



## **DIRECTIVE 2/2017**

*issued by the Dean of the Faculty of Informatics and Management,  
University of Hradec Králové,  
amending the Code of Study and Examination of the University of Hradec Králové*

### **PART ONE** ***Fundamental Provisions***

#### **Article 1** **Introductory Provisions**

- (1) This Directive amends the provisions of the Code of Study and Examination of the University of Hradec Králové (hereinafter CSE UHK) relating the Bachelor and Master programmes.

#### **Article 2** **Definition of Terms**

- (1) “Study Result” means any assessment of the student’s study activity.
- (2) “Overall Student’s Assessment in a Subject” means granting a course credit or examination (classification, number of credits) in a given subject.
- (3) “Partial Result of a Subject Study” means any result of the student’s study in a given subject; such result serves as a base for overall assessment of the student in the subject and is not recorded in the study information system.

### **PART TWO** ***Study in Bachelor and Master Programmes of Study***

#### **Article 3** **Registration of Subjects in Curriculum and Division of Students to Study Groups**

- (1) Students choose subjects for their curriculum on days defined in the academic year schedule.
- (2) Students register for specific scheduled activities within the subjects registered by them through the faculty information system before the beginning of instruction or within the first two weeks of each semester. Study groups specific for each subject and activity are formed in this way.

#### **Article 4** **Control of Participation in Instruction**

Physical presence in instruction is checked by the teacher who follows the rules specified in the Subject Dossier published in the faculty information system.

## **Article 5**

### **Control of Study and Conditions for Combined Study Continuation**

- (1) The student can be enrolled properly into the next year of his/her combined Bachelor programme study if he/she obtained the following number of credits for the whole previous period of his/her study:

For enrolment into the second year of study – at least	33 credits
For enrolment into the third year of study – at least	62 credits
For enrolment into the fourth year of study – at least	85 credits
For enrolment into the fifth year of study – at least	107 credits
For enrolment into every subsequent year of study – at least	33 credits every year

- (2) The student can be enrolled properly into the next year of his/her combined two-year Master (Engineer) programme study which is a continuation of a Bachelor programme if he/she obtained the following number of credits for the whole previous period of his/her Master programme study:

For enrolment into the second year of study – at least	37 credits
For enrolment into the third year of study – at least	72 credits
For enrolment into every subsequent year of study – at least	37 credits every year

## **Article 6**

### **Conditions for Proper Completion of Combined Study**

- (1) Combined study of a Bachelor programme is completed properly if the student obtained credits from all compulsory subjects required by the appropriate curriculum (i.e. closed the studies) and passed successfully the state examination including the Bachelor thesis defence.
- (2) Combined study of a two-year Master (Engineer) programme which is a continuation of a Bachelor programme is completed properly if the student obtained credits from all compulsory subjects required by the appropriate curriculum (i.e. closed the studies) and passed successfully the state examination including the Master thesis defence.

## **PART THREE**

### ***Organization of State Examinations***

## **Article 7**

### **Compulsory and Optional Subjects**

- (1) Curricula define compulsory subjects for the given study subject area and optional subjects. The student sits for the state examination consisting of subjects compulsory for the given study subject area including the Bachelor/Master thesis defence after closing his/her study. The state examination is held in one day before one Board of Examiners (the “overall state examination”). The student of Tourism Management sits for a language state examination earlier. Such examination is held before an especially appointed Board of Examiners.

- (2) The student may sit for a state examination in optional subjects after completing all subjects required for such examination, however, not later than on the day of sitting for the overall state examination).

**Article 8**  
**Examination Questions**

- (1) Heads of responsible departments (Article 10) and the Study Programme Board discuss updated examination questions for state examinations in each academic year by the end of May of the previous academic year. The examination questions and an overview of recommended literature is published in the information system.
- (2) Heads of departments give the updated examination questions to the information system administrator by 30 September of each academic year. If they fail to do so, questions from the previous year will be used for the given academic year.
- (3) Such specified requirements are applied to examinations held during examination periods in the winter and summer semester of the given academic year and for examinations held in September of the subsequent academic year.

**Article 9**  
**Appointment of Examiners**

Members of Boards of Examiners for state examinations who must be the faculty full professors and associate professors and distinguished experts approved by the Research Board of the given faculty are appointed by the dean of the faculty. The dean proposes other Board members from among distinguished experts appointed by the Ministry of Education, Youth and Sports. The dean informs the Board members and chairs of their appointment by a letter.

