

FACULTY OF MILITARY TECHNOLOGY

INTERNAL NORM

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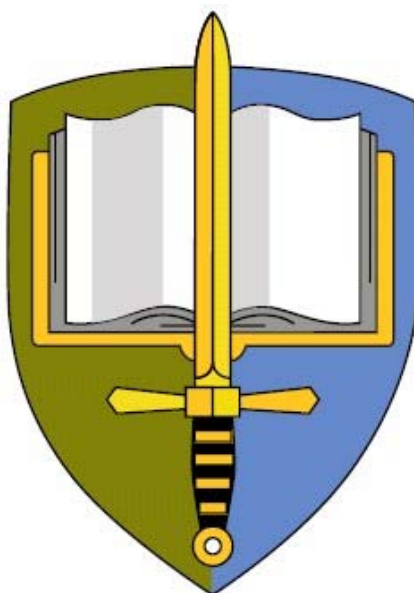
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No of pages: 11

I approve:

Colonel Prof. Ing. Zdeněk VINTR, CSc.

Dean of the Faculty of Military Technology



Guidelines of the Dean of the Faculty of Military Technology for Applying the Study and Examination Rules and Regulations for the University of Defence

Brno 2009

PART ONE
INTRODUCTORY REGULATIONS

Art.1
Subject of correction

Guidelines of the Dean of the Faculty of Military Technology for Applying the Study and Examination Rules and Regulation for the University of Defence (hereinafter referred to as “guidelines”) clarifies the details of organizational and administrative support of the study in study programmes conducted by the Faculty of Military Technology of the University of Defence (hereinafter referred to as “study programme”) in accordance with the regulation of Art. 1, Par. 2 of the Study and Examination Rules and Regulations for the University of Defence (SERR UoD).

PART TWO
GENERAL PROVISIONS

Art. 2
(to the regulation of Art. 8, Par. 1 of SERR UoD)

An additional form of instruction in full-time study is guided self-study and participation at professionally-oriented exhibitions, trade fairs, seminars and conferences.

Art. 3
(to the regulation of Art. 12, Pars. 1 and 2 of SERR UoD)

The final state exam can be taken by the student who:

- a) has fulfilled all study duties stated by pertinent study programme,
- b) has achieved prescribed number of credits of pertinent study programme,
- c) has submitted his/her final work in the prescribed time and has registered for the final exam.

Art. 4
(to the regulation of Art. 13, Pars. 2 and 4 of SERR UoD)

- (1) Topics of bachelors’ works are published by heads of specialized departments by the end of November in the last year of study. It is possible for students to propose their own topic of bachelors’ work which must be done by the end of October of the last year of study.

- (2) The student is obliged to select one of the published topics of bachelors' works by the end of December of the last year of study. The student will receive the specification of bachelors' work from the tutor of bachelors' work by the end of January of the last year of study at the latest.
- (3) Topics of diploma works are published by heads of specialized departments by the end of July of the next to the last year of study. It is possible for students to propose their own topic of bachelors' work which must be done by the end of June of the penultimate year of study.
- (4) The student is obliged to select one of the published topics of diploma works by the end of October in the last year of study. Student will receive the specification of diploma work from the tutor of diploma work by the end of November of the last year of study at the latest.
- (5) Topics of final works are published in the Dean's Order.
- (6) The final work must be printed and hardbound. The title page and cover contains the title of final work, name of student, name of tutor, when and where the final work was done.
- (7) If the final work includes classified information, the title page and cover will state prescribed registration data and degree of classification. One of the copies must contain attestation clause.
- (8) The length of final works is usually as follows:
 - a) Bachelors' works from 40 to 50 standard A4 pages,
 - b) Diploma works from 60 to 70 standard A4 pages ,
 - c) Dissertations from 100 to 120 standard A4 pages.Annexes are not included into the number of pages.

