

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 specialisations or there are independent study programs, which are not divided into 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. 1/2024 on the determination of departments at CTU FBME supervising the study fields and programs.
- 2.2 In terms of the study programs (curricula) of individual study programs it applies that specialisations or programs that are not subdivided into specialisations are named according to the commencement of the 1st 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:

Bachelor's study program Biomedical Technology (BMT)		
	<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 rd year 10 weeks

Bachelor's study program Biomedical Technology (ABMT)		
	<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 rd year 10 weeks

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

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

Bachelor's study program Medical Laboratory Diagnostics (LDZ)		
	<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 rd year 2 weeks

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

Bachelor's study program Optics and Optometry (OPT)		
	<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 rd year 10 weeks

Bachelor's study program Informatics and Cybernetics in Healthcare (IKZ)		
<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 rd year 10 weeks
Information and Communication Technology (ICT), full-time study	14 weeks	14 weeks/ 3 rd year 10 weeks

Bachelor's study program Safety and Protection of Population (BOO)		
	<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 nd and 3 rd 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)

Follow-up master's study program Biomedical and Clinical Informatics (BMKI)		
<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 nd year 10 weeks
Software Technologies (SWT), full-time study	14 weeks	14 weeks/ 2 nd year 10 weeks
Nanotechnology (NNT), full-time study	14 weeks	14 weeks/ 2 nd year 10 weeks

Follow - up master's study program Civil Emergency Planning (CNP)		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks	1 st year 10 weeks/ 2 nd 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)

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

Follow-up master's study program Systematic Integration of Processes in Healthcare (SIPZ1) (commencement of studies from the academic year 2024/2025 and later)		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks/ 2 nd year 12 weeks	10 weeks
part-time study	7 weeks (classes 1x per 14 days on Fri and Sat)	7 weeks (classes 1x per 14 days on Fri and Sat)

Follow-up master's study program Biomedical Engineering (BME)		
	<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 nd year 10 weeks

Follow-up master's study program Biomedical and Clinical Engineering (ABME)		
	<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 nd year 0 weeks

Follow-up master's study program Applied Physiotherapy (AFZT)		
	<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

Follow-up master's study program Biomedical laboratory methods (BLM)		
	<i>N. of weeks of classes (Winter semester)</i>	<i>N. of weeks of classes (Summer semester)</i>
full-time study	14 weeks/ 2 nd year 12 weeks	12 weeks 2 nd year 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 failed 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, each 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 study program or the Vice Dean for Studies and Pedagogy. For study programs 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 study program 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 class, or it would interfere with the course of the class 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 study program.
- 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 study programs 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 appoints 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 exam dates 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 an F grade.
- 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 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 within 5 working days after registration of the grade in KOS 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 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 specialisation to another specialisation are not allowed. In exceptional cases (in particular for serious health or social reasons or due to pregnancy or 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 accordance with Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts, as amended, and pursuant to the Statute of CTU, a student survey is conducted at CTU FBME to evaluate, in particular, the quality of teaching for the given semester. In the academic year schedule for FBME CTU, in addition to the dates for conducting the student survey in the winter and summer semesters, one day in each semester is designated for a meeting between the faculty management and students to review and discuss the results of the survey. On this day, following the meeting with the faculty management, students also meet with the guarantors of individual study programs. These meetings help identify potential issues and adopt appropriate measures to ensure the required quality of the teaching process within each study program. The results of the student survey are used to implement measures at the levels of individual teachers, course guarantors, program guarantors, heads of departments, and faculty management. The survey is organized by CTU FBME students, who make necessary corrections to inappropriate texts that are inconsistent with the main purpose of the survey, which is to evaluate the teaching process in individual courses and ensure appropriate study conditions at CTU FBME. The complete methodology for conducting the survey, as well as all results and evaluations of previous surveys, are available on the websites <https://anketa.is.cvut.cz/> and <https://it.fbmi.cvut.cz/anketa/studium>.

