding semesters) or simultaneously (in the same semester) with subject A.
N	<i>Prohibition of enrolment</i>	The selected subject must not be enrolled into together with:	Subject B is in "prohibition of enrolment relationship" to subject A if subject A must not be enrolled into if subject B has already been completed or subject B is

			enrolled into the same semester in which subject A is enrolled into. This relationship is not symmetrical.
Q	<i>Previous assessment</i>	The selected subject can be assessed only after assessment from the following subject:	Subject B is in the relationship of "previous assessment" to subject A if the date of completion the subject B must be prior to completion of subject A.
R	<i>Replacement</i>	The selected subject is a replacement for the following:	Subject A replaces subject B if during the check of study plans, completion of subject A should be regarded as completion of subject B that is in the study plan. The relationship is not symmetrical.

Relationships P, A, Z, K, N are automatically checked during the check of the enrolment and during the attempt to enrol into the subject. The selected subject is subject A (first subject), the subject which is in relation to it is the subject B (the second subject). This text was adopted from the relevant help to iKOS.

4. The student can enrol in a subject, which he/she discontinued in the past (twice at most). For this reason, the student must submit the application (universal application form) to the Dean of the faculty through the study department prior to the semester in which this subject is normally taught. A new enrolment into this subject will be made based on this application and the results obtained based on the preceding enrolment will be cancelled and the grade F will be entered. Subsequently, the student will have to pass the subject again in full. Credits for each subject are counted in only once. If the subject is taught in more forms, all these forms are, for the purposes of reporting, considered as one subject. A student in a bachelor study program can enrol in a different form of the same subject in the follow up master studies, if the subject covers the same topic.
5. The optional subjects are listed as one set of subjects for all study programs. If the student chooses them, they become part of his/her study plan and credits for these subjects are included in the so-called passage credits pursuant to Art. 14 (4) of SER CTU. It is possible for a CTU FBME student to enrol in any compulsory and optional-compulsory subject within CTU in the form of an optional subject. Equally, any subject within CTU, that is coherent with a student's profile, can be recognized as a compulsory-optional subject. In this case the student will submit an application form to recognise the subject to the study department (universal application form). The head of the department supervising the study branch or program, which is not divided into branches (or his deputy), supervisor of a study branch or program, which is not divided into branches (or his deputy or the deputy for the given specialisation in case the study program is divided into

specialisations) will express his/her opinion on the application. It will then be approved by the vice dean for studies and pedagogy.

6. The enrolment in the schedule is performed through KOS in the manner of preference of students based on weighted sum of credits acquired in the last two semesters. The more successful a student is the better schedule he/she can create. All 1<sup>st</sup> year students - winter semester can enter the schedule at once, since they have no results based on which they can be assessed.
7. The student has the right to complete the studies in the study program and branch (or rather specialisation or program, which is not divided into branches or specialisations) which he commenced. In case of a change in accreditation the so-called subject equivalents between the individual accreditations can be employed or a passage to the new accreditations with respect to the study plan based on an application of the student can be arranged (universal application form). In such cases, an adjustment of prerequisites can be asked for. This mainly concerns students who recommence after interruption of studies. In case of cessation of existence of the accreditation, the procedure pursuant to art.3a of the SER CTU applies.

## Article 7

### FINAL STATE EXAMINATIONINATIONS

1. Final state examination (hereafter only FSE) verifies students' knowledge and skills required by the syllabus of the bachelor or follow up master study program and if he/she is able to apply the acquired knowledge in practice and in the future job.
2. Proposals concerning appointment of FSE examination committees members are submitted by the head of the department supervising the relevant branch or program, which is not divided into branches by the end of April at the latest firstly to the vice dean for studies and pedagogy for a check and subsequently to the dean for approval.
3. The FSEs consists of the bachelor thesis defence (in case of a bachelor studies), and master thesis defence (in case of a follow up master studies). There is also an oral examination from the thematic areas of the theoretical grounds and profile subjects of the branch studied (or rather specialisation or program, which is not divided into branches or specialisations) and possibly a practical examination, depending on the study branch or program, which is not divided into branches. The Dean of FBME declares, based on proposal of the head of the department supervising the study branch or program, which is not divided into branches, oral examination topics that will be published at by the end of the tutorial part of a semester preceding the FSEs the latest. The student takes the examination from two, three, or four thematic areas, according to the studied branch (or rather specialisation or program, which is not divided into branches or specialisations). In case of the possibility to select the topics, the student is obliged to do so through KOS.
4. A student enrolls for FSEs through KOS during the enrolment to the semester at the latest, in which the FSEs take place. June dates are binding for all CTU