Art. 5

(to the regulation of Art. 14, Par. 1 of SERR UoD)

- (1) Enrolment takes place in the times stated by the Dean and it is conducted by authorised person from the study group of the Faculty of Military Technology (hereinafter referred to as "study group") usually at the Dean's office of the Faculty of Military Technology (hereinafter referred to as "Dean's office"), if not stated otherwise. The condition for the enrolment is presenting the Dean's decision about the admission, as well as showing student's ID. If these conditions are fulfilled, the student is enrolled and he/ she is given student's record book for study at the university, (hereinafter referred to as "student's record book") and they become students of the Faculty of Military Technology of the University of Defence (hereinafter referred to as "Faculty").
- (2) The list of students enrolled to the study will be published according to study branches by the study group in the Dean's Order by 15 October.

Art. 6

Matriculation

Matriculation is the registration of student in students' register of the faculty. Ceremonial matriculation of full-study students of bachelors' and masters' study programmes is organized by the faculty as a rule in 40 days after the beginning of the academic year. Taking an oath is a part of matriculation.

Art. 7

(to the regulation of Art. 15 of SERR UoD)

- (1) Enrolment to the following year takes place in the time specified by the Dean and it is conducted by an authorised person from the study group usually at Dean's office, if not stated otherwise. Details pertaining to the enrolment to the following year are published by the study group in the Dean's Order by the end of June.
- (2) Upon the enrolment to the following year, the authorised person of the study group will check student's record book and he/she will compare the data in it with the data in the electronic information system of the University of Defence (UoD). If all study duties have been fulfilled, this is confirmed by putting a stamp to student's record book reading "he/she has fulfilled requirements of the study in 1st (2nd) year" and by putting a stamp reading "He has been enrolled to 2nd (3rd) year of study" including the date and signature of the authorised person from study group.
- (3) The list of students enrolled to the following year will be published by the study group according to the branches in the Dean's Order by 15 October.

Art. 8

(to the regulation of Art. 16 of SERR UoD)

- (1) Examinations, graded and ungraded credits can be recognised if no more than 3 years have passed since finishing the highest closed year of study; examinations, graded and ungraded credits of unclosed years of study cannot be recognised.
- (2) It is possible to recognise only examinations, graded and ungraded credits with the grade at least "very good", or adequate marking according to ECTS. If the examination of a subject were not recognised, the credit of the same subject cannot be recognised either.

PART THREE

BACHELORS' AND MASTERS' STUDY PROGRAMME

Art. 9

(to the regulation of Art. 21 of SERR UoD)

- (1) For bachelors' study programme and masters' study programme following the bachelors' study programme common Study Programme Council is established. The number of the members of the council is stated by the Dean.

- (2) Members of the Study Programme Council are appointed and removed by the Dean. Term of office of a member of the Study Programme Council is identical with the term of office of the Dean who has appointed him.
- (3) When appointing members of the Study Programme Council, the Dean makes sure to include the representatives of faculty departments and of other parts of the University of Defence who take part in realizing the study programme.
- (4) The position of a member of Study Programme Council is honorary and is not substitutable. It is obligatory for the members to participate in sessions of the Study Programme Council.
- (5) The Study Programme Council is chaired by the Vice-Dean for study and teaching activities (further Council Chairman only). Head of the study group is the secretary of the Study Programme Council.
- (6) Membership in the Study Programme Council is terminated by:
 - a) Finishing the term of office,
 - b) Resignation,
 - c) Removal.
- (7) Sessions of the Study Programme Council are held according to necessity; sessions are summoned by the Council Chairman.
- (8) Conclusions reached at the sessions of the Study Programme Council are submitted by the Council Chairman to the Dean.

Art. 10

(to the regulation of Art. 25, Par. 1 of SERR UoD)

The main activity of pedagogical leader is advisory work in the area of students' study and personal problems.

Art. 11

(to the regulation of Art. 26, Par. 1 of SERR UoD)

If student applies for grade repetition in winter semester already, he/she must at the same time apply for study interruption by the beginning of the following academic year.