**Article 10**  
**Responsibility for Subjects and Formation of Boards of Examiners**

- (1) Responsibility of department heads for formation of Boards of Examiners for the overall state examinations in the individual study subject areas and for organization of examinations:

Department of Economics and Department of Management:	Financial Management
Department of Information Technologies: programme)	Information Management (Bachelor programme)
	Information Management (Master programme)
	Information Management (continuation of the Bachelor programme)
Department of Informatics and Quantitative Methods: programme)	Applied Informatics (Bachelor programme)
	Applied Informatics (continuation of the Bachelor programme)
Department of Recreation and Tourism:	Tourism Management

Heads of responsible departments are obliged to form, in cooperation with the vice-dean for study affairs, Boards of Examiners for the overall state examinations in the given study subject areas.

- (2) Overview of subjects for state examinations in Bachelor programmes and heads of departments responsible for their content, organization and staffing:

Department of Applied Linguistics:	English language German language
Department of Information Technologies:	Information Technologies Hardware Technologies
Department of Informatics and Quantitative Methods:	Software Technologies
Department of Economics:	Economics Finances and Accounting
Department of Management:	Management
Department of Recreationology and Tourism:	Tourism Management Informatics and Economics in Tourism

Heads of responsible departments are obliged to appoint examiners of the given subject at the overall state examinations, language state examinations and/or state examinations held in an optional subject.

- (3) Overview of subjects for state examinations in Master programmes and heads of departments responsible for their content, organization and staffing:

Department of Economics:	Economics
Department of Management:	Management
Department of Information Technologies:	Information Technologies
Department of Informatics and Quantitative Methods:	Quantitative Methods Mathematic Methods Theoretical Informatics and Programming Technologies of Informatics
Department of Recreationology and Tourism:	Tourism Management

Heads of responsible departments are obliged to appoint examiners of the given subject at the overall state examinations and/or state examinations held in an optional subject.

## **Article 11**

### **Determination of State Examination Dates**

- (1) Heads of responsible departments are obliged to determine, in cooperation with the vice-dean for study affairs, the dates of overall state examinations for Master and Bachelor programmes, language state examinations and/or state examinations held in optional subjects.
- (2) The dates are announced for the winter semester examination period, summer semester examination period and September examination period. Specific dates are determined within the deadlines specified in the schedule of the appropriate academic year and are published on the faculty website without any undue delay.

## **Article 12**

### **Formation of Board of Examiners for Individual Examinations**

- (1) Heads of departments form the Boards of Examiners for study subject areas of Bachelor programmes and/or for subjects for which the department is responsible. Such Board members must be the faculty full professors, associate professors and distinguished experts approved by the Scientific Board or distinguished experts appointed by the Ministry of Education, Youth and Sports. The Boards of Examiners are formed for each individual examination date, must have at least three members and must be chaired by a full professor or associate professor or, as an exception, a lecturer with a scientific degree or Ph.D. title.
- (2) Heads of departments form the Boards of Examiners for Master programmes for which the department is responsible. Such Board members must be the faculty full professors, associate professors and distinguished experts approved by the Scientific Board or distinguished experts appointed by the Ministry of Education, Youth and Sports. The Board of Examiners are formed for each individual examination date, must have at least three members and must be chaired by a full professor or associate professor.
- (3) Heads of other departments assist in forming the individual Boards for the overall state examination of each given study subject area by providing examiners for the individual parts of the overall state examination out of the department employees and/or out of external collaborators authorized to examine at state examinations. The head of the department responsible for formation of a Board for a specific study subject area is obliged to discuss the participation of examiners from other departments with the heads of such departments.
- (4) Any conflicting situations are solved by the vice-dean for study affairs.

## **Article 13**

### **Application for State Examinations by Students and Determination of Specific Date of State Examination Holding**

- (1) Students apply for the state examination in the information system on days specified in the academic year schedule.
- (2) Heads of responsible departments are obliged to determine, in cooperation with the vice-dean for study affairs, specific dates of overall state examinations for the Master and Bachelor programmes, language state examinations and/or dates of state examinations in optional subjects within deadlines specified in the given academic year schedule (usually by the end of October for the winter semester, in March for the summer semester, and in June for the September examination period). When determining the specific date of the overall state examination for the individual students, the topic of their Bachelor/Master thesis must be taken into account.
- (3) Secretaries of responsible departments publish, in cooperation with the student affairs department, the lists of dates and examined students on the faculty website. The students

confirm their presence at the state examination by their signature at the office of the responsible department secretary on days specified in the academic year schedule.