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) the following materials as prescribed in the Academic Year Schedule 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 study program (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 study 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 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 study program. 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 study program. An excused absence is permitted in the scope of 2 days only within the given semester. For the study program CNP, SIPZ, SIPZ1 and BOO 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 study program 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 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	Course B is in the relationship of "previous grading" to course A if

		grade from the following course:	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 study program (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 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 is entitled to complete their studies in the study program (or specialization) in which they were originally enrolled. If there is a change in accreditation, it is possible to use so-called course equivalencies between different accreditations or to transfer to the new accreditation in terms of the study plan, based on the student's request (submitted via the universal request form). In such cases, it is possible to apply for adjustments regarding prerequisites. These situations mainly concern students who are resuming their studies after an interruption.

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 study program 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 study program (or rather specialisation) and possibly a practical examination, depending on the study program. The FBME Dean sets, based on the proposal of the head of the department supervising the study program, 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 program (or rather specialisation). 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 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 pregnancy of the student, or due to medical reasons of the students or students on parental leave with parenting acknowledged by the CTU during the maternity leave). 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 program stating a serious 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 study program (or rather specialisation) 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 study program Informatics and Cybernetics in Healthcare (IKZ).
 - b) 180 credits during the studies including a bachelor's thesis as well as completion of 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 completion of internship 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) with commencement of studies in the academic year 2024/2025 and earlier.
 - d) 182 credits during the studies, including the bachelor's thesis and completion of the internship in the bachelor's degree program Safety and Protection of Population applicable to students beginning their studies in the academic year 2025/2026 and later.
 - e) 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).
 - f) 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 SIPZ1) and Biomedical Laboratory Methods (BLM).
- 7.5 The student is obliged to close his/her study plan through KOS within a time limit set by the Academic Year Schedule. See other details concerning the FSE on the web page <http://www.fbmi.cvut.cz/studenti/szz>. If the student fails not close the study plan by the deadline, the study department will deregister him/her from the FSE and inform him/her by university email.
- 7.6 The student is invited to the FSEs for a specific date (date, room, time) through KOS and the website of the faculty. It contains the list of students and their distribution to the individual Boards according to the studied program (or rather specialisation), see <http://www.fbmi.cvut.cz/studenti/szz> and through KOS. The departments supervising the study program 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 study program 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 Medical Laboratory Diagnostics.
- 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 study programs. The exceptions are students of the study program Medical Laboratory Diagnostics, 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 (CZ) and Biomedical Technology (EN), 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 study program can decide in justified cases and in cooperation with the study program guarantor, that an extern, who will have an employment contract concluded with CTU FBME will directly be a supervisor. In the case of a professionally oriented study program (OPT, RA, FZT, ZZ, LDZ, BME, SIPZ, SIPZ1, 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, BLM), the supervisor of the bachelor's or master's 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 have only 16 bachelor's, master's, and dissertation theses in total at the same time. In justified cases and upon the application of the guarantor of the relevant study program and the department head, 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 program 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 give his/her consent to the assignment of the bachelor's thesis through the KOS no later than the beginning of the semester (typically during the first week of the summer semester of the third year) in which the student has registered for the bachelor's thesis as a course. The validity of the assignment is limited to the subsequent three semesters. Students in the study program Medical Laboratory Diagnostics will do so at the beginning of the winter semester of their third year (typically during the first week of the winter semester). The validity of the assignment of the bachelor's thesis for the study program Medical Diagnostics in Healthcare is limited to the four consecutive semesters. The student must give his/her consent to the assignment of the master's thesis through the KOS no later than the beginning of the summer semester of the second year (typically during the first week of the summer semester). The validity of the assignment is limited to three consecutive semesters. Students in the Civil Emergency Planning, Applied Physiotherapy and Biomedical Laboratory Methods programs must do so at the beginning of the winter term of the 2nd year (typically during the first week of the winter semester). The validity of the thesis assignment for the Civil Emergency Planning, Applied Physiotherapy and Biomedical Laboratory Methods study programs is limited to the subsequent four semesters. The "Assignment Valid Until" item is indicated on the assignment for the bachelor's and master's thesis according to the above rule. For bachelor's or master's theses in a Czech study program, the Czech assignment form will be used. For theses in an English degree program, the English assignment form shall be used. In case the assignment of the thesis is entirely based on a request from a department outside the CTU, the "external assignor" field in the PROJECTS system must be ticked. Approval of the assignment by the Head of Department and the Dean is done through KOS. The electronic version of the bachelor's or master's thesis contains the assignment downloaded by the student from KOS. In the final thesis, the assignment is included as a simple copy – electronic signatures do not need to be visible.
- 8.6 In the case of a request to change the assignment of a bachelor's or master's thesis, the student must apply (universal request form) to the Dean through the study department at least one month (or later in justified cases) before the deadline for the submission of the bachelor's or master's thesis, which is specified in the Academic Year Schedule for FBME. The application includes the original assignment downloaded from KOS and the proposed new version of the assignment. The thesis supervisor and the head of the department supervising the study program (or his/her deputy or the deputy for the specialisation in question if the study program is divided into specialisations) shall comment on the application. If the modification of the assignment is approved, the original assignment is cancelled in KOS and the new/modified assignment is entered into the electronic signing process — by the head of department, the dean, and the student. The student then downloads the updated assignment from KOS again and includes it in the final thesis. Only the new assignment is then included in the final thesis. The application for a change of assignment shall be submitted only in the case of a significant change in the nature of the assignment and not in the case of formulaic changes.
- 8.7 The student enrolls in the bachelor's thesis as a course in the semester in which he/she expects to graduate. A similar procedure is followed when enrolling for a diploma thesis. Assessment for a bachelor's or master's thesis that meets all formal requirements is awarded by the thesis supervisor. In exceptional cases, e.g. absence of the thesis supervisor due to illness, business trip,