Art. 12

(to the regulation of Art. 31, Pars. 1 and 2 of SERR UoD)

- (1) Dates and place of conducting final state exam, members of examination board and the way of registration for the exam is stated in advance in the Dean's Order.
- (2) Final state examination consists of two parts – defence of final work and theoretical part; defence of final work is always the first part of the examination.
- (3) The procedure of the defence of final work is as follows:
 - a) student introduces his/her final work in 10 - 15 minutes,

- b) the Chairman of Examination Board will ask the external examiner to read out the essential part of his/her report; if the external examiner of the final work is not present, his report is read out word by word by the chairman of the board,
 - c) the chairman of the board asks firstly the student to answer the external examiner's questions and then he/she asks other members of examination board to ask questions to clarify required parts of the final work; the student answers these questions.
- (4) Theoretical part of the examination is always oral and it consists of subjects which form a set of specialized subjects specific for individual study branches and which checks student's knowledge acquired by studying prescribed subjects according to study plans. The student is obliged to demonstrate his/ her deep theoretical knowledge in individual subjects of theoretical part of state examination, as well as the ability to apply acquired knowledge in practice.
 - (5) At the beginning of the theoretical part of final state examination, the student chooses randomly 1 examination question with examination tasks which he will answer after preparation; standard time limit for the preparation will be specified by the Chairman of the Examination Board in the range up to 60 minutes. After elapsing the time specified for the preparation, the Chairman of the Examination Board will ask the student to answer the examination questions regardless of their order.
 - (6) The Chairman of the Examination Board announces publicly the student's results of state examination or its part immediately after the decision of examination board about their marking.

Art. 13

(to the regulation of Art. 32, Pars. 3, 4 and 6 of SERR UoD)

- (1) The tutor of final work as well as the external examiner can be academic workers of the faculty, other part of UoD or other university, or a respected specialist from a research institution or practice.
- (2) At the same time as the topics of final works are published, the head of specialized department assigns the tutor of final work to each final work, external examiner of final work and the deadline for submitting final work.
- (3) The names of tutors and external examiners of final works are published in the Dean's Order.
- (4) The final work is submitted by the student to the tutor of the final work on the day given by the head of specialized department at the latest; the student is notified about this date when the specification of final work is given to him/her. Based on student's written application with the consent of the tutor of final work, the head of the specialized department can postpone the deadline if the reasons for that are justified. Postponing can be done in such a way that student will be able to submit the final work to the tutor of final work 3 weeks before the given date of final state examination at the latest.
- (5) The student will submit the final work in hard copy, as well as electronically on compact disc; final work is submitted in two hard copies.
- (6) The tutor of final work will hand over one copy of final work to the head of specialized department without delay for the purposes of writing examiner's report.

- (7) The tutor of the final work will write and send an assessment of written work to the head of specialized department in hard copy and electronically one month after receiving the final work, or 7 days before the date of the final state examination at the latest.
- (8) The tutor of the final work will cover mainly the following points in his/ her assessment:
 - a) Whether the final work corresponds with the specification and whether the given tasks have been fulfilled,
 - b) Degree of innovation of the final work,
 - c) The way of student's attitude to writing the final work (necessity and range of the help during consultations, assessing the student's abilities and knowledge, student's work with literature, assessing the student's exploitation of experience gained in specialized practice, independence in solving tasks and ability to respond to comments from the tutor of final work),
 - d) Level of language and level of graphic and formal layout,
 - e) Possibility of further use of final work,
 - f) If he/she recommends/ does not recommend the final work to be submitted for defence.
- (9) The external examiner of final work will write and deliver his/her report of the final work to the head of specialized department in hard copy and electronically one month after receiving the final work, or 7 days before the date of the final state examination at the latest.
- (10) The external examiner of the final work will cover especially the following points in his/her report of final work:
 - a) Whether the final work corresponds with the specification and whether the given tasks have been fulfilled,
 - b) Assessment of methods used in the final work, their appropriateness, preciseness etc.
 - c) Assessment of partial and overall conclusions which the student arrived at in the final work,
 - d) Strengths and weaknesses of the final work and their assessment,
 - e) Level of language and level of graphic and formal layout of the final work,
 - f) Assessment of the work as a whole,
 - g) Questions that student has missed or solved incorrectly or incompletely and whose answering, analysis or clarification the external examiner will ask for at the defence of final work,
 - h) When marking the final work; for this purpose, the following marks/ grades are used: "excellent", "very good", "good" and "failed".
- (11) If the external examiner cannot write examiner's report of the final work, he/she will notify the head of specialized department about it without delay. If the external examiner's report of the final work is not handed in to the head of specialized department in the time specified in Par. 9 or if the external examiner notifies the head of department that he/she cannot write it, the head of specialized department will assign a new external examiner of final work.