- (4) The fact that the students who applied for the state examination met all conditions required for sitting for the state examination is checked by the student affairs department with the aid of the information system. If the student does not fulfil the conditions required by the Code of Study for sitting for the state examination in the given period, his/her application is cancelled.
- (5) Fulfilment of conditions for sitting for state examinations held in the winter semester or in September is checked according to criteria valid for the previous academic year.

#### **Article 14**

##### **Defence of Thesis and State Examination in Examined Subjects**

- (1) The overall state examination consists of a presentation and defence of the thesis and of answers to questions in the individual subjects compulsory for the given study subject area asked by the chair of the Board and the examiner of the given subject immediately after the thesis defence. The questions should be, as far as possible, thematically related to the problems discussed in the thesis.
- (2) The student answers without preparation and proves he/she knows the given problems comprehensively and is able to solve it in wide interdisciplinary relations.
- (3) Questions at the state language examination and at the state examination sat for an optional subject are selected by lot by the student in advance.
- (4) When determining the grading of the thesis defence, the Board takes account of the supervisor's assessment and the reviewer's report and of the course of the defence.
- (5) When determining the grading of the individual examined subjects, the Board can take account of results reached by the student during the study.
- (6) The final grading is determined by voting. In case of equality of votes, the Board chair's vote decides.

#### **Article 15**

##### **Keeping of State Examination Results**

- (1) Registration of the state examination results is prepared by the student affairs department in cooperation with the department secretaries. They bear joint responsibility for delivery of complete documents required by the Boards of Examiners. Responsibility for the completeness of the state examination registration is borne by the chair of the Board of Examiners.
- (2) The Board secretary helps with the organization of the overall state examinations and provides for the Board paperwork. This function is usually performed by full-time doctoral students.

### **PART FOUR**

#### ***Organization of Thesis***

#### **Article 16**

##### **Activity of Departments**

- (1) Departments publish the topics of Bachelor and Master theses and the names of expected supervisors by the end of January at the latest. They use the faculty information system for publication. Specific topics of Bachelor and Master theses are approved by the heads of those

departments where the appropriate supervisors are employed. Heads of departments ensure that the chosen topic of thesis corresponds to each student's programme.

- (2) The thesis is supervised by a member of the academic staff whose education is at least by one level higher than the level of study in which the thesis is to be drawn and/or by another employee who fulfils the above given requested minimum education and is approved by the faculty Research Board. Students of related doctoral programmes can also participate in Bachelor theses supervising.
- (3) The supervisor is appointed by the department head. The supervisor's name is written in the application for the thesis drawn through the information system. The printed and signed application with all signatures is given to the appropriate department.
- (4) The supervisor may supervise concurrently not more than 20 Bachelor or Master theses. The number of concurrently supervised theses usually should not exceed 10.
- (5) Topics of Bachelor and Master theses proposed by companies and information about contact persons ("expert consultants") in the given company are given to the departments by the vice-dean for study affairs. Before they are published, the heads of departments appoint supervisors of such theses out of the department employees. The supervisor of such thesis is responsible for contacting the employees of the appropriate companies. Any problems are discussed with the vice-dean for study affairs.
- (6) An expert consultant can cooperate with the thesis supervisor. It is usually an experienced practitioner who will assist the author with specific problems solving. The expert consultant is approved by the thesis supervisor. The expert consultant's name is drawn on the title page of the Bachelor/Master thesis. The expert consultant's role in the thesis supervision can be specified in the thesis acknowledgment.
- (7) The thesis supervisor follows the Guidelines for Bachelor and Master Theses Drawing and the supervisor's assessment outline. The supervisor submits his/her assessment through the information system. One signed printed copy is given to the department secretary.
- (8) By 15 October of the academic year in which the thesis is to be submitted, the thesis supervisor discusses more detailed thesis information (title, aim and specific content in the form of the thesis outline) with the student. In justified cases, the thesis supervisor may extend the deadline for the thesis discussion in agreement with the student. The student enters the information about the thesis in the information system and after the supervisor approves it, the information is printed and signed in 2 copies (one for the student and one for the department).
- (9) The thesis supervisor grants course credits of subjects Bachelor Thesis Seminar and/or Master Thesis Seminar. To obtain the course credit for the winter semester, the student must submit at least the first integral version of the thesis by 31 January of the given academic year. If the student fails to obtain the credit course he/she will not be permitted to defend the thesis.
- (10) The submitted theses are registered by the appropriate departments. The department makes the theses submitted by the students available to the public at least five working days before the defence by publishing in the public part of the information system the titles, author names and time (usually the department secretary's working hours) and place (usually the department secretary's office, No. of the room) where the theses are available to the public.
- (11) The head of the department appoints a reviewer who draws a report (as well as the supervisor draws his/her assessment). The reviewer enters his/her report and the supervisor puts his/her assessment in the information system. One signed printed copy is given to the department secretary.

