

## Article 1 BASIC PROVISIONS

- 1.1 Study at the Czech Technical University in Prague – Faculty of Biomedical Engineering (further referred to only as “CTU FBME”) is implemented in accredited bachelor’s and follow-up master’s study programs in full-time and part-time forms. The study programs accredited at CTU FBME are listed on the faculty web page (see <https://www.fbmi.cvut.cz/cs/fakulta/informace-pro-verejnost>). Study programs are divided into individual fields of study or specialisations or there are independent study programs, which are not divided into fields of study or specialisations.
- 1.2 The conditions of studies are stipulated primarily in the internal regulations of the CTU in Prague, which are:
  - a) Study and Examination Rules for students of the CTU in Prague (further only as “SER CTU”).
  - b) Disciplinary Rules for CTU students.
  - c) Scholarship Rules of the CTU in Prague.
  - d) This directive that outlines the details that are an integral complement to the SER CTU and other internal regulations of the CTU in Prague.

## Article 2 ORGANISATION OF STUDY

- 2.1 Study plans for 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”). This web page <http://bilakniha.cvut.cz/en/f7.html> also lists the tutors teaching all courses in the given academic year, as well as the tutors responsible for the course (who are marked as guar.). The listed tutors must fulfil the 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 as well as carry out individual activities in compliance with the Decision of the Dean N. 1/2022 - on the powers of Vice Deans, rights and obligations of the department heads, program supervising departments, program guarantors, deputy guarantors, course guarantors, and program and Branch Boards and according to the powers set in the Order of the Dean N. 12/2021 on the determination of the field of study and program supervising departments at CTU FBME.
- 2.2 Study plans of individual study programs (or rather specialisations or programs, which are not divided into fields of study or specialisations) are named after the commencement of the 1 st year. Based on the granted accreditation/prolongation of the validity of the accreditation of the individual study programs, the recommended lengths of classes in the semesters are set as follows:

<b>Bachelor's study program Biomedical and Clinical Technology (BMKT)</b>		
<i>Field of study</i>	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
Optics and Optometry (OPT), full-time study	14 weeks	14 weeks
Biomedical Informatics (BMI), part-time study	7 weeks (classes 1 x in 2 weeks)	7 weeks (classes 1 x in 2 weeks)

<b>Bachelor's study program Biomedical Technology (BMT)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	14 weeks/ 3 <sup>rd</sup> year 10 weeks

<b>Bachelor's study program Biomedical Technology (ABMT)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	14 weeks/ 3 <sup>rd</sup> year 10 weeks

<b>Bachelor's study program Specialisation in Healthcare (SVZ)</b>		
<i>Field of study</i>	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
Physiotherapy (FZT), full-time study	14 weeks/ 3 <sup>rd</sup> year 10 weeks	10 weeks/ 3 <sup>rd</sup> year 12 weeks
Radiological Assistant (RA), full-time study	14 weeks	10 weeks

<b>Bachelor's study program Physiotherapy (FZT)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks/ 3 <sup>rd</sup> year 10 weeks	10 weeks/ 3 <sup>rd</sup> year 11 weeks

<b>Bachelor's study program Paramedic (ZZ)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks/ 3 <sup>rd</sup> year 10 weeks	10 weeks

<b>Bachelor's study program Population Protection (OO)</b>		
<i>Field of study</i>	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
Planning and Management of Crisis Situations, full-time study	14 weeks	10 weeks
Planning and Management of Crisis Situations, part-time study	7 weeks (classes 1x in 14 days on Fri and Sat)	7 weeks (classes 1x in 14 days on Fri and Sat)

<b>Bachelor's study program Medical Laboratory Diagnostics (LDZ)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	10 weeks/ 3 <sup>rd</sup> year 2 weeks

<b>Bachelor's study program Radiological Assistance (RA)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks/ 3 <sup>rd</sup> year 10 weeks	10 weeks

<b>Bachelor's study program Optics and Optometry (OPT)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	14 weeks/ 3 <sup>rd</sup> year 10 weeks

<b>Bachelor's study program Informatics and Cybernetics in Healthcare (IKZ)</b>		
<i>Specialisation</i>	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
Biomedical Informatics (BMI), full-time study	14 weeks	14 weeks/ 3 <sup>rd</sup> year 10 weeks
Information and Communication Technology (ICT), full-time study	14 weeks	14 weeks/ 3 <sup>rd</sup> year 10 weeks

<b>Bachelor's study program Safety and Protection of Population (BOO)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	12 weeks/ 2 <sup>nd</sup> and 3 <sup>rd</sup> year 10 weeks
part-time study	7 weeks (classes 1x 14 days on Fri and Sat)	7 weeks (classes 1x 14 days on Fri and Sat)

<b>Follow-up master's study program Biomedical and Clinical Informatics (BMKI)</b>		
<i>Specialisation</i>	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
Assistive Technologies (AST), full-time study	14 weeks	14 weeks/ 2 <sup>nd</sup> year 10 weeks
Software Technologies (SWT), full-time study	14 weeks	14 weeks/ 2 <sup>nd</sup> year 10 weeks
Nanotechnology (NNT), full-time study	14 weeks	14 weeks/ 2 <sup>nd</sup> year 10 weeks

<b>Follow - up master's study program Civil Emergency Planning (CNP)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	1 <sup>st</sup> year 10 weeks/ 2 <sup>nd</sup> year 8 weeks
part-time study	7 weeks (classes 1x per 14 days on Fri and Sat)	7 weeks (tuition 1x per 14 days on Fri and Sat)

<b>Follow-up master's study program Systematic Integration of Processes in Healthcare (SIPZ)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks/ 2 <sup>nd</sup> year 12 weeks	10 weeks
part-time study	7 weeks (classes approx. once in 2 weeks on Fri and Sa)	7 weeks (classes approx. once in 2 weeks on Fri and Sa)

<b>Follow-up master's study program Systematic Integration of Processes in Healthcare (ASIPZ) study in English</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks/ 2 <sup>nd</sup> year 12 weeks	10 weeks

<b>Follow-up master's study program Biomedical Engineering (BME)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	12 weeks	12 weeks/ 2 <sup>nd</sup> year 10 weeks

<b>Follow-up master's study program Biomedical and Clinical Engineering (ABME) study in English</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	14 weeks/ 2 <sup>nd</sup> year 0 weeks

<b>Follow-up master's study program Applied Physiotherapy (AFZT)</b>		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	10 weeks

### **Article 3 PRELIMINARY COURSE ENROLMENT**

- 3.1 To create the timetable efficiently, the preliminary registration in courses in all study programs is regularly performed through KOS during the teaching part of the semester.
- 3.2 Each CTU FBME student is obliged to participate in the preliminary enrolment according to the notification of the Vice-Dean for Studies and Pedagogy. Thereby, he/she expresses interest in enrolling the course (required optional course or optional course) in the subsequent semester. Student, who fails to enrol the course during the preliminary enrolment, will not be enrolled in case of insufficient capacity. If the demand prevails, the head of the department supervising the course will decide upon inclusion into the course by the end of the second week of the semester at the latest.
- 3.3 Before these enrolments, every department is obliged to determine through KOS, which courses 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 course through KOS. It must also determine the courses (optional and required optional), which will be offered for enrolment. Students exceeding the capacity or in the case of an unfilled course, students can enrol a different course (this concerns required optional or optional courses).
- 3.4 In the bachelor's study program, Informatics and Cybernetics in Healthcare students of the first year must choose their specialisation for the second year by March 31, at the latest. They will indicate their choice on the form called „Specialisation selection Informatics and Cybernetics in Healthcare (IKZ)". The signed form can be handed over to the study department in person, sent by mail or email with a scanned signature of the student from the university email address of the student. Specialisation will be opened only if at least 10 students select it. Should the number of registered students in both specialisations be less than 10, the specialisation, which was chosen by more students, will be opened. If the number of registered students is equal, the study program guarantor shall decide upon the opening of the relevant specialisation.