- (12) The head of specialized department delivers the assessment of the final work's tutor and external examiner's report to the chairman of examination board and to the student at least 3 days before the final state exam is held.

PART FOUR

DOCTORAL STUDY PROGRAMME

Art. 14

(to the regulation of Art. 34, par. 4 of SERR UoD)

- (1) Each study branch of doctoral study programme (DSP) has its own branch committee consisting of 5 members minimum.
- (2) Branch committee carries out activities stated in Art. 34, Par. 6 of SERR UoD that are related to the respective study branch of DSP.
- (3) Chairmanship of branch council is established to coordinate activities of branch committees. It consists of the Chairman of Branch Council, Chairmen of Branch Committees, Vice-dean for study and teaching activities and Vice-dean for research.
- (4) The chief of the study group is the secretary of the Branch Council and Chairmanship of Branch Council.

Art. 15

Student's pedagogical activities

Student of full-time study can also carry out pedagogical activities. Pedagogical activities in that case are a part of student's study duties. Range and content of pedagogical activities are determined by the head of training workplace and the range of direct teaching duty must not exceed 100 lessons during the whole period of study.

Art. 16

(to the regulation of Art. 37, par. 2 of SERR UoD)

- (1) Individual study plan (ISP) must contain:
 - a) English language,
 - b) Minimally two study blocks of mathematics ended by one common (integrated) examination,
 - c) Subject Basics of Research Work,
 - d) Specialized subject of given study branch and specialized subject of study module in which the student was registered in the framework of study branch,
 - e) Two optional subjects in the framework of study module with full number of lessons; one or both subjects can be substituted by a combination of two subjects with half number of lessons ended by integrated examination.

- (2) The deadline for handing in the application for state doctoral examination is the last day of 4th semester of the study.
- (3) The deadline for handing in the application for the defence of dissertation is 3 months before the last day of 6th semester of the study.

Art. 17

(to the regulation of Art. 40, pars. 1 and 4 of SERR UoD)

- (1) The application for state doctoral examination must be accompanied, apart from essentials specified in SERR of UoD Art. 40, Par. 4, by written work in hard copy and electronically on a compact disc; written work in hard copy is submitted in 1 copy.
- (2) State doctoral examination consists of two parts: defence of written work and theoretical part.
- (3) The range of written work is 20 to 30 standard A4 pages (without attachments). Written work usually consists of three parts:
 - a) In the introductory part, student characterizes current state in the area of the topic of the dissertation,
 - b) In the second part, student defines the problem he/she is going to solve, states intended goals and the range of solving in dissertation,
 - c) In the final part student states expected results of the work, its contribution and he/she justifies topicality of the theme.
- (4) According to the proposal of the Chairman of Examination Board, the Dean appoints at least one external examiner of written work (hereinafter referred to as “external examiner”). The position of external examiner cannot be assigned to an academic advisor, academic advisor -specialist, member of training workplace and direct superior or subordinate of the student.
- (5) External examiner will write and deliver external examiner’s report to the Chairman of Examination Board via the Dean. The report must be delivered in a hard copy and electronically in one month after receiving written work at the latest. If he/she cannot write the report, he/she will notify about that 14 days after receiving the written work at the latest.
- (6) External examiner’s report will be delivered to both Chairman of Examination Board and student at least 15 days before the state doctoral examination takes place.
- (7) The procedure of the defence of written work is as follows:
 - a) Student introduces his/her written work in the time limit of 10 to 15 minutes,
 - b) The Chairman of Examination Board asks the external examiner to present the essential part of his/ her report; if the external examiner is not present, the Chairman of Examination Board reads out the external examiner’s report word by word.
 - c) The Chairman of Examination Board asks student to answer external examiner’s questions and then he/she asks other members of examination board to ask questions for clarifying required parts of written work. The student answers the questions.
- (8) The range of examined content of curriculum for theoretical part is specified by respective branch committee.

