

*This is the translation of the Dean's Decree No. 3/2025 issued on 12 September 2025.
The English version is valid from the date of signing the Czech version.*

DIRECTIVE

*of the Dean of the Faculty of Informatics and Management
University of Hradec Králové
supplementing the Study and Examination Code of the University of Hradec Králové*

PART ONE ***Basic provisions***

Article 1 **Introductory provisions**

- (1) This dean's directive supplements the Study and Examination Code of the University of Hradec Králové (hereinafter SEC UHK) in the provisions it specifies for studies in bachelor's and master's degree programmes.

Article 2 **Definitions**

- (1) A study result means any evaluation of a student's academic activity.
- (2) The overall assessment of a student in a course means the award of a credit or an examination result (grade, number of credits) in the given course.
- (3) A partial result in a course means any result of a student's work in the course that serves as a basis for the overall assessment in the course and is not entered into the study information system.

PART TWO ***Study in bachelor's and master's degree programmes***

Article 3 **Enrolment of courses in the study plan and allocation of students to study groups**

- (1) Courses are selected for the student's study plan within the deadlines set by the academic calendar.
- (2) Before classes begin, or during the first 14 days of the semester, students register in the faculty information system for specific scheduled activities of the courses they have enrolled. In this way, study groups specific to each course and activity are formed.

Article 4

Monitoring of class attendance

Attendance in classes is monitored by the teacher solely in line with the course documentation published through the faculty information system.

Article 5

Study monitoring and conditions for continuation in the combined form of study

- (1) A student may be duly enrolled in the next year of a bachelor's degree programme in the combined form of study if, for the entire preceding period of study, the student has obtained at least the following number of credits:

for enrolment in the second year at least 33 credits

for enrolment in the third year at least 62 credits

for enrolment in the fourth year at least 85 credits

for enrolment in the fifth year at least 107 credits

for enrolment in each subsequent year at least a further 33 credits.

- (2) A student may be duly enrolled in the next year of a two-year consecutive master's (engineering) degree programme in the combined form if, for the entire preceding period of study at the master's level, the student has obtained at least the following number of credits:

for enrolment in the second year at least 37 credits

for enrolment in the third year at least 72 credits

for enrolment in each subsequent year at least a further 37 credits.

Article 6

Terms and conditions for regular completion of studies in the combined form

- (1) Studies in the combined form of a bachelor's degree programme are duly completed if the student has obtained credits for all compulsory courses prescribed by the relevant study plan (i.e., the curriculum has been completed) and has successfully passed the State Final Examination, which includes the defence of the bachelor's thesis.
- (2) Studies in the combined form of a two-year consecutive master's (engineering) degree programme are duly completed if the student has obtained credits for all compulsory courses prescribed by the relevant study plan (i.e., the curriculum has been completed) and has successfully passed the State Final Examination, which includes the defence of the diploma thesis.

Article 6a

Study of courses in a foreign language

- (1) Students enrolled in study programmes accredited in Czech language may, according to the current offer, enrol in courses accredited in a foreign language if they are opened in the relevant semester.
- (2) Enrolment of such courses in the information system is carried out on the basis of a written request bearing the consent of the course teacher, exclusively through the Study Department, within the deadlines set by the academic calendar for adjustments to study plans.
- (3) The total number of credits obtained in this way in a study programme accredited in Czech language may not exceed 54 credits in bachelor's programmes and 36 credits in consecutive

master's programmes. Courses completed as part of study stays abroad organized by UHK are not counted toward this total.

PART THREE

Organizational arrangements for State Final Examinations

Article 7

Compulsory and optional examination subjects

- (1) Study plans distinguish between examination subjects compulsory for the given programme and optional subjects. The State Final Examination in subjects compulsory for the programme, including the defence of the bachelor's or diploma thesis, shall be taken by the student after completion of the curriculum in a single date before one examination board (comprehensive State Final Examination). The State Final Examination in languages for the Tourism Management programme shall be taken earlier before a separate board convened for that purpose.
- (2) The State Final Examination in optional subjects may be taken once all prerequisite courses for that examination have been completed, but no later than on the date of the comprehensive State Final Examination.

Article 8

Examination questions

- (1) Heads of the responsible departments (see Article 10) shall discuss in the Programme Board the updated examination questions for the State Final Examinations valid in the given academic year no later than by the end of May of the preceding academic year. The text of the examination questions with a list of recommended literature shall be published in the information system.
- (2) Heads of departments shall publish the revised texts of the examination questions by 30 September of the given academic year through the information system. If not published, the questions from the previous year shall be used for that academic year.
- (3) The specified requirements apply to examinations held in the examination periods of the winter and summer semesters of the given academic year and to examinations held in September of the following academic year.