### **Article 4 COURSE OF STUDIES, ASSESSMENTS, GRADED ASSESSMENTS, EXAMINATIONS**

- 4.1 Classes take 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 eminent personage can be marked as compulsory. Such a determination falls within the powers of the head of the department supervising the field of study or program, which is not divided into fields of study or the Vice Dean for Studies and Pedagogy. For study programs, or rather fields of study, accredited with the approval of the Ministry of Health of the Czech Republic, where the prescribed number of lessons must be fulfilled, the lectures can be ordered as compulsory based on the decision of the head of the department supervising the field of study or program, which is not divided into fields of study but only under the condition that the attendance of the students concerned will be duly kept, evaluated and made accessible. All forms of tutorials are compulsory. Specific conditions are declared pursuant to Article 5 of this directive.
- 4.2 Pursuant to the SER CTU article 7, par. 3c, it is possible to require active participation in the tutorials 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 tutorial will be denied and he/she must participate in a tutorial on a compensatory date according to the capacity of the individual dates of the tutorials. The same also applies if the student is late for the class, which prevents him/her from full participation in the lesson, or it would interfere with the course of the lesson for the whole class. However, the provision of article 1, paragraph 3 of SER CTU is not thereby affected. It is forbidden to make video and audio recordings of the lectures, tutorials, etc. without the prior consent of the tutor.

- 4.3 Ungraded assessments and graded assessments for the courses registered in the semester are usually granted in the last teaching week of the semester. The student is obliged to get ungraded assessments and graded assessments from the courses registered in the semester by the end of the respective examination period at the latest. The tutor, who oversaw the tutorials, grants an ungraded assessment /graded assessment. In exceptional cases (e.g., absence of the tutor due to illness, business trips, etc.); it is granted by the tutor responsible for the course, or by the head of the department supervising the course. If the tutor is no longer working at CTU FBME, this situation must be solved exclusively by the department supervising the course or field of study or program, which is not divided into fields of study.
- 4.4 If the course is completed by an assessment and examination, the student is obliged to get the assessment before the regular date of the examination.
- 4.5 Examinations and resit examinations can be taken during an examination period, exceptionally during the last week of the semester. In the case of the so-called "block teaching", it is possible to take assessments, graded assessments, and examinations, upon agreement with the examiner immediately after finishing this block (applicable particularly in the part-time study). The exceptions are fields of study or programs, which are not divided into fields of study with a shorter semester declared directly in the accreditation. In such a case, this fact, in the form of a modified examination period, is recorded in the FBME academic year Schedule. It is possible to take examinations for the courses registered in the winter semester even during the examination period of the summer semester (except for the single-semester extraordinary study, which is a part of the Lifelong Learning Program (further only as the "LLP")). Examinations for the courses registered in the summer semester must be taken solely during the examination period of the summer semester.
- 4.6 Should the student wish to take the opportunity pursuant to Article 10 (9) of the SER CTU, then he/she must have at least one resit date available. In the opposite case, it is not possible to apply for the board examination. The student shall submit the application (universal application form) to the secretariat of the department supervising the course. The head of the department will propose a three-member Board to the Dean (one chairperson and two members - one member must be a tutor participating in the teaching of the course) within 14 days from the receipt of the application at the latest. The Dean will appoint the Board (the letter of appointment will be prepared for signature by the Dean by the secretariat of the department). If the examiner would be the head of the supervising department, the Dean himself/herself proposes the Board. The secretariat of the department will then immediately inform the student through the university email about the composition of the Board for the resit board examination and about its date. If the re-examination is in the form of an oral examination, the audio-visual recording is made, which will be saved for 60 days at the secretariat of the department supervising the given course. In the case of a written examination, the student is entitled to acquaint oneself with its correction within

5 working days at the latest. The final grade of the board examination will be recorded to KOS by the tutor immediately. The application form together with other written documents will be passed by the secretariat of the department to the study department for filing in the student's file.

- 4.7 In justified cases, upon submission of an application in writing (universal application form), the Vice-Dean for Study Affairs and Education can set a different date for completion of the course.
- 4.8 A student registers for an examination solely through KOS system. There must be all regular examinations and resit dates for the whole examination period listed at least 7 days (a week) at the latest prior to the first examination date or possibly, the resit date (if it is a course from the winter semester and the resit date is in the summer semester). The same rule applies to other, subsequently enlisted dates (particularly resits). It is necessary to highlight the last exam date in KOS.
- 4.9 The examiner or the tutor granting the ungraded assessment, or graded assessment must clearly state the conditions 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 can use, what not, etc. Should a student fail to fulfil these conditions, he/she will be expelled and given a grade of F.
- 4.10 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 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 participation in the assessment/graded assessment or examination.
- 4.11 When writing the tests, an adequate amount of time must be given for the whole test but also for the individual questions. Instructions for each test must be archived. It must be clear from each corrected test which answer was wrong and the number of points given for each question and for the whole test as well as the subsequent evaluation. Every student is entitled to inspect all the tests that he/she has written and become familiar with their evaluation, including marking wrong answers. Copies or notes made from these tests can only be made with the consent of the course guarantor. However, the periods for inspections are different. In case of tests taken during the semester or assessment tests, the students have the right to inspect them immediately after their evaluation. In the 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 from the date of writing the test at the latest.
- 4.12 Every tutor is obliged to record the result of the assessment, graded assessment, or examination in KOS at least within two subsequent working days. In the case of externs, this is done by the secretariat of the department supervising the respective course or by an authorised tutor. In case the student does not accept the exam grade registered in KOS, he/she must inform the relevant tutor orally or by email that he/she does not accept the given grade within 48 hours at the latest from registration of the grade in KOS. The tutor will then immediately change the grade to F in KOS (see Art. 10 (7) of SER CTU). If the student gets the grade F due to his/her failure to appear for the examination and s/he did not deregister timely in KOS or failed to submit an excuse (see art. 10 (8) of SER CTU), the tutor is obliged to state this fact in KOS in the folder "Comments" together with the grade of the examination.