FBME students. September dates are only substitute dates for very exceptional cases or rather resit dates. The standard substitute date is June of the following academic year. Any postponement or cancellation of the date is possible only based on an application (universal application form) to the Dean of the faculty with the opinion of the supervisor of the thesis (if it concerns a final work), supervisor of the study branch or program, which is not divided into branches (or his deputy or a deputy for the given specialisation if the program is divided into specialisations) and the head of the department supervising the study branch or program, which is not divided into branches stating a serious reason. The application form must be submitted to the Study department (in justified cases even later) 1 month prior to the submission of the bachelor or master thesis at the latest. The condition for being admitted to the FSEs is successful passing of all compulsory subjects and the prescribed number of compulsory-optional subjects within the limit set by the Schedule of the academic year according to the Study plan of the study branch (or rather specialisation or program, which is not divided into branches or specialisations) and acquiring minimally:

- a. 180 credits during the studies including bachelor thesis in the bachelor study branch Biomedical informatics and Information and communication technology in medicine and Biomedical informatics and in the bachelor study program Informatics and cybernetics in health care,
- b. 180 credits during the studies including bachelor thesis plus fulfilling practice in the bachelor study program Biomedical technician,
- c. 180 credits during the studies including bachelor thesis and including fulfilling practice in the bachelor study program Optician and Optometrist, Physiotherapy, Radiological assistant, Paramedics, Medical laboratory technician and Planning and management of crisis situation, and in the bachelor study program Medical laboratory diagnostics,
- d. 120 credits during the studies, including the master thesis in case of the follow up master studies Instruments and methods for biomedicine, Systematic integration of processes in health service and Biomedical engineer,
- e. 120 credits during the studies, including the master thesis in case of the follow up master study program Biomedical and clinical informatics,
- f. 120 credits during the studies including the master thesis and passing the practice in case of follow up master study program Civil emergency planning and a follow up master study program Systematic integration of processes in healthcare.

The student is obliged to close his/her study plan through KOS within a time limit set by the Schedule of the academic year. See other details concerning the FSE on the web page <https://www.fbmi.cvut.cz/en/students/thesis?section=final>.

5. The student is invited to the FSEs for a specific date (date, room, time) through KOS and the website of the faculty <https://www.fbmi.cvut.cz/en/students/thesis?section=final>. It contains the list of the students and their distribution to the individual committees according to the studied branch (or rather specialisation or program, which is not divided into branches or specialisations). See <https://www.fbmi.cvut.cz/en/students/thesis?section=final> and through KOS. The departments supervising the study branch or program, which is not divided into branches arrange everything within 10 days prior to the FSE of the relevant study branch/program. The same procedure applies for students studying in the foreign language.

## Article 8

### BACHELOR AND MASTER THESIS

1. The academic staff of the faculty or externs propose the topics of the bachelor and master theses. They pass the proposals on the department supervising the relevant study branch or program, which is not divided into branches by the end of the summer semester, which precedes the academic year of the FSE. The department shall discuss the proposals, approve and list them during the first month of the winter semester of the relevant academic year in case of a bachelor studies, and by the end of the tuition in the summer semester of the preceding academic year in case of the follow-up master studies and the bachelor study branch Medical laboratory technician.
2. The students are obliged to select the topic of their bachelor thesis within the tuition period in the winter semester of the 3<sup>rd</sup> year at the latest. In case of a master thesis, the students are obliged to select the topic within the tuition period of the winter semester of the 2<sup>nd</sup> year at the latest. The details of this process stem mainly from the continuity of related subjects such as projects, year projects and the seminars to these projects in the form of assessment requirements. This implies that these requirements can set earlier deadlines for selection of the topic of the final (qualification) works at the individual study branches or programs, which are not divided into branches. The exceptions are students of Medical laboratory technician, who are obliged to select the topic of the bachelor thesis by the end of the examination period of the summer semester of the 2<sup>nd</sup> year. Another exception is selection of bachelor thesis topic in the study branch Biomedical technician, in which there is a requisite of continuity with the semestral project and thus the selection is postponed to the end of January. Another exception is also selection of the topic of the master thesis in the study branch/program Civil emergency planning where the student has to select the topic of the master thesis by the end of first part of the examination period of the summer semester of the first year.
3. The student, considering a bachelor, or master thesis' topic, proposed by an external workplace, can be assigned a bachelor, or master thesis supervisor from the academic staff of CTU FBME, and the extern will be a consultant. The head of the department supervising the relevant study branch or program,