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

etc., and in the case of external supervisors, assessment is awarded by the supervisor of the study program, his/her deputy (or the deputy for a given specialisation if the study program is divided into specialisations) or the head of the department supervising the study program. This assessment must be entered in KOS. Based on this, the student may submit his/her bachelor's or master's thesis. It is the principle that, in the case of external supervisors, the assessment must be entered in the KOS based on their communication to the secretariat of the department supervising the study program. In the absence of the thesis supervisor (extern) or in the absence of a statement, the formalities are assessed by the study program guarantor, his/her deputy (or the deputy for the specialisation concerned if the degree program is divided into specialisations) or the head of the department supervising the study program, and on this basis, assessment is or is not awarded in KOS. At the same time, the principle applies that the level of elaboration must not be conditional on the award or non-award of the assessment. The quality of elaboration is evaluated solely by the reviews of the supervisor and the opponent. A student who has received an F grade in both assessments can defend such work before the FSE committee.

- 8.8 The student writes a bachelor's or master's thesis in Czech, Slovak or English according to Article 16(4) of the SER of the CTU. In the case of a thesis in English, the electronic version of the thesis contains the title page (sheet), the thesis assignment and a declaration in English. If the thesis is written in Czech and Slovak, the electronic version of the thesis contains the title page (sheet), the thesis assignment and the declaration in the Czech language. The Declaration of Independent Work and the Use of AI is confirmed by the student in KOS. For the electronic version of the bachelor's or master's thesis, the student downloads the declaration from KOS and inserts it into the bachelor's or master's thesis. If a student has not successfully defended his/her thesis and is taking a final state examination resit, s/he is required, upon resubmission of the thesis, to once again confirm in the KOS system the Declaration of Independent Work and Use of AI, and to include this declaration in the bachelor's or master's thesis.
- 8.9 The student is obliged to submit his/her bachelor's or master's thesis within the deadlines set by the FBME Schedule for the relevant academic year. If the student fails to submit the bachelor's or master's thesis by the deadline and does not use the option according to Article 7, paragraph 7.4 of this Directive, see above, the study department will deregister the student from the FSE (this does not apply to the resit and substitute FSE set by the Dean) inform him/her by university email.
- 8.10 In accordance with Section 47b (Public Accessibility of Final Theses) of Act No. 111/1998 Sb., it is possible to postpone the accessibility of a bachelor's or master's thesis, or parts thereof, for the duration of the obstacle preventing accessibility, but for no longer than five years. If a final thesis meets the requirements for postponed accessibility (for example, when the results of the work will be used for filing a patent application), the student must submit a "Request for Postponement of Accessibility" to the Study Department no later than ten working days before the thesis submission deadline, including the supervisor's statement. The request must contain specific reasons justifying the postponement as well as the duration of the requested delay (maximum of five years). Based on the submitted request and the supervisor's statement, the Dean will decide whether the reasons for postponement are justified. On the day of the final state examination, the student will be presented, at the department guaranteeing the study program, with two copies of a license agreement on the use of the schoolwork for signing. One signed copy will be given to the student, and the other will be stored in the student's file. The Study Department will mark the postponement period in the KOS system. After the postponement period expires, the

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final thesis will be automatically transferred to the CTU Digital Library (DSpace repository) and made publicly accessible.