- 4.13 If the student takes the opportunity pursuant to Article 13 (10) of the SER CTU on course recognition, it is necessary to meet the deadline of 5 years from passing the respective course (two years in the case of a course passed within the extraordinary study, which is a part of the LLP). The passed course must have the same or higher level of completion and a similar syllabus as the course 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). In the case of courses passed within the extraordinary study, which is a part of the LLP, those courses are recognised, which were graded A, B, C, D, or E up to 60 % of the total credit load of the given study program. The application (application form for recognition of courses and recognition sheet) must be submitted no earlier than 14 days before the start of each semester through the study department. The latest application deadline is the first 14 days of the semester. The student's booklet or confirmed list of the grades and the confirmed syllabus of the course from previous studies (if the course is not from the FBME) and the grading scale (if the course is not from the CTU) must be submitted together with the application. Only courses taken in equal studies, i.e., in bachelor studies from bachelor studies or higher, and in follow-up master's studies from the follow-up master's studies or master's study program, or higher can be recognized. The syllabus shall be assessed by a tutor responsible for the course, 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 course. In the case of a positive opinion, the study department will record the recognised study result in KOS. The student is obliged to check the record in KOS immediately and if it does not correspond, contact the study department without undue delay. Due to this process, it is necessary that the student starts attending the course 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.
- 4.14 In the case of repeated enrolment for the course, the student must pass the course within the scope set in the current study plan. The current tutor, who is responsible for the course defines the details. This also concerns the possibility of recognition or nonrecognition of the assessment, but only in the case of a course registered on the second enrolment and completed by the assessment and examination. In such a case, the student is obliged to solve this situation by applying for recognition of the assessment (application form for recognition of the assessment in case of the second enrolment) to the study department no earlier than 14 days before the start of each semester. The latest application deadline is the first 14 days of each semester. The study department will pass the application form on to the secretariat of the department supervising the course. The tutor responsible for the tuition of the course assesses the application and is obliged to submit the decision on recognition to the secretariat of the department supervising the course 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/university email and will immediately pass the application for recognition of the assessment to the study department for files. In the case of a positive response, the secretariat of the department supervising the course will record the assessment in KOS. The student is obliged to check the record in KOS immediately after the receipt of the email, and if it does not correspond, contact the secretariat of the department without due delay. When considering the application for recognition of the assessment, it is necessary to evaluate the changes to the content, attributes of the course, changes to the assessment requirements, or a change in a tutor. Due to this process, it is necessary

that the student starts attending the course from the beginning of the semester and after receiving the result of the application for recognition either continues in attending the course or not. In the opposite case, the student puts himself/herself at risk of sanction for failure to meet the conditions for granting the assessment and thus non-granting the assessment.

- 4.15 If the student is sent to study at a university abroad, within the scope of valid programs and agreements or prior to any such stay abroad, he/she must submit the comparative sheet for studies abroad to be approved by the Vice-Dean for Study Affairs and Education 14 days at the latest prior to the deadline for submission of the application forms prior to any application for studies abroad or at least a month in advance in the case of the non-application stays. In addition, he/she must pass the language tests according to the applicable instructions.
- 4.16 Transfers from a different university, other CTU faculty, or within the FBME from one study program to another study program or within a given study program from one field of study/specialisation to another field of study/specialisation are not allowed. In exceptional cases (in particular for serious health or social reasons or for reasons of parenthood), a change of the form of study from full-time to part-time study may be permitted on the basis of a student's application (universal application form) after the completion of the first year at the earliest (i.e. after the conditions for advancement to the second year have been fulfilled), provided that the teaching of such study is ongoing and the same conditions as in Article 15 of the CTU SER apply for decision-making in this matter, as well as the fulfilment of the condition of the internship if required. The application must be submitted no later than 30 days before the start of teaching in the relevant semester.
- 4.17 Interruption of studies is governed by Article 13 of the SER CTU. In the case of a student who has been given a resit date of the FSE with the obligation to submit a new or revised bachelor's/diploma thesis in the summer semester, he/she may have his/her studies interrupted only during the winter semester; in the summer semester he/she must be back in studies.
- 4.18 In compliance with the n. 111/1998 Sb. on Higher Education Institutions as amended and pursuant to the CTU Status, the student survey takes place namely to evaluate the teaching in the given semester. The survey is organised 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 teaching at FBME in individual courses and arrange the conditions for studies at the CTU FBME. The complete methodology for the implementation of the survey and all results and evaluations of previous surveys are on the web page <https://anketa.is.cvut.cz/>.

## **Article 5 COURSES**

- 5.1 The tutor responsible for the course is obliged to arrange publishing ( for the bachelor's or follow-up master's program course in a week preceding the beginning of a semester) following materials as prescribed in the Schedule for the academic year through the lecturers and/or tutors of the respective courses (if the course does not have lectures) and after the approval of the head of the department supervising the respective field of study or program, which is not divided into fields of study (if the course is arranged by a different department, it is then carried out by the department supervising the course):

- a) schedule of the lectures, tutorials, and other teaching forms, highlighting compulsory attendance in the individual parts except for the lectures which are recommended (see Art. 7 (5) of the SER CTU) as well as who is responsible for the classes and where the classes are. All forms of teaching, including excursions, must be included in this time schedule,
  - b) written assignments' topics and dates of their assignment and submission, including the criteria for their evaluation,
  - c) schedule for continuous checks, and evaluation of studies carried out in the tutorials. There must be at least two dates for written tests that are decisive for granting/non-granting of the assessment in case it is used for this purpose. All 14 weeks must be used for writing the tests, possibly a different number of weeks in the case of fields of study and programs, which have a shorter teaching part of the semester, see art. 2 (2.2) of this directive.
  - d) examination requirements, conditions for granting the assessment, or graded assessment,
  - e) list of required literature, or requirements concerning knowledge from other courses (see prerequisites),
  - f) manner of evaluation during the semester, examination share in the overall assessment, and overall assessment according to the valid ECTS grading scale,
  - g) presentations in electronic form. This is not necessary in case there are study materials in the form of the college textbook or study support materials, 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 Moodle, 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 implementation of tutorials and other materials (assignments for the tutorials and instructions for laboratory work must be publicized only if there is no textbook containing these instructions available),
  - i) for the part-time study, every tutor responsible for the teaching of the course shall publicize the study materials for the respective course as these were approved within the accreditation procedure, with possible supplements and updates.
- 5.2 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, qualifications for lecturing in all study programs, and forms of studies carried out in the Czech language at FBME CTU).
- 5.3 All forms of studies are compulsory in part-time study. 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 tutor in charge in each field of study/program in the part-time study must be made accessible after the end of the semester at the secretariat of the department supervising the field of study or program, which is not divided into fields of study. The layout of the attendance sheet is up to the departments. However, a random check of the attendance sheets must be allowed within the maximum time limit of one week from the notification of such a request by the Vice-Dean for Study Affairs and Education to the head of the department supervising the field of study/program, which is not divided into fields of study. An excused absence is permitted in the

scope of 2 days only within the given semester. For the study program CNP, SIPZ and BOO and study fields PŘKS and BMI this includes one Friday and one Saturday within the semester. The tutors will allocate substitute assignments for the absence. In case of an emergency that would make the participation of students in the lessons, or in the medical institution, state institution, or in the Czech Republic impossible, the head of the department supervising the field of study or program, which is not divided into fields of study, will handle each case individually.