which is not divided into branches, can decide in justified cases and in cooperation with the study branch/program supervisor, that an extern will directly be a supervisor.

4. One thesis supervisor can have only 15 bachelor and master theses in total and at once. In justified cases and upon the application of the supervisor of the relevant study branch or program, which is not divided into branches, the head of the department can grant an exception concerning the maximum number of final works supervised by one academic employee. The total of final works supervised by one person, however, must not exceed 20. Works that were not defended successfully but whose author is still a student of the relevant study program within which the work was submitted are also included. Persons, who only have a bachelor degree, must not supervise final works.
5. The student will obtain the bachelor thesis' topic assignment at the secretariat of the department supervising the study branch or program, which is not divided into branches on a prescribed form at the beginning of the semester at the latest (typically during the first week of the summer semester of the 3<sup>rd</sup> year), in which he/she enrolled the bachelor thesis as a subject. The validity of the topic is limited to three subsequent semesters. Students of Medical laboratory technician get the bachelor thesis topic assignment at the beginning of the winter semester of the third year (typically during the first week of the winter semester). Validity of the bachelor thesis topic assignment for study branch Medical laboratory technician is limited to 4 subsequent semesters. A student receives the master thesis' assignment on a prescribed form at the secretariat of the department supervising the study branch or program, which is not divided into branches at the beginning of the summer semester of the 2<sup>nd</sup> year (typically during the first week of the summer semester). The validity is limited to 3 subsequent semesters. Students of the study branch/program Civil emergency planning get the master thesis topics assignments at the beginning of the winter semester of the 2<sup>nd</sup> year (typically during the first week of the winter semester). Its validity is limited to 4 subsequent semesters. On the bachelor, or master thesis' assignment, there is a clause: "assignment valid until "according to the above stated rules.
6. If the change of the topic of the bachelor or master thesis is required, the student must submit the application (universal application form) to the dean through the study department one month prior to the submission date of the thesis at the latest (in justified cases possibly later). This date is stated in the schedule of the FBME academic year. The head of the department supervising the given branch or program, which is not divided into branches (or his deputy or a deputy for the given specialisation, if the study branch is divided into specialisations) and the thesis supervisor express their opinion regarding the application. The application to change the topic of the thesis is only submitted in case of a distinctive change to the topic and not in case of changes in wording.
7. The student enrolls the bachelor thesis as a subject in a semester, in which he/she is supposed to graduate. The same applies in case of a master thesis



enrolment. A assessment for the bachelor or master thesis, which meets all the formal requirements, is granted by the supervisor of the thesis. In exceptional cases, e.g. absence of the thesis supervisor due to an illness, business trip and in case of external supervisors, the assessment is granted by the supervisor of the study branch or program, which is not divided into branches, or his deputy (or a deputy for the given specialisation if the study program is divided into specialisations) or by the head of the department supervising the study branch or program, which is not divided into branches, or his deputy. This assessment must be recorded in KOS. On its basis, the secretariat of the relevant department supervising the study branch or program, which is not divided into branches, can accept the bachelor or master thesis. Generally, the rule applies that in case of external supervisors the assessment has to be recorded in KOS by the secretariat of the relevant supervising department upon their information. In case of absence of the thesis supervisor (extern), or failure to receive the opinion, the supervisor of the branch or program, which is not divided into branches, his deputy (or a deputy for a given specialisations if the study program is divided into specialisations) or the head of the relevant department supervising the study branch or program, which is not divided into branches, assess the formal requirements based on which the assessment is granted or not granted in KOS. Simultaneously, there applies a rule that the level of elaboration must not be conditioned by granting or non-granting the assessment. The quality of elaboration is assessed solely upon the reviews of the thesis supervisor and the reviewer. A student, who was granted F in both reviews, has the possibility to defend such a thesis before the final state examination committee.