Article 9

Appointment of examiners

The Dean of the faculty appoints members of the examination boards for State Final Examinations from among professors and associate professors of the faculty and from experts approved by the Research Board of the faculty. Further members of examination boards are proposed from among experts appointed by the Ministry of Education, Youth and Sports. Appointments are announced to members and chairs of the boards by letter.

Article 10

Responsibility for examination subjects and formation of examination boards

- (1) Responsibility of heads of departments for forming examination boards for comprehensive State Final Examinations for individual study programmes and for the organizational provision of their course:

Department of Economics and Department of Management:

Economics and Management (bachelor's)
Economics and Management (master's)

Department of Information Technologies:

Information Management (bachelor's)
Information Management (master's)
Information and Network Security (bachelor's)

Department of Informatics and Quantitative Methods:

Applied Informatics (bachelor's)
Applied Informatics (master's)
Data Science (master's)

Department of Recreationology and Tourism:

Tourism Management (bachelor's)

The head of the responsible department shall, in cooperation with the Vice-Dean for Study Affairs, ensure the formation of examination boards for the comprehensive State Final Examination in the relevant study programme.

- (2) Overview of examination subjects for State Final Examinations in bachelor's degree programmes and the heads of departments responsible for their content related, organizational and personnel provision.

Department of Applied Linguistics:

English Language
German Language

Department of Information Technologies:

Information Technologies
Security Technologies and Approaches
Software Tools
Computing and Communication Tools

Department of Informatics and Quantitative Methods:

Software Engineering
Technical and Software Tools

Department of Economics:

Economics
Economics and Management
Business Economics

Department of management:

Management

Department of Recreation and Tourism: Tourism

The head of the responsible department shall ensure examiners for the given subject within the comprehensive State Final Examination, the State Final Examination in a language, or the state examination in an optional subject.

- (3) Overview of examination subjects for State Final Examinations in master's degree programmes and the heads of departments responsible for their content related, organizational and personnel provision.

Department of Economics: Economics

Business Economics

Department of Management: Management

Department of Information Technologies: Information Technologies

Department of Informatics and Quantitative Methods:

Software Engineering

Quantitative Methods

Database Systems and Big Data

Theoretical Informatics and Mathematical
Methods

Artificial Intelligence and Machine Learning

Knowledge Mining from Data

The head of the responsible department shall ensure examiners for the given subject within the comprehensive State Final Examination or the state examination in an optional subject.

Article 11

Setting dates for State Final Examinations

- (1) Heads of the responsible departments, in cooperation with the Vice-Dean for Study Affairs, shall set the dates of comprehensive State Final Examinations for master's and bachelor's programmes, the State Final Examinations in languages, and where applicable the dates of state examinations in elective subjects.
- (2) Examination dates shall be scheduled for the examination period in the winter semester, for the examination period in the summer semester, and for the examination period in September. Specific dates shall be set within the time limits given by the academic calendar of the relevant academic year and shall be published without delay on the faculty website.

Article 12

Formation of examination boards for individual examination dates

- (1) Heads of departments shall form examination boards for bachelor's programmes, or for the subjects for which the department is responsible, for individual dates from professors and associate professors of the faculty and from experts approved by the Research Board or from experts appointed by the Ministry of Education, Youth and Sports, so that the boards have at least three members and are chaired by a professor or associate professor, in exceptional cases by an assistant professor holding a scientific degree or the Ph.D. degree.
- (2) Heads of departments shall form examination boards for master's programmes for individual dates from professors and associate professors of the faculty and from experts approved by the Research Board or from experts appointed by the Ministry of Education, Youth and Sports, so that the boards have at least three members and are chaired by a professor or associate professor.
- (3) Heads of other departments shall assist in forming individual boards for the comprehensive State Final Examination of the given programme by providing, from among department staff or external collaborators of the department authorized to examine at State Final Examinations, examiners for individual parts of the comprehensive State Final Examination. The head of the department responsible for forming the board for a given programme shall discuss the supplementation of the board with examiners from other departments with the heads of those departments.
- (4) Any conflicts shall be resolved by the Vice-Dean for Study Affairs.