- 8.11 Students are obliged to observe the formal requirements laid down for bachelor's and master's theses. These formal requirements are published by the department supervising the study program no later than the end of the teaching part of the winter semester of the 3rd year (for bachelor theses) and the 2nd year (for master theses). The formal requirements determine in particular the structure of the thesis, i.e. mandatory chapters and content items, scope, metadata and defined mandatory descriptive texts, bibliographic citations and bibliographic sources, or other specific requirements according to the program/specialisation studied. Failure to meet any of the requirements within the formal requirements will result in no assessment being awarded. In addition, the student must submit all the requirements and prepare a bachelor's thesis (BT) or a master's thesis (MT) in accordance with the clarifying guidelines published at:

- BP – <http://www.fbmi.cvut.cz/studenti/bakalarske-prace>;
- DP – <http://www.fbmi.cvut.cz/studenti/diplomova-prace>.

also in accordance with the Dean's Order No. 4/2016 on the electronic form of student works submitted to the CTU FBME, the Dean's Order No. 2/2013 on the procedure for detecting plagiarized qualification works of CTU FBME students in Czech study programs, with the Methodological Instruction for the submission, submission, storage and access to CTU bachelor and diploma theses and the Rector's Order on the use of the CTU emblem and the introduction of the CTU Graphic Identity Manual.

- 8.12 Students shall submit their bachelor's and master's theses electronically in PDF format by the date indicated as the deadline for submission of these theses in the Academic Year Schedule for FBME in both KOS and the PROJECTS system (<https://projects.fbmi.cvut.cz/>). The electronic form of the thesis also includes the assignment for the bachelor's or master's thesis and the Declaration of Independent Work and the Use of AI, which the student downloads from KOS in PDF format. The electronic version is submitted as a PDF file (or an additional separate ZIP file is added if more extensive attachments are included) via both KOS and the PROJECTS system. The standard limit per file is up to 1 GB. If videos, photographs, etc. are included in the thesis, it is necessary to compress them to reduce the size of the uploaded ZIP file and to reduce the download time of these files for supervisors and thesis opponents from PROJECTS. It is not necessary to submit these attachments in the best resolution and quality. For larger attachments, you must contact support at projects@fbmi.cvut.cz. Before submitting the final thesis in KOS, the student must fill in the appropriate editing fields: abstract and keywords in the language of the thesis and in English. The final thesis can only be submitted in KOS and PROJECTS (including the completed editing fields and, depending on the nature of the topic, the appendices) after the student has been awarded the assessment in KOS in accordance with Article 8, paragraph 8.7 of this Directive. One double-sided printed form of the thesis bound in a ring binder is to be handed in to the Secretary of the FSE Committee on the day of the CSR. After the defence, the copy of the thesis is returned to the student. Further details on the rules for submission of the final thesis are given at:

- BP – <http://www.fbmi.cvut.cz/studenti/bakalarske-prace>;
- DP – <http://www.fbmi.cvut.cz/studenti/diplomova-prace>.

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The finding from the THESES/iThenticate anti-plagiarism system is listed in PROJECTS/KOS, on the day of publication of the reviews at the latest (see Dean's Order No. 2/2013). The employee in charge designated by the head of the department supervising the study program will evaluate the finding from the THESES/iThenticate system. The result of the finding will be presented together with the evaluation from the supervisor and the opponent of the thesis and will serve as a basis for the discussion of the FSE committee.