8. The student writes the bachelor, or master thesis in the Czech, Slovak, or English language, pursuant to art.16 (4) of the SER CTU. In case of writing in English language, the thesis contains the topic assignment in the English language.
9. The student is obliged to submit the bachelor or master thesis by the deadlines given by the Schedule for the respective academic year of FBME. Should a student fail to submit the bachelor, or master thesis in the given period with no apology, or his/her apology will not be accepted, the student gets the grade F. The apology is submitted to the Dean of the faculty through the study department upon application, which will request the opinion of the head of the department supervising the respective study branch or program, which is not divided into branches and the thesis supervisor.
10. In compliance with sec. 47 b (publicising of final works) of the act N.111/1998 Sb. it is possible to postpone publishing of the bachelor or master thesis or its part for the duration of the obstacle that prevents its publishing for the period of 3 years at maximum. If the final work requires deferred publishing (e.g. the results of the work will be used for submission of a patent application), the student must submit the application for deferred publishing within 14 days at the latest before the submission of the thesis (universal application form) at the study department including the opinion of the thesis supervisor. The application must contain the specific reasons which are the

reasons for the deferred publishing and the period of deferral must be stated (it can be maximum 3 years). Based on the submitted application and the opinion of the supervisor the dean shall decide whether reasons for deferred publishing exist. In case of a positive response the student shall load the work into the PROJECTS database and submit two printed versions to the relevant department supervising the given study branch or program, which is not divided into branches. On the day of submission of the work to the department supervising the branch or program, which is not divided into branches, the student will be given the licence agreement for signature giving the right to use the school piece of work. The secretariat will then load the final work to KOS and mark the time of deferral. After the defence of the final work, one copy will be locked at the department supervising the branch or program, which is not divided into branches and the second one will be handed over to the study department, which will ensure sending the final work to the Ministry of Youth and Education of the Czech Republic through the rectorate, where the work will be filed. After the lapse of the time limit of the deferral, the thesis will automatically be transferred to the Digital library of the CTU (DSpace repository) and made public.

11. Students are obliged to observe the formal requisites set out for the bachelor and master theses. The department supervising the branches or programs, which are not divided into branches, publishes these requisites by the end of the tuition part of the winter semester of the 3<sup>rd</sup> year (for bachelor theses) and the second year (for the master theses). These mainly define the structure of the work, i.e. the obligatory chapters and components of the content, extent, metadata and the defined descriptive texts, bibliographic citations and bibliographic sources or possibly other specific requirements according to the study branch/specialisation/program. If the student fails to fulfil any of the formal requirements, it means non-granting the assessment. Furthermore, a student has to submit all the requisites in written (printed) and electronic forms and write the bachelor, or master thesis in accordance with specifications of CTU FBME for all study branches:

Bachelor thesis:

<https://www.fbmi.cvut.cz/en/students/thesis?section=bachelor>,

Master thesis:

<https://www.fbmi.cvut.cz/en/students/thesis?section=master>.

The theses have to be in compliance with the Dean's order n. 4/2016 on electronic forms of submitted CTU FBME students' works, Order of the dean N. 2/2013 on procedure in detecting plagiarism in qualification works of the students of CTU FBME in the Czech study programs, with the Rector's order N. 6/2006 on publishing final works at CTU and the Order of the rector N. 4/2016 on using the CTU logo and to introduce the Graphic manual of the CTU identity.