## **Article 6 REGISTRATION FOR COURSES**

- 6.1 Enrolment means registration in at least one compulsory, required optional course, or optional course in accordance with the study plan (see <http://bilakniha.cvut.cz/en/f7.html>). Changes to the course enrolment can be made only during the first 14 days of the semester through the study department and by means of a submitted application form (form for adding or cancelling courses). The signed application form can be handed over in person at the study department, sent by post or email with a scanned signature from the faculty/university email address of the student. The study department will cancel or register the course in KOS. The student is obliged to check the record in KOS without undue delay and if the enrolled courses do not correspond, contact the study department immediately.
- 6.2 The enrolment dates are set by the Schedule for the FBME academic year. Organisation of the enrolment, the passage of the students, and other specifying requisites are set by the notification of the Dean.
- 6.3 With respect to the condition of continuity of the selected courses, the so-called prerequisites of the courses are introduced (pursuant to 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 courses (<https://predmety.fbmi.cvut.cz/en> and <http://bilakniha.cvut.cz/en/f7.html>). Prerequisites do not apply to international students who study at 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 courses):

Abbreviation	Name	Description	Importance
P	<i>P prerequisite</i>	For the enrolment in the selected course, the enrolment in the following courses in some of the preceding semesters is required:	Course B is a P prerequisite of course A if course B must be enrolled earlier (in some of the preceding semesters) than course A.
Z	<i>Z prerequisite</i>	The condition for enrolment in the given course is the fact that the student obtained the course assessment in some of the semesters:	Course B is a Z type prerequisite of course A if the condition for enrolment in course A is obtaining an assessment from course B in some of the preceding semesters.
A	<i>A prerequisite</i>	The condition for enrolment in a course is that the student in some of the preceding semesters successfully completed the course:	Course B is an A type prerequisite of course A if the condition for the enrolment in course A is successful completion of course B in some of the preceding semesters.

K	<i>Corequisite</i>	The selected course must be enrolled at the latest together with:	Course B is an A type corequisite if course B must be enrolled earlier (in some of the preceding semesters) or simultaneously (in the same semester) with course A.
N	<i>Prohibition of enrolment</i>	The selected course must not be enrolled together with:	Course B is in "prohibition of enrolment relationship" with course A if course A must not be enrolled if course B has already been completed or course B is enrolled in the same semester in which course A is enrolled. This relationship is not symmetrical.
Q	<i>Previous grading</i>	The selected course can be graded only after obtaining a grade from the following course:	Course B is in the relationship of "previous grading" to course A if the date of completion of course B must be prior to completion of course A.
S	<i>Previous grading</i>	The selected course can be passed only after having passed the course:	Course B is in the relationship of "previous passing" of course A, if the date of passing course B must be prior to the date of passing of course A.
M	<i>Prohibition of concurrent enrolment</i>	The selected course cannot be enrolled together with:	Course B is in the relationship of "prohibition of concurrent enrolment" with course A if course A must not be enrolled if course B is enrolled in the same semester in which course A is enrolled. This relationship is symmetrical.
R	<i>Replacement</i>	The selected course is a replacement for the following:	Course A replaces course B if, during the check of study plans, completion of course A should be regarded as the completion of course B which is in the study plan. The relationship is not symmetrical.

Relationships P, A, Z, K, S, N, M and R are automatically checked during the check of the enrolment and during the attempt to enrol the course. The selected course is course A (the first course), and the course which is in relation to it is course B (the second course). This text was adapted from the currently valid iKOS Help.

- 6.4 The student can enrol a course, that he/she completed 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 course is normally taught. New enrolment for this course will be made based on this application and the results obtained based on the preceding enrolment will be cancelled and grade F will be entered. Subsequently, the student will have to pass the course again in full. Credits for each course are counted only once. If the course is taught in more forms, all these forms are, for the purposes of reporting, considered as one course. A student in a bachelor's study program can enrol a different form of the same

course in the follow-up master's study program if the course covers the same issue. A student of the follow-up master's study program must not enrol courses, which s/he has already passed in the bachelor studies or their equivalents. This does not apply to the optional course "physical education".

- 6.5 The optional courses are listed as one set of courses for all or selected study programs. If the student chooses them, they become part of his/her study plan, and credits for these courses 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 any compulsory and required optional course within CTU in the form of an optional course. Equally, any course within CTU that is coherent with a student's profile, can be recognized as a required optional course. In this case, the student will apply to the study department (universal application form) to recognise the course. The head of the department supervising the field of study or program, which is not divided into fields of study (or his deputy), the guarantor of a field of study or program, which is not divided into fields of study (or his deputy or 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 Study Affairs and Education.
- 6.6 The registration in the schedule is performed through KOS in the manner of preference of students based on the weighted sum of credits acquired in the last two semesters. The more successful a student is, the better schedule he/she can create. All 1st-year students – in the winter semester can enter the schedule simultaneously since they have no results based on which they can be assessed.
- 6.7 The student has the right to complete the studies in the study program and the field of study (or rather a specialisation or program, which is not divided into fields of study or specialisations) which s/he commenced. In case of a change in accreditation, the so-called course equivalents between the individual accreditations can be employed or a passage to a new accreditation 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 the existence of the accreditation, the procedure pursuant to art. 3a of the SER CTU applies.

## **Article 7 FINAL STATE EXAMINATIONS**

- 7.1 Final state examination (hereafter only FSE) verifies students' knowledge and skills required by the syllabus of the bachelor or follow-up master's study program and if he/she can apply the acquired knowledge in practice and in the future job.
- 7.2 Proposals concerning the appointment of FSE examination board members are submitted by the head of the department supervising the relevant field of study or program, which is not divided into fields of study by the end of April at the latest, firstly to the Vice Vice-Dean for Study Affairs and Education for a check and subsequently to the Dean for approval.
- 7.3 The FSEs consist of the bachelor thesis presentation and defence (in case of bachelor studies), and a master's thesis presentation and defence (in case of follow-up master's studies). There is also an oral examination in the thematic areas of theoretical grounds and profile courses of the studied

field (or rather a specialisation or program, which is not divided into fields of study or specialisations) and possibly a practical examination, depending on the field of study or program, which is not divided into fields of study. The FBME Dean sets, based on the proposal of the head of the department supervising the field of study or program, which is not divided into fields of study, oral examination topics that will be published by the end of the teaching part of the semester preceding the FSEs at the latest. The student takes the examination from two, three, or four thematic areas, according to the studied field (or rather a specialisation or program, which is not divided into fields of study or specialisations). In case of the possibility to select the topics, the student is obliged to do so through KOS.