- (12) After the theses are submitted, they are sent to the plagiarism-checking system. The result of the check is available to the thesis supervisor and reviewer in the eVŠKP information system. The supervisor (and/or the reviewer) comments the result of the check in his/her assessment (report).
- (13) The supervisor's assessment and the reviewer's report will be available in the information system and at the appropriate department 5 days before the defence at the latest. It is the student's duty to acquaint with them.
- (14) The department secretary who registers the submitted theses notifies the thesis supervisor and reviewer of the date of defence and provides them a link to an electronic version of the assessment/report outline. The secretary does so when she hands over the printed thesis to the supervisor and reviewer for assessment/report.
- (15) The appropriate department ensures that the theses and assessments/reports are handed over to the Board before which the theses will be defended.
- (16) Situations not described herein are decided by the head of the department after an eventual consultation with the vice-dean for study affairs.

#### **Article 17**

##### **Organizational Instructions for Students**

- (1) Students of year 2 of a Bachelor programme, students of year 4 of a Master (Engineer) programme, and students of year 1 of a Master programme which is a continuation of a Bachelor programme choose the topic of their Bachelor/Master thesis. They apply for the chosen topic at the appropriate department by the deadline specified in the academic year schedule (usually by the end of the first week in March).
- (2) The students use the offer of topics in the information system for applying. In agreement with the thesis supervisor, they submit the first signed version of the thesis information with completed topic and supervisor's name. The topic is registered after approval by the head of the appropriate department.
- (3) By 15 October of the subsequent academic year, the student discusses more specific thesis information with the supervisor (accurate title, aim and content of the thesis in form of an outline). In justified cases, the deadline for the thesis discussion can be extended in agreement with the thesis supervisor. The student fills the information about the thesis in the information system and after the supervisor approves it, the information is printed and signed (one copy for the student and one for the department).
- (4) When drawing the thesis, the student follows his supervisor's instructions and the Guidelines for Bachelor and Master Theses Drawing.
- (5) The author of the Bachelor or Master thesis submits to the supervisor the first integral version of the thesis by 31 January of the given academic year. It is an essential condition for getting a course credit of the subject Bachelor Thesis Seminar and/or Master Thesis Seminar for the winter semester of the given academic year. The course credit for the summer semester is granted after the thesis is submitted to the department. If the student fails to obtain the credit course he/she will not be permitted to defend the thesis.
- (6) The student submits two printed copies of the Bachelor/Master thesis to the appropriate department by the deadline specified in the academic year schedule. (Both copies will be returned to the student after the defence.) The student submits the full text of his/her thesis identical to the printed original in an electronic form through the faculty information system



to the eVŠKP system. The electronic form must be submitted before the printed form is submitted.

- (7) The supervisor's assessment and the reviewer's report will be available in the eVŠKP system and at the appropriate department 5 days before the defence at the latest. It is the student's duty to acquaint with the assessment/report.

## **PART FIVE**

### ***Rules for Subject Recognition***

#### **Article 18**

- (1) Subjects passed within the previous study at the faculty can be recognized in the current study based on an application submitted in form of either collective or individual recognition.
- (2) Subjects older than 5 years cannot be recognized collectively. The calendar year of a subject passing is relevant for recognition.
- (3) Subjects may be recognized collectively only if the student obtained at least 90 credits in the previous study. Subjects completed by grading better than E (3) or completed by a course credit can only be recognized.
- (4) In other cases, recognition falls within the powers of the given subject guarantor. After a preliminary agreement with the subject guarantor, the student submits an application to the student affairs department. The guarantor records the subject completion in the information system on the basis of the confirmed application. One common application suffices for recognition of more subjects.

## **PART SIX**

### ***Results of Study and Rules for Communication in Study-Related Affairs***

#### **Article 19**

##### **E-Mail Communication**

- (1) Each student enrolled into study at FIM UHK is obliged to use *only the university e-mail box and account* for his/her study-related *e-mail communication* with the employees and worksites of the University of Hradec Králové (hereinafter UHK). Use of private e-mail accounts may not be accepted for communication with UHK employees and worksites.
- (2) Each employee of FIM UHK is obliged to use *only the university e-mail box and account* for his/her *working communication with UHK students*. Use of private e-mail accounts for communication with UHK students is not accepted.