12. Students submit the bachelor and master theses in an electronic form by 12.00 (noon) of the day stated as the deadline for submission of these works in the Schedule of the academic year of FBME in the PROJECT system (<http://projects.fbmi.cvut.cz/>). Until this date, it is possible to upload repeatedly the modified electronic version. The original file will only be

overwritten. The electronic version must be an exact copy of a single page printed version submitted and it must contain the scanned topic assignment. One counterpart of the bachelor or master thesis contains the original of the topic assignment and the other one contains only the copy of the topic assignment. (The original and the copy of the assignment must be put into the bachelor or master thesis also in case of a rewritten work after unsuccessful defence – the original of the assignment will be picked up by the student at the secretariat of the department supervising the branch or program, which is not divided into branches). The electronic version must include scanned thesis' topic assignment and possibly (according to the nature of the work) the appendices. The electronic version is submitted as a PDF file (possibly a ZIP file can be added in case of extensive appendices being part of the thesis). A standard limit of one file is up to 100 MB. In case of extensive appendices, it is necessary to contact the support service on the [projects@fbmi.cvut.cz](mailto:projects@fbmi.cvut.cz). Prior to submission of the thesis, the student must fill in the relevant fields: abstract and key words in Czech and English languages and choose the language of the thesis. The printed version of the final work can be submitted to the secretariat of the department supervising the branch or program, which is not divided into branches only after having loaded the electronic version of the work to PROJECTS (including the filled in fields and according to the nature of the topic and appendices) and after the student has been granted assessment in KOS database in compliance with art.8 (7) of this directive. The final works can be submitted by 15:00 at the latest on the day, which is marked as the deadline for submission of the theses in the Schedule of the academic year of the FBME. Other details concerning the rules of submission of the final works are listed on:

Bachelor theses:

<https://www.fbmi.cvut.cz/en/students/thesis?section=bachelor>

Master theses:

<https://www.fbmi.cvut.cz/en/students/thesis?section=master>

Findings from the system THESES is published in the system PROJECTS together with the disclosure of the reviews (see the Dean's directive n. 2/2013). The employee in charge determined by the department head supervising the branch or program, which is not divided into branches (see the web pages of the individual departments) shall assess the findings from the THESES system. The result will be stated together with the evaluations from the supervisor and the reviewer and it will serve as the basis for the final state examination committee negotiations.

13. Upon bachelor, or master thesis submission, the supervisor shall prepare an opinion in the PROJECT system which he/she will sign and send to the secretariat of the relevant department supervising the given study branch or program, which is not divided into branches. The signed review in documentary form must be submitted to the relevant secretariat of the department one day before the final state examination date at the latest. The supervisor predominantly comments on student's attitude to the bachelor or master thesis. The review is written in a language in which the study branch is accredited and which the student is studying.

14. The head of the department supervising the branch or program, which is not divided into branches will appoint a reviewer, by the date of submission of the thesis at the latest. The reviewer will write a review of the bachelor, or master thesis in the PROJECT system, and will send it signed to the secretariat of the department supervising the branch or program, which is not divided into branches. The signed review in documentary form must be submitted to the relevant secretariat of the department one day before the final state examination date at the latest. The reviewer predominantly evaluates professional level of the thesis, and if the topic assignment has been fulfilled. The review is written in a language in which the study branch is accredited and which the student is studying.
15. The head of the department supervising the branch or program, which is not divided into branches enables the student to become familiar with the supervisor's evaluation, and the reviewer's assessment in the PROJECT system, 5 days prior to the date of FSEs at the latest. Apart from the students, who elaborated the theses, their supervisors, reviewers and FSEs committee members of the given study branch or program, which is not divided into branches can become familiar with the assessments of bachelor, or master theses before the FSEs dates. This can be done by personal inspection, by requesting the electronic form at the secretariat of the department supervising the branch or program, which is not divided into branches, or through the system for assigning individual works at FBME (system PROJECTS).
16. All bachelor and master theses are made public in printed form, including all appendices, reviews in the local library of CTU at FBME. The defended bachelor, and master theses are freely accessible in electronic format in the CTU digital library (institutional repository, <https://dspace.cvut.cz/?locale-attribute=en>).