7.4 A student registers for FSEs through KOS during the enrolment in the semester in which the FSEs take place at the latest. June dates are binding for all CTU FBME students. September date is designed only as a only resit date (according to the proposal of the FSE committee, the resit can be in June of the next academic year) and in especially serious cases as a substitute date (especially due to medical reasons or students on parental leave with parenting acknowledged by the CTU). The standard substitute date, in the case of FSE held in September, is June of the following academic year. Rescheduling is only possible based on an application (Application for Rescheduling of the FSE) to the Dean with the opinion of the thesis supervisor (if the application relates to a thesis) and the head of the department supervising the study field or programme which is not divided into fields, stating a valid reason. The student shall submit the application to the study department at least 1 month (in particularly serious justified cases, see above, even later) before the deadline for submission of the bachelor's or master's thesis. The condition for admission to the FSE is to successfully complete all compulsory courses and the prescribed number of compulsory elective courses according to the study plan of the relevant field of study (or specialization or program that is not divided into fields or specializations) by the deadline set by the Schedule of the academic year for FBME and to obtain at least:

- a) 180 credits during the studies, including a bachelor's thesis in the bachelor's field of study Biomedical Informatics (BMI) and in the bachelor's study program Informatics and Cybernetics in Healthcare (IKZ).
- b) 180 credits during the studies including a bachelor's thesis plus completing internships in the bachelor's study program Biomedical Technology (BMT) and Biomedical Technology (ABMT).
- c) 180 credits during the studies including a bachelor's thesis and including completing an internship in the bachelor's field of study Optics and Optometry (OPT), Physiotherapy (FZT), Radiological Assistant (RA), and Planning and Management of Crisis Situations (PŘKS), and in the bachelor study program Medical Laboratory Diagnostics (LDZ), Optics and Optometry (OPT), Radiological Assistance (RA), Paramedics (ZZ), Physiotherapy (FZT) and Safety and Protection of Population (BOO).
- d) 120 credits during the studies, including the master's thesis in case of the follow-up master's study program Biomedical and Clinical Informatics (BMKI) and Biomedical and Clinical Engineering (ABME).
- e) 120 credits during the studies including the master's thesis and completing the internship in case of follow-up master's study program Civil Emergency Planning (CNP), Biomedical

Engineering (BME), Applied Physiotherapy (AFZT), Systematic Integration of Processes in Healthcare (SIPZ) and Systematic Integration of Processes in Healthcare (ASIPZ).

- 7.5 The student is obliged to close his/her study plan through KOS within a time limit set by the Schedule for the academic year. See other details concerning the FSE on the web page <https://www.fbmi.cvut.cz/en/students/thesis?section=final>. If the student does not close the study plan by the deadline, the study department will deregister him/her from the FSE.
- 7.6 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 students and their distribution to the individual Boards according to the studied field (or rather specialisation or program, which is not divided into fields of study or specialisations), see <https://www.fbmi.cvut.cz/en/students/thesis?section=final> and through KOS. The departments supervising the field of study or program, which is not divided into fields of study, arrange everything within 10 days prior to the FSE of the relevant field of study/program. The same procedure applies to students studying in a foreign language.

## **Article 8 BACHELOR'S AND MASTER'S THESES**

- 8.1 The academic staff of the faculty or externs propose the topics of the bachelor's and master's theses. They pass the proposals to the department supervising the relevant field of study or program, which is not divided into fields of study by the end of the summer semester, which precedes the academic year of the FSE. The department shall discuss the proposals, approve, and publish them during the first month of the winter semester of the relevant academic year in case of bachelor studies, and by the end of the teaching in the summer semester of the preceding academic year in case of the follow-up master's studies and the bachelor study program Laboratory Diagnostics in Healthcare.
- 8.2 The students are obliged to select the topic of their bachelor's thesis within the teaching period in the winter semester of the 3rd year at the latest. In the case of a master's thesis, the students are obliged to select the topic within the teaching period of the winter semester of the 2nd year at the latest. The details of this process stem mainly from the continuity of related courses such as projects, year projects, and seminars to these projects in the form of assessment requirements. This implies that these requirements can set earlier deadlines for the selection of the topic of the final (qualification) projects in the individual fields of study or programs, which are not divided into fields of study. The exceptions are students of the study program Laboratory Diagnostics in Healthcare, who are obliged to select the topic of the bachelor thesis by the end of the examination period of the summer semester of the 2nd year. Another exception is the selection of bachelor's thesis topic in the study program Biomedical Technology and Biomedical Technology, 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 the selection of the topic of the master's thesis in the study program Civil Emergency Planning and the study program Applied Physiotherapy where the student must select the topic of the master's thesis by the end of the first part of the examination period of the summer semester of the first year.
- 8.3 The student, having a bachelor's or master's thesis topic, proposed by an external workplace, can be assigned a bachelor's or master's thesis supervisor from the academic staff of CTU FBME, and

the extern will be a consultant. The head of the department supervising the relevant field of study or program, which is not divided into fields of study, can decide in justified cases and in cooperation with the field of study/program guarantor, that an extern, who will have a concluded employment relationship with CTU FBME will directly be a supervisor. In the case of a professionally oriented study program (OPT, RA, FZT, ZZ, LDZ, BME, SIPZ, CNP, AFZT), the supervisor of the bachelor's or diploma thesis must have attained at least a master's degree. In the case of an academically oriented study program (BMT, IKZ, BOO, BMKI), the supervisor of the bachelor's or diploma thesis must have at least one level of education higher than that of the academic study program. An exception for an academic study program is a specialist approved by the Faculty's Scientific Council, who must have at least a master's degree.

- 8.4 One thesis supervisor can simultaneously have only 16 bachelor's, master's, and dissertation theses at the same time. In justified cases and upon the application of the guarantor of the relevant field of study or program and the department head, which is not divided into fields of study, the Dean can grant an exception concerning the maximum number of theses supervised by one academic staff provided that another supervisor of the work will be added. The total number of theses supervised by one person, however, must not exceed 20. Works in progress, completed (but not yet defended), as well as works unsuccessfully defended, provided that the author is still a student of the study programme under which the thesis was submitted, are considered to be supervised theses. The requirements for the supervision of bachelor's and diploma theses are established by DIRECTOR'S ORDER No. 6/2022.
- 8.5 The student must sign the receipt of the bachelor's thesis assignment at the secretariat of the department supervising the field of study or program, which is not divided into fields of study on a prescribed form at the beginning of the semester at the latest (typically during the first week of the summer semester of the 3rd year), in which he/she registered the bachelor's thesis as a course. The assignment of the topic of the bachelor's thesis signed by the student, department head, and the Dean will be passed on to the study department by the individual departments to be filed in the student's file. The validity of the topic assignment is limited to three subsequent semesters. Students of the study program Laboratory Diagnostics in Healthcare will get the bachelor's thesis topic assignment at the beginning of the winter semester of the third year (typically during the first week of the winter semester). The validity of the bachelor's thesis topic assignment for the study program Laboratory Diagnostics in Healthcare is limited to 4 subsequent semesters. A student must sign the diploma thesis' assignment on a prescribed form at the secretariat of the department supervising the study program at the beginning of the summer semester of the 2nd year (typically during the first week of the summer semester). The signed assignment of the diploma thesis signed by the student, department head, and the Dean will be passed to the study department by the individual departments to be filed in the student's file. The validity of the assignment is limited to 3 subsequent semesters. Students of the study program Civil Emergency Planning and the study program Applied Physiotherapy shall obtain the diploma thesis topic assignments at the beginning of the winter semester of the 2-nd year (typically during the first week of the winter semester). The validity of the diploma thesis topic assignment in the case of study program Civil Emergency Planning and the study program Applied Physiotherapy is limited to 4 subsequent semesters. In the bachelor's or master's thesis assignment, there is a clause: "assignment valid until "according to the above-stated rule.