Article 13

Student registration for the State Final Examination and setting of the specific examination date

- (1) Students register for the State Final Examination in the information system within the deadlines set by the academic calendar.
- (2) Heads of the responsible departments, in cooperation with the Vice-Dean for Study Affairs, determine for bachelor's and master's students the specific dates of the comprehensive State Final Examination, the State Final Examination in languages, and, where applicable, the state examination in an optional subject within the time limits set by the academic calendar (usually by the end of October for the winter-semester period, during March for the summer-semester examination period, and during June for the September examination period). When setting the specific date of the comprehensive State Final Examination for individual students, the topic of their bachelor's or diploma thesis is taken into account.
- (3) Departmental clerks of the responsible departments, in cooperation with the Study Department, publish the lists of dates and the students to be examined on the faculty website. Students confirm their attendance at the State Final Examination with the departmental clerks of the responsible department by signing, within the deadlines set by the academic calendar.
- (4) It is verified by the Study Department, with the support of the information system, that registered students have met all conditions required for admission to the State Final Examination. If a student fails, within the deadline given by the academic calendar, to meet the conditions prescribed by the Study and Examination Code for admission to the State Final Examination in the relevant period, the student's registration is cancelled.
- (5) Verification of meeting the conditions required for admission to State Final Examinations held in the winter-semester examination period, or in the September period, is governed by the criteria valid for the preceding academic year.

Article 14

Defence of the final thesis and the State Final Examination in examination subjects

- (1) The comprehensive State Final Examination consists of the presentation and defence of the final thesis and of answers to questions from the compulsory examination subjects for the given study programme. These questions are set by the chair together with the examiner of the relevant subject immediately after the thesis defence. Where possible, the examiner selects questions that are thematically related to the issues addressed in the thesis.
- (2) The student usually answers without preparation and demonstrates comprehensive mastery of the chosen subject matter and the ability to address it in broad interdisciplinary contexts. At the student's request, the chair may allow a short preparation time.
- (3) In the State Final Examination in a foreign language and in the state examination in an optional subject, the student draws the examination questions in advance.
- (4) When determining the grade for the defence of the final thesis, the board takes into account the supervisor's and the opponent's reports and the course of the defence.
- (5) When determining grades for individual examination subjects, the board may take into account the results achieved by the student during the course of study.
- (6) The final assessment is decided by the board by vote. In the event of a tie, the chair's vote is decisive.

Article 15

Recording the results of State Final Examinations

- (1) The records of State Final Examination results are prepared by the Study Department in cooperation with the departments' clerks. Together they are responsible for providing complete materials for the examination boards. The chair of the examination board is responsible for the completeness of the record of the course of the State Final Examination (see Article 24(6) of the Study and Examination Code of UHK).
- (2) In organising the conduct of comprehensive State Final Examinations and in carrying out the board's administrative tasks, the board is assisted by a secretary. This function is usually entrusted to full-time doctoral students.

PART FOUR

Organisational arrangements for final theses

Article 16

Activities of departments

- (1) Departments publish by the end of January an offer of bachelor's and diploma thesis topics, including the names of the intended supervisors. The IS STAG information system is used for publication. Specific thesis topics submitted by students are approved by the heads of those departments of which the supervisor is a member. The head of department ensures that the chosen topic is in line with each student's study programme.
- (2) A supervisor is an academic staff member with education at least one level higher than the level of study in which the thesis is assigned, or another employee approved by the Research Board of the faculty who meets the above minimum education requirement. Students of the relevant or related doctoral programme may also participate in supervising bachelor's theses.