- (9) Theoretical part of state doctoral examination verifies student's knowledge acquired by the study of subjects specified in individual study plan and the knowledge of latest trends in selected study branch. Student is obliged to demonstrate in individual subjects of theoretical part deep theoretical knowledge, ability to solve problems in a creative way, to apply acquired knowledge into practice and to take part in solving given problems.
- (10) Theoretical part of state doctoral examination is always oral and it can be conducted either with using a slip of paper with the task (questions) or in dialogical form. The way of oral examination of theoretical part of state doctoral examination is decided by the Chairman of Examination Board.
- (11) If a slip of paper with the task (questions) is used in the oral exam of theoretical part of the state doctoral examination, members of examination board administer examination questions in writing and the Chairman of the Examination Board hands them over to the student and specifies appropriate preparation time; the preparation time is to be up to 30 minutes. After the preparation time elapses, the Chairman of Examination Board will ask the student to answer the questions regardless their order.
- (12) If the oral part of theoretical part of state doctoral examination is conducted in dialogical form, the Chairman of the Examination Board asks the other members of examination board to ask examination questions. The student answers the questions immediately.
- (13) The Chairman of the Examination Board announces publicly the result of the doctoral examination to the student immediately after the board has made the decision about the assessment. While notifying the student about the assessment of his performance at the state doctoral examination, he/she is also given recommendations by the members of the examination boards pertaining to successful completion and defence of dissertation work.

Art. 18

(to the regulation of Art. 41, Pars. 6, 10, 15, 16 and 17 of SERR UoD)

- (14) The application for the defence of the dissertation work is submitted by student on a prescribed form at the study group.
- (15) After receiving the application for the defence of the dissertation work, the study group ensures for the purposes of the defence of the dissertation work a proposal of branch committee concerning examination board for the defence of the dissertation work, including at least two external examiners with giving their contact addresses, place and time of conducting the defence of the dissertation work.
- (16) Requiring external examiners' assessments from the external examiners of the dissertation work is the matter of the study group.
- (17) A written announcement about the facts mentioned in Art. 41, Par. 15, first sentence of SERR of UoD, is delivered including the theses of the dissertation work; the student is not delivered the theses of the dissertation work.
- (18) Procedure at the defence of the dissertation work:
 - a) The defence of the dissertation work is opened by the Chairman of Examination Board, he/she introduces the student to the members of examination board and other present persons. He/she presents the student's topic of dissertation work, list of publications and list of publications of the results of dissertation work; he/she reads out the assessment of the tutor and training workplace,
 - b) Student briefly explains essential content of his/her dissertation work,

- c) External examiners of the dissertation work present essential parts of their assessments evaluating correctness, validity, scientific originality and seriousness of the knowledge included in the dissertation work; if an external examiner is not present, his/her assessment is read out word by word by a determined member of the examination board,
 - d) Student takes a stand towards external examiners' assessments of the external examiners of the dissertation work, especially towards all objections, remarks and questions,
 - e) The Chairman of Examination Board notifies the present persons about possible responses to the dissertation work and he/she opens a public discussion which present persons can take part in,
 - f) At the conclusion of the defence of the dissertation work the student answers questions and takes stand to all suggestions and objections of participants of public discussion,
 - g) After finishing the defence of the dissertation work, a non-public session of the examination board is conducted; at the non-public session of examination board the course and results of the defence of the dissertation work are assessed, as well as whether and how the results of the dissertation work can be utilized in practice and which organizations should be sent the results with the student's awareness of it.
- (19) The Chairman of Examination Board announces publicly to the student the result of the defence of the dissertation work immediately after the decision is made by the board about the assessment.

PART FIVE

COMMON, TEMPORARY AND CONCLUDING REGULATIONS

Art. 41

Validity and effect

- (20) These guidelines come into effect on the day of their signature by the Dean.
- (21) These guidelines come into effect on 7 September 2009; on the same day, Guidelines of the Dean of FMT UoD for the study in doctoral study programmes from 2 September 2004 are cancelled.