- 8.6 If the change to the topic of the bachelor's or master's 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 for the FBME academic year. The head of the department supervising the given field or program, which is not divided into fields of study (or his deputy or deputy for the given specialisation, if the field of study is divided into specialisations) and the thesis supervisor expresses his/her opinion regarding the application. The application to change the topic of the project/thesis is only submitted in case of a distinctive change to the topic and not in case of changes in wording. Adjusted bachelor or master thesis assignment, signed by the student, department head, and the Dean shall be passed to the study department by the relevant department to be filed in the student's file.
- 8.7 The student registers the bachelor's thesis as a course in a semester, in which he/she is supposed to graduate. The same applies in the case of a master's thesis registration. The supervisor of the thesis grants an assessment for the bachelor's thesis or master's thesis, which meets all formal requirements. In exceptional cases, e.g., the absence of the thesis supervisor due to an illness, or business trip, and in the case of external supervisors, the assessment is granted by the supervisor of the field of study or program, which is not divided into fields of study, 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 field of study or program, which is not divided into fields of study, or his deputy. This assessment must be recorded in KOS. Based on this registration, the student can submit the bachelor's thesis or master's thesis. Generally, the rule applies that in the case of external supervisors the assessment must be recorded in KOS by the secretariat of the relevant department supervising the field of study or a program, which is not divided into fields of study, upon their information. If the thesis supervisor (extern) is absent, or in the case of failure to receive the opinion, the supervisor of the field of study or program, which is not divided into fields of study, his/her deputy (or a deputy for the given specialisations if the study program is divided into specialisations) or the head of the relevant department supervising the field of study or program, which is not divided into fields of study, 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 assessment. The quality of elaboration is assessed solely upon the reviews of the supervisor and the reviewer. A student, who was granted an F in both reviews, has the possibility to defend such work before the final state examination board.
- 8.8 The student writes the bachelor's thesis or master's thesis in the Czech, Slovak, or English language, pursuant to art. 16 (4) of the SER CTU. In the case of a thesis in English, the electronic version of the thesis contains an inner title page, the thesis assignment and a declaration in English, and the printed version has the cover in English. In the case of a thesis in Czech and Slovak, the electronic version of the thesis contains the inner title page, the thesis assignment and the declaration in the Czech language, and the printed version has the cover in the Czech language.
- 8.9 The student is obliged to submit a bachelor's or master's thesis by the deadlines given by the Schedule for the respective academic year of FBME. Should a student fail to submit the bachelor's or master's thesis in the given period and does not make use of the possibility pursuant to art. 7 (7.4) of this Directive, see the above, the study department will deregister him/her from the FSE (this does not apply to the resit and substitute FSE dates set by the Dean).

*In the case of a discrepancy in the language versions, the Czech language version shall prevail.*

- 8.10 In compliance with sec. 47 b (Publicising of theses) of Act N. 111/1998 Sb., it is possible to postpone the publishing of the bachelor's or master's thesis or its part for the duration of the obstacle that prevents its publishing for a 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 30 days at the latest before the submission of the work (universal application form) to the study department including the opinion of the thesis supervisor. The application must contain specific reasons which are the reasons for the deferred publishing and the period of deferral must be stated (it can be a maximum of 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 field of study or program, which is not divided into fields of study. On the day of submission of the work to the department supervising the field of study or program, which is not divided into fields of study, 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 field of study or program, which is not divided into fields of study 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.
- 8.11 Students are obliged to observe the formal requisites set out for the bachelor's and master's theses. The department, supervising the field of study or programs, which are not divided into fields of study, publishes these requisites by the end of the teaching part of the winter semester of the third year (for bachelor's thesis) and the second year (for the master's theses). These mainly define the structure of the work, i.e., the obligatory chapters and components of the content, extent, metadata, defined descriptive texts, bibliographic citations, bibliographic sources, or possibly other specific requirements according to the field of study/specialisation/program. If the student fails to fulfil any of the formal requirements, it means non-granting the assessment. Furthermore, a student must submit all requisites in written (printed) and electronic form and write the bachelor's (BT) or master's thesis (MT) in accordance with the specifications of CTU FBME:
- BT: <https://www.fbmi.cvut.cz/en/students/thesis?section=bachelor>.
  - MT: <https://www.fbmi.cvut.cz/en/students/thesis?section=master>.
- Student's works have to comply 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 the procedure for 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 the final works at CTU and the Order of the rector N. 4/2016 on using the CTU logo and introducing the Graphic manual of the CTU identity.
- 8.12 Students submit the bachelor's thesis and master's thesis in an electronic form by 12.00 (noon) of the day stated as the deadline for submission of these works in the Schedule for the academic year of FBME in the PROJECT system (<http://projects.fbmi.cvut.cz/>). Until this date, it is possible

to repeatedly upload 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 also contains the unsigned bachelor or master thesis assignment, which the student will download from the Projects database in PDF format. 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 work). A standard limit of one file is up to 100 MB. If videos or photographs, etc. are part of it, it is necessary to compress them so that the uploaded file is smaller and the downloading time (for supervisors and reviewers of the final works from PROJECTS system) is shorter. It is not necessary to submit these appendices in the best resolution and quality. In case of extensive appendices, it is necessary to contact the support service at [projects@fbmi.cvut.cz](mailto:projects@fbmi.cvut.cz). Prior to submission of the thesis, the student must fill in the relevant fields in PROJECTS system: abstract and keywords in the language of the theses and English languages and choose the language of the work. The final work may be submitted to PROJECTS (including completed editing fields and, depending on the nature of the topic, attachments) only after the student has been awarded an assessment in KOS in accordance with Article 8, paragraph 8.7 of this Directive. The printed copy of the final work is to be handed to the Secretary of the FSE Committee on the day of the FSE. Further details on the rules for the submission of final theses are given at:

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

Findings from the system THESES are published in the system PROJECTS no later than the disclosure of the reviews (see the Dean's directive n. 2/2013). The employee in charge, determined by the department head supervising the field of study or program, which is not divided into the field of study 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 board negotiations.