- (3) The supervisor is appointed by the head of department. The supervisor's name is stated in the application for the final thesis prepared through IS STAG. The student registers for a topic and, after allocation of the topic by the supervisor, is assigned to it.
- (4) Assigned topics are transferred by the clerks of the relevant departments into the final-thesis record in IS STAG by the end of March.
- (5) A supervisor may concurrently supervise at most 20 final theses, bachelor's and diploma combined. The number of concurrently supervised diploma theses should not normally exceed 10.
- (6) Thesis topics proposed by enterprises are received by departments from the Vice-Dean for Study Affairs together with the contact person (expert consultant) in the enterprise. Before publication, the heads of departments appoint supervisors for these theses from among department staff. The supervisor is responsible for maintaining contact with the enterprise's staff who proposed the topic. In case of problems, the Vice-Dean for Study Affairs is consulted.
- (7) An expert consultant may cooperate with the supervisor, typically a practitioner who assists the author in addressing selected substantive issues. The expert consultant is approved by the supervisor. The expert consultant is listed on the title page of the bachelor's or diploma thesis. The acknowledgement may specify the consultant's share in the supervision.
- (8) The supervisor follows these instructions, the "Methodological Guidelines for the Preparation of Bachelor's and Diploma Theses", and the supervisor's report template. The report is submitted through the information system and one signed hard copy is handed to the department's clerk.
- (9) No later than 15 October of the academic year in which submission of the thesis is expected, the supervisor discusses with the student the specified thesis assignment (exact title, objective, and concrete content in the form of an outline). In justified cases, the supervisor may extend the discussion deadline by agreement with the student. The assignment is filled in by the student in IS STAG and, after approval by the supervisor, is forwarded for approval to the head of the relevant department. The approved assignment is then transferred by the clerk into the final-thesis record in IS STAG.
- (10) The supervisor awards credits for the course "Bachelor Thesis Seminar" or "Diploma Seminar". A necessary condition for awarding the credit for the winter semester is submission, by 31 January of the given academic year, of at least the first coherent version of the thesis accepted by the supervisor. Failure to obtain the credit results in the student not being admitted to the defence.
- (11) The relevant department records the theses received. Theses submitted by candidates are made available by the department for public inspection at least five working days before the defence by listing, in the public part of the faculty information system, the thesis titles, authors' names, and the time (usually the clerk's office hours) and place (usually the clerk's office, room number) where the theses are available to the public.
- (12) The head of department appoints an opponent, who prepares a report in the same way as the supervisor. The report is submitted through the information system and two signed hard copies are handed to the department's clerk.
- (13) After submission, theses are checked by an anti-plagiarism system. The result of the check is available to the supervisor and the opponent in IS STAG. The supervisor (or the opponent) comments on the result in their report.
- (14) The supervisor's and the opponent's reports are available in the information system and at the relevant department no later than 5 days before the defence date. It is the student's duty to familiarise themselves with these reports.

- (15) The department's clerk who records the received theses informs the supervisor and the opponent of the defence date of the given thesis and provides a link to the electronic version of the report template. This is done when the bound thesis is submitted to the supervisor and the opponent for preparation of their reports.
- (16) The relevant department ensures the delivery of theses and reports to the board before which the defence will take place.
- (17) Situations not described in this directive are decided by the head of department after possible consultation with the Vice-Dean for Study Affairs.

Article 17

Organisational guidelines for students

- (1) Students in the 2nd year of a bachelor's degree programme and students in the 1st year of a consecutive master's degree programme choose the topic of their bachelor's or diploma thesis (collectively final theses). They register for the chosen topic in IS STAG by the deadline stated in the academic calendar (usually by the end of the first week in March).
- (2) For registration, students use the offer of topics in IS STAG and register for a topic provided by an academic staff member. After approval by the supervisor, the topic is allocated to the student. Based on the allocation, a thesis-assignment record is created for the student in the information system for completion.
- (3) No later than 15 October of the following academic year, the student discusses with the supervisor the specified thesis assignment (exact title, objective, and concrete content in the form of an outline). In justified cases, the deadline may be extended by agreement with the supervisor. The student completes the assignment in IS STAG, sets its status to "Thesis assignment completed by student", and saves it.
- (4) The assignment is then approved electronically by the supervisor and the head of department, or it may be returned for revision.
- (5) In preparing the thesis, the student follows the supervisor's instructions and the "Methodological Guidelines for the Preparation of Bachelor's and Diploma Theses".
- (6) The author of a bachelor's or diploma thesis submits to the supervisor, no later than 31 January of the given academic year, at least the first coherent version of the thesis. This is a necessary condition for awarding the credit in the course "Bachelor Thesis Seminar" or "Diploma Seminar" for the winter semester. The credit for the summer semester is awarded after the thesis is submitted to the department in a form accepted by the supervisor. Failure to obtain the credits results in the student not being admitted to the defence.
- (7) Students submit one printed copy of the bachelor's or diploma thesis to the relevant department no later than the deadline set by the academic calendar. The copy will be returned to the student after the defence. The full text of the thesis, identical to the bound original, is submitted in electronic form through the faculty information system to IS STAG. The electronic version must be submitted before the printed copy.
- (8) The supervisor's and the opponent's reports are available in IS STAG and at the relevant department no later than 5 days before the defence date. Students are required to familiarise themselves with the reports.