#### **Article 20**

##### ***Study Results Recording***

- (1) Study results (course credits and examinations granting) are registered in the STAG information system.
- (2) The appropriate teacher records (either in person or through a person authorized by the head of the department) the course credits and examinations in the STAG information system. The records are made within ten days from granting (continuously for the most part) and must be made by the date specified in the academic year schedule for the individual groups of students.

- (3) The student may submit his/her record book to the teacher for recording of the course credit and examination granted. In such case, the teacher is obliged to record the course credit and the examination in the record book.
- (4) The teacher (or the person authorized to register the course credits and grades in IS/STAG) checks whether he/she is registered as the subject teacher in the information system and has the right to record course credits and grades. If there is any mistake in the setting the teacher contacts the faculty IS/STAG administrator.
- (5) The teachers are obliged to keep the records about granted course credits and examinations for at least three academic years in order to be able to explain any potential discrepancies.
- (6) That teacher who finishes his/her employment at FIM UHK gives his/her archive records about granted course credits and examinations to the secretary of the appropriate department. This duty applies to external teachers as well.
- (7) If the granted course credit or examination cannot be recorded because the student did not register the subject in IS/STAG in time (such situation can occur extraordinarily only as the teacher is obliged to check at the beginning of instruction whether all students who take part in it have registered the subject in their curricula in IS/STAG), the teacher asks the student to remedy it. If the student cannot add the subject in IS/STAG in such period in person, the subject will be registered in his/her curriculum by the study affairs department upon the student's application and for a fee.
- (8) Extraordinarily, in cases when there is a subject belonging to the summer semester involved and the student completes his/her study as on 15 November of the given academic year, the teacher may use the form Course Credit and Examination Record for recording the course credit and the examination. The teacher passes the form to the study affairs department. The teacher archives the record of such course credits and examinations in a suitable way (e.g. a copy of the form).
- (9) The completeness of course credits and examinations records in IS/STAG is checked before enrolment to the next year of study. If the student finds that a course credit or an examination is missing in IS/STAG, he/she completes the form Information Not Delivered to IS/STAG and submits it to the student affairs department before enrolment into the next year of study. He proves the grade granting by submitting the record book if he/she uses it for this purpose.
- (10) The student affairs department gives the form Information Not Delivered to IS/STAG to the head of the appropriate department (e.g. through the secretary). It is the teacher's duty to check the correctness of the data of the granted course credit or examination and record it in IS/STAG immediately. The teacher then enters this fact to the form Information Not Delivered to IS/STAG and passes the form, either in person or through the department secretary, to the study affairs department. The study affairs department then checks the record in IS/STAG.
- (11) A part of study and/or an individual examination may be recognized as per Article 21 of the UHK Code of Study and Examination on the basis of a written application and for a fee.
- (12) At the check of completeness of recorded course credits and examinations at the study closing, the student submits a completed form Application for Study Closing in which he/she confirms fulfilment of all conditions for the study closing.
- (13) Any problems and uncertainties are solved by the head of the student affairs department and/or by the vice-dean for study affairs.

**Article 21**  
**Notification of Study Results**

- (1) The student may be notified of partial results of study in a subject in the following way:
  - a) Orally;
  - b) In printed or written form in UHK premises;
  - c) In an electronic form in UHK internal network;
  - d) After logging-in through secured LMS UHK systems (Oliva, Moodle, ...);
  - e) On Internet (not publicly) through applications requiring verification of the user by UHK.
- (2) The student may be notified of his/her overall assessment in subjects through official study documents (diplomas, amendments to diplomas, overviews of subjects passed etc.) and the study information system only.
- (3) Any public notification of study results through Internet is prohibited unless the law and related regulations specify otherwise.

**PART EIGHT**  
***Transitional and Final Provisions***

**Article 22**  
Final Provisions

- (1) This directive replaces the Dean's directive No. 3/2015 amending the Code of Study and Examination of UHK, and the Dean's decrees Nos. 2/2012, 3 and 4/2014.
- (2) This directive was discussed by AS FIM on 17 October 2017.
- (3) This directive comes into force and power on the day of its publishing.

In Hradec Králové on 31 October 2017

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Dean