- 8.13 Upon bachelor's or master's thesis submission, the supervisor shall prepare an opinion in the PROJECT system at least 5 days before the date of the FSE which he/she will sign and send to the secretariat of the relevant department supervising the given field of study or program, which is not divided into fields of study. The signed opinion (handwritten signature or guaranteed electronic signature based on a qualified certificate - not scanned) in the paper form (handwritten signature) or electronic (electronic signature) form must be at the relevant department secretariat no later than one working day before the FSE. The supervisor predominantly comments on the attitude of the student to the bachelor's or master's thesis. The opinion is written in a language in which the field of study is accredited and which the student is studying.
- 8.14 The head of the department supervising the field of study or program, which is not divided into the field of study, will appoint a reviewer by the date of submission of the thesis at the latest. The reviewer will write a review of the bachelor's or master's thesis in the PROJECT system at least 5 days before the FSE and will send it signed to the secretariat of the department supervising the field of study or program, which is not divided into fields of study. The signed review in the paper form (handwritten signature) or electronic (electronic signature) form must be submitted to the relevant secretariat of the department one working day before the final state examination date at the latest. The reviewer predominantly evaluates the professional level of the thesis, and if the

topic assignment has been fulfilled. The review is written in a language in which the field of study is accredited and which the student is studying.

- 8.15 The head of the department supervising the field of study or program, which is not divided into fields of study, enables the student to become familiar with the supervisor's opinion and the reviewer's review in the PROJECT system, 5 days prior to the date of FSEs at the latest. Apart from the students who elaborated the thesis, their supervisors, reviewers, and FSEs board members of the given field of study or program, which is not divided into fields of study, can become familiar with the assessments of a bachelor's or master's thesis before the FSEs date. This can be done by personal inspection, by requesting the electronic form at the secretariat of the department supervising the field of study or program, which is not divided into fields of study, or through the system for assigning individual works at FBME (system PROJECTS).
- 8.16 All bachelor's and master's theses are made public in printed form, including all appendices and reviews in the local library of CTU at FBME. The defended bachelor's and master's 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 EXAMINATION**

- 9.1 In all study programs, the FSEs begin with the bachelor's or a master's thesis presentation and defence. During the presentation and defence, a student comments on the reviewer's and the supervisor's comments and answers questions. It 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 board members with the student about the topic. The presentation and defence and examinations are in the language, in which the field of study is accredited and in which the student studied. After the defence, there is an examination from 2, 3, or 4 thematic areas that the student stated on FSEs application form according to the field of study (or rather the specialisation or program which is not divided into fields or specialisations). The FSE takes place in one day.
- 9.2 In the bachelor's study field /program 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 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's study program Specialization in Healthcare and the bachelor's study program, Laboratory Diagnostics in Healthcare, Physiotherapy, Paramedics, Radiological Assistance, Safety and Protection of Population and follow-up master's study program Civil Emergency Planning and Applied Physiotherapy.
- 9.3 The supervisor listed in the topic assignment, and the reviewer, approved by the department supervising the field of study or program, which is not divided into fields of study, can be present for the presentation and defence and the FSEs board negotiation.
- 9.4 On the day of FSE, the student must identify oneself to the secretary of the board according to the rules listed in art. 4 (4.10) of this Directive.

*In the case of a discrepancy in the language versions, the Czech language version shall prevail.*

- 9.5 A report is prepared on the course of the final state examination in a language in which the study program is accredited and which the student is studying.
- 9.6 At the end of FSEs, every student is informed about the achieved results from both the presentation and defence and individual thematic areas. The student is obliged to confirm this notification by signing the FSEs report. This applies to both parts of the FSEs.
- 9.7 SER CTU, art. 16 and 17 set out further details of the FSE.
- 9.8 In justified and exceptional cases, it is possible to carry out Final state examinations by means of Microsoft Teams. Preparation and course of the FSE on this platform is regulated by the Methodology of the vice-rector for bachelor's and master's studies N. 2/2020 concerning remote and semi-contact FSE at the CTU (General rules and procedures - Microsoft Teams). The document describes the course of the distance and semi-contact FSE at the CTU by means of MS Teams, which is the only possible platform for the FSE at the CTU. Justified cases mean particularly: FSE held for students in the distance form (replacement of the physical presence of the student, secretary, and board members) or semi-contact form (replacement of physical presence of the members of the board) in the case of extraordinary measures declared by the government of the Czech Republic or the relevant ministries, as well as if there are such obstacles on the part of the supervisor or the reviewer, which prevent him/her to appear at the FSE and his or her presence is necessary.
- 9.9 At least one month prior to the FSEs, an official application of the student for the FSEs held in the distance or semi contact form must be available (universal application form) by which his/her free will and consent to such a procedure of FSEs are expressed, as well as consent to recording the course of the FSE for the possible needs of the public authority in the exercise of its powers (see the Act N. 188/2020 Sb.) and possibly the relevant disciplinary board (this applies only to the remote form of the FSE and semi-contact with the exclusion of the public), with the installation of Microsoft Teams, possibly other applications, which are accessible to the student free of charge and which are necessary for the FSE (for example Whiteboard) to his/her computer and connection by two independent channels(through Microsoft Teams and mobile phone, which will be used in the case of outage of the main channel).
- 9.10 For the distance presentation and defence of the final work, it is necessary that the student hands over – uploads the documents for the presentation and defence to the meeting in Microsoft Teams, folder Files at least 24 hours prior to the presentation and defence.
- 9.11 In the case of a distance FSE, the preparation of the student before the exam will not take place.
- 9.12 The student must be logged in to the local application of the Microsoft Teams by his/her CTU username to ensure the basic form of verification of the identity of the student. Prior to the commencement of the distance FSE, another verification of the identity of the student is necessary. This will be ensured by the fact that there must be at least one member of the board, who knows the student from contact teaching, and then the student must show his/her identity document on the screen, which bears his/her name and surname, photograph, and date of birth. These data must correspond with the data, which are listed in the records of the study department of the faculty. The given member of the board and the secretary of the board will carry out the verification of the identity and will record the results including the data in the FSE report.

- 9.13 As for the technical background, technical equipment and accessories including possible technical support must be available during the FSE, so that every member of the board hears and sees the presenting and examined person. The supervisor and the reviewer must also see the presenting student directly and must have the possibility to communicate with the student interactively to answer the questions.
- 9.14 If replacing the physical presence of the supervisor or the reviewer, it must be ensured that the supervisor and/or the reviewer can clearly see and hear the presenting student, and thus all technical devices with camera and microphone must be targeted at the student. At the beginning of the defence, the identity of the supervisor and/or reviewer will be verified by showing an ID on the screen. The result will be recorded in the Report on the course of the FSEs. Simultaneously, the supervisor, and/or the reviewer will be introduced to all members of the board. In the further course of FSEs, it is not necessary for all members of the board to be in contact with the supervisor and/or reviewer of the student's work. This condition is essential for the student and the supervisor and/or reviewer.
- 9.15 According to this directive, the supervisor and the reviewer can participate in the possible negotiation of the board and inform the student online about his/her result.
- 9.16 In the case of sound or image loss, equivalent communication must be ensured. Otherwise, the presentation and defence must be repeated, however, as a continuation under the same conditions, including the board and rules, and not as a resit of the FSEs. The reason is not the student's fault, but the so-called "force majeure".
- 9.17 The above-mentioned articles on the substitute and exceptional manner of implementation of the FSE do not affect fulfilling all other conditions to initiate the process of the student's participation in FSE.