PART FIVE

Rules for recognition of part of studies

Article 18

- (1) Courses completed in previous studies at the faculty may be recognised in the current studies on the basis of an application, either by bulk recognition or individually.
- (2) Recognition of part of studies, or recognition of an examination in an individual course under Article 21 of the Study and Examination Code of UHK, is possible on the basis of a written application for a fee.
- (3) Under Article 21 of the Study and Examination Code of UHK, only courses completed with grade D (2.5) or better, or completed by credit only, are recognised. Courses older than five years cannot be recognised. The decisive date is the calendar year in which the course was completed.
- (4) The following cannot be recognised by bulk recognition: “Bachelor Thesis Seminar I” (PJKT), “Bachelor Thesis Seminar II” (PJKT2), “Diploma Seminar I” (DIPL1), “Diploma Seminar II” (DIPL2), “Methodological Seminar” (MES), “Practical Project” (PR), “Selective Project” (VP), “Foreign Internship” and courses completed during a foreign internship. Courses from concurrently running studies cannot be recognised by bulk recognition. Bulk recognition is possible only for courses from the same programme and the same accreditation version.
- (5) Bulk recognition of courses is possible only if at least 90 credits were obtained in the previous studies.
- (6) In other cases, recognition of a course lies within the competence of the course guarantor. After prior agreement with the guarantor, the student submits an application to the Study Department. On the basis of the confirmed application, the guarantor records fulfilment of the course in the information system. A single joint application is sufficient for recognition of multiple courses.

PART SIX

Study results and rules of communication in study matters

Article 19

Communication by email

- (1) Every student enrolled for studies at FIM UHK is required to use exclusively the university email mailbox and account for email communication concerning their studies with staff and units of the University of Hradec Králové (UHK). The use of private email accounts may not be accepted for communication with UHK staff and units concerning studies.
- (2) Every employee of FIM UHK is required to use exclusively the university email mailbox and account for work communication with students of the University of Hradec Králové concerning studies. The use of private email accounts is not accepted for communication with UHK students.

Article 20

Recording of study results

- (1) Records of study results (award of credits and examinations) are maintained through IS STAG.
- (2) The relevant teacher records credits and examinations in IS STAG (personally or through a person authorised by the head of department). The entry is made no later than ten days after the award (usually on an ongoing basis) and must be completed no later than the date set for the relevant groups of students in the academic calendar.

- (3) The teacher (or the person authorised to record credits and grades in IS STAG) checks whether they are listed in the information system as the teacher of the course and authorised to record credits and grades. If this link is not set, the teacher contacts the faculty IS STAG administrator.
- (4) Teachers are required to archive supporting documents for awarded credits and examinations for at least three academic years.
- (5) A teacher who ends employment at FIM UHK submits the supporting documents for awarded credits and examinations to the clerk of the relevant department. This obligation also applies to external teachers.
- (6) If an awarded credit or examination cannot be recorded because the student did not enrol the course in time in IS STAG (such a situation should occur only exceptionally, because the teacher must check at the start of teaching whether all participating students have enrolled the course in their study plans in IS STAG), the teacher informs the student to remedy the situation. If the student cannot add the course to IS STAG in person during the given period, the Study Department will, on the basis of the student's request, add the course to the study plan for a fee.
- (7) If a student is finishing their studies as of 15 November (as a rule) of the given academic year and cannot enrol a course scheduled for the summer semester, the Study Department is contacted within the deadlines set by the academic calendar for enrolling courses in study plans. On the basis of the student's request, the Study Department will enrol the course in the study plan free of charge.
- (8) When checking the completeness of recorded credits and grades at the closing of studies, the student submits the completed "Application for Completing Studies" form, in which the student also confirms fulfilment of all conditions for finishing the studies.
- (9) Any difficulties and ambiguities are resolved by the head of the Study Department or by the Vice-Dean for Study Affairs.

Article 21

Communication of study results

- (1) Partial results in a course may be communicated to a student:
 - a) orally,
 - b) in printed or written form on UHK premises,
 - c) in electronic form on the UHK internal network,
 - d) after login through secured UHK LMS systems (Oliva, Moodle, etc.),
 - e) on the Internet only in a non-public manner through applications that require authentication of a UHK user.
- (2) Communication of the overall assessment of a student in courses is possible only through official study documents (diploma, diploma supplement, transcript of completed courses, etc.) and through the study information system.
- (3) Any public communication of study results via the Internet is prohibited unless otherwise provided by law and related regulations.

PART EIGHT

Transitional and final provisions

Article 22

Final provisions

- (4) This directive replaces Dean's Directive No. 1/2020 supplementing the Study and Examination Code of UHK.
- (5) This directive was discussed by the FIM Academic Senate on 2 September 2025.
- (6) This directive enters into validity and effect on 12 September 2025.

In Hradec Kralove on 12 September 2025

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