- 8.13 After the submission of the bachelor's or master's thesis, the thesis supervisor writes a review in the PROJECTS system no later than 5 working days before the date of the FSE. If a second supervisor or consultant is assigned to the thesis, they do not prepare the review. The use of one-time access for external supervisors and the login of CTU FBME staff to PROJECTS is regarded as the use of an internal electronic signature. The thesis supervisor mainly comments on the student's approach to the preparation of the bachelor's or master's thesis. The review is written in the language in which the study program is accredited. In the case of a thesis for which postponed public accessibility has been approved, the thesis supervisor must sign an affidavit of confidentiality through the department guaranteeing the study program.
- 8.14 The head of the department supervising the study program shall appoint an opponent no later than the deadline for the submission of the bachelor's or master's thesis. The opponent shall write a review of the bachelor's or master's thesis in the PROJECTS system no later than 5 working days before the date of the FSE. The use of one-time access for external opponents and the login of CTU FBME staff to PROJECTS is regarded as the use of an internal electronic signature. The opponent mainly evaluates the professional level of the work and whether the assignment has been fulfilled. The review is prepared in the language in which the study program is accredited. In the case of a thesis for which postponed public accessibility has been approved, the thesis opponent must sign an affidavit of confidentiality through the department guaranteeing the study program.
- 8.15 The head of the department supervising the study program will allow the student to get acquainted with the supervisor's review and the review of the opponent of the bachelor's or master's thesis no later than 5 working days before the date of the FSE in the PROJECTS system. In addition to the students who have written the thesis, their supervisors, opponents and members of the FSE committees of the study program concerned may become acquainted with the reviews of bachelor's and master's theses prior to the date of the FSE. This can be done either by personal inspection, by requesting an electronic form through the secretariat of the department supervising the study program, or through the system for submission of independent works at CTU FBME (PROJECTS system). For this purpose, external members of the FSE committees will receive one-time access data to PROJECTS, valid until the end of the FSE period of the semester.
- 8.16 All bachelor's and master's theses are made accessible to the public in electronic form, including all appendices and reviews in the CTU digital library (institutional repository, <https://dspace.cvut.cz/>).
- 8.17 Further details can be found in the Methodological Guidelines for the assignment, submission, storage and access to bachelor's and master's theses.

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 opponent'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 opponent, 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 study program 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 study program (or rather specialisation). The FSE takes place in one day.
- 9.2 In the bachelor's study 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 bachelor's study program Medical Laboratory Diagnostics, Physiotherapy, Paramedics, Radiological Assistance, Safety and Protection of Population and follow-up master's study program Civil Emergency Planning, Biomedical Laboratory Methods and Applied Physiotherapy.
- 9.3 The supervisor listed in the topic assignment, and the opponent, approved by the department supervising the study program can be present to 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 committee according to the rules listed in art. 4 (4.10) of this Directive.
- 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 all parts of the FSE. The FSE report is also signed by all members of the FSE committee. In the case of a thesis for which a deferred accessibility to the public has been approved, all members of the FSE committee must also sign an affidavit of confidentiality.
- 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 opponent, 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 opponent 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 opponent, it must be ensured that the supervisor and/or the opponent 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 opponent and/or opponent 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 opponent 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 opponent of the student's work. This condition is essential for the student and the supervisor and/or opponent.
- 9.15 According to this directive, the supervisor and the opponent 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>sum per month</i>	<i>N. of month in the academic year</i>
1,00	CZK 4 000	10
1,01 - 1,10	CZK 2 000	10
1,11 - 1,30	CZK 500	10
1,31 – 1,50	CZK 300	10

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 FBME.
- 11.3 If the above conditions are met, the scholarship is awarded only in the first year of study and only to self-paying students studying in English (not valid for LLP) who are not scholarship holders of the House of Foreign Cooperation of the Ministry of Education (*Dům zahraniční spolupráce MŠMT*) (i.e. the student does not pay the fee for studying in English).
- 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 university 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. 12.2a – 12.2d, 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 study

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



program 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. 12.2a, is 8 000 CZK, pursuant to the art. 12.2b it is 6 000 CZK, pursuant to the art. 12.2c it is 6 000 CZK, and pursuant to the art. 12.2d 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. The rewards are paid as a scholarship in accordance with Article 4, Paragraph 2, Letter b) of the Scholarship Regulations of the Czech Technical University in Prague, and the decision on its award is delivered to graduates through the CTU Information System.

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 CTU is obliged:
- a) to keep track of events throughout your studies via university email and KOS. The student is required to follow the instructions given there.
 - b) to use the university e-mail address from the fbmi.cvut.cz or cvut.cz domain throughout the whole course of studies.
 - c) 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 study program 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 31. 10. 2025.
- 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 2025/2026, i.e., commencing on 3. 11. 2025 (date of effectiveness).