## Article 9

### COURSE OF THE FINAL STATE EXAMINATIONINATION

1. In all study programs, the FSEs begin with the bachelor thesis, or master thesis defence. During the defence, a student comments on the reviewer's and supervisor's comments and answers questions. The defence includes the opening presentation of the student, reading the reviews of the supervisor and the reviewer, answers of the student to questions written in the reviews and discussion of the FSE committee members with the student about the topic. The defence and the examinations are in the language, in which the study branch is accredited and in which the student studied. After the defence, there is an examination from 2, 3, or 4 thematic areas which the student stated on FSEs application form according to the study branch (or rather the specialisation or program which is not divided into branches or specialisations). The FSE takes place in one day.
2. In the bachelor study programme Physiotherapy, the FSEs open with a practical examination, which takes place in one day, on a date different from the other parts of FSEs. The student has 30 minutes reserved for a written

preparation before the theoretical part of FSEs. The preparation must be on stamped papers intended only for this purpose. These will be subsequently filed in the FSEs report. The possibility to prepare oneself applies to the entire bachelor study programme Specializations in health service and Medical laboratory diagnostics, and bachelor and follow up master study programme Population protection and study program Civil emergency planning.

3. The supervisor, stated in the topic assignment, and the reviewer, approved by the department supervising the branch or program, which is not divided into branches, can be present to the defence and the FSEs committee negotiation.
4. On the day of FSE the student must identify oneself to the secretary of the committee according to the rules listed in art. 4 (9) of this Directive.
5. A report is prepared concerning the course of the final state examination in a language in which the study program is accredited and which the student is studying.
6. At the end of FSEs, every student is informed about the achieved results, from both the defence and the individual thematic areas. The student is obliged to confirm this notification by signing the FSEs report. This applies to both parts of the FSEs.
7. SER CTU, art. 16 and 17 set out further details of the FSE.
8. In justified, exceptional cases, it is possible to carry out the defence and the examinations in the form of SKYPE transmission, through sound and picture. Justified cases means e.g. FSEs held for students studying in a foreign language, but also cases of a Czech language programme, in which there are, on the part of the supervisor, or the reviewer, obstacles restraining them from being present, while their presence is necessary. It is possible to distinguish two situations regarding the replacement of the particular subject (student, supervisor, and reviewer). In foreign language studies, the SKYPE transmission is applicable in case of replacement of physical presence of the student, the supervisor, and the reviewer. Concerning studies in the Czech language, the only applicable transmission through SKYPE is in case of replacement of physical presence of the supervisor, or the reviewer.
9. At least two months prior to the FSEs, an official application of the student for the FSEs must be available, (universal application form) by which his/her will free will and consent with such a procedure of FSEs is expressed.
10. Concerning the initiation of the SKYPE FSEs, it is very important to verify student's identity. This is done by the presence of at least one person, who knows the student from the contact tuition, and by the student showing an ID on the screen. The ID must contain a photo, signature, name and surname, and the date of birth. These data must match with the data in the Study department's register. The appointed member of the committee and the committee's secretary verify the identity and the result, including the data, will be recorded in the Report on the course of SKYPE FSEs. At the end of the FSE, all present members of the committee must confirm by their signatures that the student, whose identity had been verified, passed the whole FSE in full according to the applicable directive and the SER CTU in Prague.

11. In terms of technical equipment, all technical devices and accessories including possible technical support must be arranged conveniently during the SKYPE FSE so that the committee can see and hear the presenting and examined student. On the second technical device, seen by all members of the committee, the presentation including answers to the reviewers' inquiries is available. The presentation must be delivered in advance in an electronic form. The supervisor and reviewer(s) must have a clear view of the presenting student and must have the opportunity to communicate interactively with the student due to necessity of answering questions.
12. In case of replacing physical presence of the supervisor, or the reviewer in the study branch in the Czech language, it must be ensured that the supervisor, and/or the reviewer can clearly see and hear the presenting student, and thus all the technical devices with camera and microphone must be targeted at the student. At the beginning of the defence, identity of the supervisor, and/or reviewer must be verified through showing an ID on the screen. The result will be recorded in the Report on the course of SKYPE FSEs. Simultaneously, the supervisor, and/or reviewer will be introduced to all members of the committee. In further course of FSEs, it is not necessary for all members of the committee to be in contact with the supervisor and/or reviewer of the student's thesis. This condition is essential for the student and the supervisor, and/or reviewer.
13. The supervisor and reviewer are allowed, pursuant to this directive, to participate in the committee's negotiation on the student's result, also via SKYPE transmission.
14. In case of sound or image loss, equivalent communication must be ensured. Otherwise, the defence must be repeated, however as a continuation under the same conditions, including the committee and rules, and not as a result of the FSEs. The reason is not the student's fault, but so called "force majeure".
15. The above-mentioned articles on substitute and exceptional manner of realization of the FSE do not affect fulfilling all the other conditions to initiate the process of the student's participation in FSE.