## **Article 10 SCHOLARSHIP FOR EXCELLENT STUDY RESULTS**

- 10.1 The scholarship for excellent study results is granted in accordance with the Scholarship regulations of CTU in Prague.
- 10.2 A decisive period, for which the scholarship for excellent results can be granted, is an academic year and the decisive date for evaluation through KOS is the 5th of October, by which all study records from the previous academic year must be registered. Only completed and not recognised courses are included in the evaluation of the study results.
- 10.3 Scholarship for excellent study results can only be awarded to students who studied at FBME CTU during the decisive period and who continue in the same bachelor's, follow-up master's study programs during the decisive period or if they completed bachelor's studies in the decisive period and continue in the follow-up master's study program. In other cases, the scholarship is not granted. These are: studies of the graduate from the follow-up master's study program in another bachelor's or follow-up master's study program, studies of the graduate from the bachelor's studies in another bachelor's studies, studies in another bachelor's or follow-up master's studies after unsuccessful completion of the bachelor's or follow-up master's studies.
- 10.4 The scholarship for excellent study results is paid as a one-off payment by the end of November to the account, that the student has in KOS by October 5.

- 10.5 Scholarship for excellent study results is granted even to self-paying students studying in the English language (this does not apply LLP) should they fulfil the conditions.
- 10.6 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 university email address. In justified cases, another person on behalf of the student, who will submit the authenticated power of attorney, which will be intended only for this purpose, can pick up the decision.
- 10.7 The amount of scholarship for excellent results is determined by this table:

<i>Weighted average</i>	<i>Amount per month</i>	<i>Number of months in the academic year</i>
<i>1,00 - 1,10</i>	<i>CZK 3 500, -</i>	<i>10</i>
<i>1,11 - 1,20</i>	<i>CZK 1500, -</i>	<i>10</i>
<i>1,21 - 1,50</i>	<i>CZK 500, -</i>	<i>10</i>

## **Article 11 SPECIAL-PURPOSE SCHOLARSHIP TO SUPPORT STUDIES IN THE CZECH REPUBLIC**

- 11.1 The scholarship to support studies in the Czech Republic is granted in accordance with the Scholarship Regulations of the CTU in Prague (Article 4, paragraph 2e).
- 11.2 The decisive dates for the evaluation of eligibility for the scholarship are 15 January for the winter semester and 15 May for the summer semester. On these dates, the student must not have any outstanding overdue debts with respect to the faculty at the CTU FBMI.
- 11.3 The scholarship is awarded only to students - self-payers studying in English (not applicable to LLP) and only in the first year of study if the above conditions are met.
- 11.4 The scholarship is paid in one lump sum once per semester, at the end of January for the winter semester and at the end of May for the summer semester, to the student's account listed in the KOS.
- 11.5 The decision on the award of the scholarship is collected by the student at the Study Department of CTU FBME in person after an electronic invitation sent to the email address.
- 11.6 The amount of the scholarship is determined by the following table:

<i>Study programs</i>	<i>Amount for the winter semester of the first year of studies</i>	<i>Amount for the summer semester of the first year of studies</i>
<i>Bachelor study programs taught in English- self payers</i>	<i>CZK 20 000, -</i>	<i>CZK 20 000, -</i>
<i>Master's study programs taught in English- self payers</i>	<i>CZK 25 000, -</i>	<i>CZK 25 000, -</i>

## **Article 12 REWARDING OF THE GRADUATES**

- 12.1 Graduates are rewarded to express the acknowledgment of a student's qualities, his/her general approach to studies, and the quality of the final work.
- 12.2 The rewards are as follows:
- The Dean's award (weighted average up to 1,3 and excellent master's thesis).
  - The Dean's award (weighted average up to 1,5 and excellent bachelor's thesis).
  - Excellent master's thesis.
  - Excellent bachelor's thesis.
- 12.3 The dean decides on granting the reward.
- 12.4 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 the proposals of FSE boards upon evaluation of the achieved results during the studies, as well as the quality of the bachelor's or master's thesis. Solely one reward can be proposed by the vice dean for studies and pedagogy for each field of study/specialisation or program, which is not divided into fields of study or specialisations, pursuant to the art. 2a – 2d, for both dates of the FSEs (June and September). If the FSE board session is on multiple days within one date of FSE, then it is necessary to submit solely one proposal for all days of the sessions of the board to the study department. The conclusion of the board might be that the board proposes students either to all categories of rewards, to some of the categories, or to no category.
- 12.5 The amount of 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 CTU FBME scholarship fund.
- 12.6 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, that 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**

- 13.1 Besides the duties stipulated by the Act on Higher Education N. 111/1998 Sb. as amended, the SER CTU and this directive, each student of FBME is obliged:
- 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 university e-mail, and study component KOS). The student is obliged to follow the instructions given.
  - to use the university e-mail address from the fbmi.cvut.cz or cvut.cz domain throughout the whole study.
  - to participate in the preliminary enrolment for compulsory, required optional courses, and optional courses.

- d) to attend the basic training on operation safety (BOZP in Czech) and fire protection (PO in Czech) on the day of enrolment in the 1st 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 tutorials. This training is confirmed in KOS by granting an assessment in the compulsory course 17BOZP and in the case of the English language track in the course 17ABOZP.
- e) to attend to 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 to the mailing address used for serving documents, and changes to the permanent residence (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**

- 14.1 The student is obliged to return items borrowed from the department supervising the given field of study or program, which is not divided into fields of study, as well as from other departments, the library, and the IT department.
- 14.2 Persons appointed to hand over the diplomas outside the official graduation ceremony are the study department staff who are authorised by the Dean.
- 14.3 The graduate is invited to the graduation ceremony through a notice on <https://www.fbmi.cvut.cz/en/students/news>.

## **Article 15 FINAL PROVISIONS**

- 15.1 This directive cancels all previous directives of the Dean concerning the implementation the bachelor's and follow-up master's study programs at the Czech Technical University in Prague – Faculty of Biomedical Engineering.
- 15.2 This directive was discussed and approved by the Academic Senate of the CTU FBME on 15. 9. 2023.
- 15.3 The validity of this directive is determined by the day of signature by the FBME CTU Dean (validity date).
- 15.4 This directive is effective as of the academic year 2023/2024, i.e., commencing on 25. 9. 2023 (date of effectiveness).