## Article 10

### SCHOLARSHIP FOR EXCELLENT STUDY RESULTS

1. The scholarship for excellent study results is granted in accordance with the Scholarship regulations of CTU in Prague.
2. A decisive period, for which the scholarship for excellent results can be granted, is an academic year and the decisive term for evaluation through KOS is the 5<sup>th</sup> of October, by which all study records from the previous academic year must be registered. Only completed and not recognised subjects are included in the evaluation of the study results.
3. Scholarship for excellent study results can only be awarded to students who studied at FBME CTU at the decisive period and who continue in the same bachelor, follow up master study programs during the decisive period or if they completed bachelor studies in the decisive period, and continue in the follow up master study program. In other cases, the scholarship is not

granted. These are: studies of the graduate from the follow up master study program in another bachelor or follow up master study program, studies of the graduate from the bachelor studies in another bachelor studies, studies in another bachelor or follow up master studies after unsuccessful completion of the bachelor or follow up master studies.

4. The scholarship for excellent study results is paid as a one-off payment by the end of November to the account, which the student has in KOS by October 5.
5. Scholarship for excellent study results is granted even to self-paying students studying in the English language (this does not apply to CEMACUBE program), if they fulfil the conditions.
6. The decision on granting the scholarship for excellent study results will be picked up by the student at the study department of CTU FBME in person after having received an electronic invitation to the faculty email address. In justified cases, the decision can be picked up by another person of behalf of the student, who will submit the authenticated power of attorney, which will be intended only for this purpose.
7. The amount of scholarship for excellent results is determined by this table:

<i>Weighted average</i>	<i>Sum per month</i>	<i>Number of month in the academic year</i>
1,00	CZK 4 000,-	10
1,01 - 1,20	CZK 2 000,-	10
1,21 - 1,50	CZK 1 000,-	10

## Article 11

### SPECIFIC SCHOLARSHIP TO SUPPORT STUDIES IN THE CZECH REPUBLIC

1. The scholarship to support studies in the Czech Republic is provided in compliance with the Scholarship rules of the CTU in Prague (Art. 4, (2e)).
2. The decisive dates for evaluation of the entitlement to the scholarship are January 15 for the winter semester and May 15 for the summer semester. On these dates, the student must not have any overdue liability to the faculty and must have submitted all prescribed documents necessary for studies at CTU FBME to the study department.
3. The scholarship is granted, in case of fulfilment of the above mentioned conditions, only to students: self-payers, studying in the English language (does not apply to CEMACUBE program students) and only those studying in the standard length of studies.
4. The scholarship is paid as a one-off payment once in a semester on the following dates: at the end of January for the winter semester and at the end of May for the summer semester to the account, which the student has in KOS.
5. The student shall pick up the decision on granting the scholarship at the study department of CTU FBME in person after having received the invitation in electronic form sent to the faculty email address.

6. The amount of scholarship is set in the following table:

<i>Academic year 2019/2020</i>	<i>sum for the winter semester</i>	<i>sum for the summer semester</i>
Bachelor study programs in the English language – self-payers	CZK 20 000,-	CZK 20 000,-
Master study programs in the English language – self-payers	CZK 25 000,-	CZK 25 000,-

## Article 12

### REWARDING OF THE GRADUATES

1. Graduates are rewarded to express the acknowledgement of a student's qualities, his/her general approach to studies, and of a quality of the final work.
2. The rewards are as following:
  - a) The Dean's award (weighted average up to 1,3 and excellent master thesis).
  - b) The Dean's award (weighted average up to 1,5 and excellent bachelor thesis).
  - c) Excellent master thesis.
  - d) Excellent bachelor thesis.
3. The Dean decides on granting the reward.
4. Granting of the reward, pursuant to the par. 2a – 2d, is recommended by the Vice Dean for studies and pedagogy to the Dean based on proposals of FSE committees upon evaluation of the achieved results during the studies, as well as the quality of the bachelor, or master thesis. Solely one reward can be proposed by the vice dean for studies and pedagogy for each study branch/specialisation or program which is not divided into branches or specialisations, pursuant to the art. 2a – 2d, for both dates of the FSEs (June and September). If the FSE committee is in session in multiple days within one term of FSE, then it is necessary to submit solely one proposal for all the days of the sessions of the committee to the study department. The conclusion of the committee might be that the committee proposes students either to all categories of rewards, or to some of the categories, or to no category.
5. The amount of the reward pursuant to the art. 2a, is 8 000 CZK, pursuant to the art. 2b it is 6 000 CZK, pursuant to the art. 2c it is 6 000 CZK, and pursuant to the art. 2d it is 4 000 CZK. The rewards are paid from the FBME scholarship fund.
6. The rewards are paid once per year after the end of the FSE in September and by the end of October at the latest to the account, which the student



had in KOS before the final state examination. Graduates will be informed about the reward by email.

#### Article 13

##### OBLIGATIONS OF THE STUDENTS

1. Besides the duties declared by the Act on Higher Education N. 111/1998 Sb. as amended, the SER CTU and this directive each student of FBME is obliged:
  - a) to follow the official board of FBME throughout the whole studies (on <https://www.fbmi.cvut.cz/en/students/news>, news for students on the FBME websites, notifications through the faculty e-mail, and study component KOS). The student is obliged to follow the instructions given.
  - b) to use the faculty e-mail address from the fbmi.cvut.cz or cvut.cz domain throughout the whole studies.
  - c) to participate in preliminary enrolments for compulsory, optional-compulsory, and optional subjects.
  - d) to attend the basic training on operation safety (BOZP in Czech) and fire protection (PO in Czech) as well as training and testing pursuant to sec. 3, or 4 (according to the studied branch), Reg. 50/1978 Sb., on the professional competence in electrical engineering, on the day of the enrolment into the 1<sup>st</sup> year of studies, or on a replacement date, but prior to the beginning of the semester. In case of failure to attend, a student must not attend the laboratory seminars. This training is confirmed in KOS by granting a assessment in the compulsory subject 17BOZP and in case of English language tuition in the subject 17ABOZP.
  - e) to attend the instructions on the operating conditions and possible risks in the FBME laboratories.
  - f) to report any changes in personal data within 8 days to the Study department, mainly any changes concerning name and surname, changes of the mailing address used for serving documents and changes to the permanent residence, (an address) which is used - as a basis for processing accommodation scholarships. The student is also obliged to inform about establishing the data box.

#### Article 14

##### COMPLETION OF STUDIES

1. The student is obliged to return the CTU ID card to the Study department; also, he/she is furthermore obliged to return the borrowed items both from the department supervising the branch or program, which is not divided, into branches as well as from another department, library and IT department.
2. The Dean appoints persons to pass the diplomas outside the official graduation ceremony. The appointed persons are the employees of the Study department.

3. The graduate is invited to the graduation ceremony through a notice on <https://www.fbmi.cvut.cz/en/students/news>.

#### Article 15

#### **FINAL PROVISIONS**

1. This directive cancels all previous directives of the dean concerning the bachelor and follow-up master study programs at the Czech technical university in Prague – Faculty of Biomedical Engineering.
2. This directive was discussed and approved by the Academic senate of the CTU FBME on 17. 9. 2019.
3. The validity of this directive is determined by the day of signature by the FBME CTU Dean (validity date).
4. This directive is effective as of the academic year 2019/2020, i.e. commencing on 23. 9. 2019 (date of effectiveness).

In Kladno on 17. 9. 2019

prof. MUDr. Ivan Dylevský, DrSc.  
Dean of FBME CTU

*In case of discrepancy of the language versions, the Czech language version prevails.*