

Dean's Decree No. 11D/2020

ORGANIZATION OF THE ACADEMIC YEAR 2020/2021 AT THE FACULTY OF ELECTRICAL ENGINEERING OF THE UNIVERSITY OF WEST BOHEMIA

In accordance with the Instruction of the Vice-Rector 1P/2020 Schedule of the Academic Year 2020/21, this Decree specifies the organization of basic study activities in 2020/21 at the Faculty of Electrical Engineering of the University of West Bohemia (hereinafter referred to as "FEE"), and the deadlines for the fulfillment of selected duties.

The Study and Examination Regulations of the University of West Bohemia of 13 July 2017, in the current version (hereinafter referred to as "SER"), and the related credit system apply to all FEE students. This Decree specifies selected SER provisions for FEE students.

Article 1 Introductory Provisions

- (1) The FEE internal legislation on study matters is published on the FEE website (www.fel.zcu.cz), or on the bulletin boards located in the premises of the Study Office in the FEE building, Univerzitní Street 26, Pilsen, on the second floor.
- (2) Students are also required to respect the notifications and decisions they receive by email at their student email address.

Article 2 Credits in the Academic Year

- (1) In the academic year 2020/21, FEE students may register, within their study at FEE, for courses in the total value of 70 credits; **at least 85% of credits registered in a given academic year must be for compulsory and compulsory elective courses in the Study Plan of the field studied.** The Dean may grant an exception to this provision upon a written request of a student. **Credits for recognized courses are not counted in this number.**
- (2) The minimum number of credits a student has to acquire in the first semester of study in a Bachelor (Bc.) or Master (NMgr.) Study Programme at FEE by the deadline is **18 credits**.
- (3) In accordance with the Dean's Decree No. 11D/2012 on Increasing the Number of Registration Passes for FEE Students, the maximum number of registration passes in Bachelor Study Programmes of FEE is **5** passes; the maximum number of registration passes in Master Study Programmes of FEE is **3** passes.

Article 3

Dates of Course Credits, Examinations and Submission of End-of-Semester Projects

- (1) Deadlines for course credits and examinations in the academic year for Bachelor or Follow-up Master Study Programmes at FEE are given in Annex P1 of this Decree.
- (2) A condition for the defence of a Bachelor's or Master thesis and the State Final Examination in due time is the fulfillment of all student duties by the student, i.e. submission of the Final thesis and obtaining the relevant number of credits by the deadline set by this schedule.
- (3) If a student fails to submit the Final Thesis within the deadline specified in the previous paragraph, the student has the right to ask the Dean, in writing, to determine an alternative deadline for submitting the Final Thesis within three working days following the deadline. In the application, the student will provide the reasons for the postponement and the suggested alternative deadline. In case the Dean agrees with the student's application, the student may sit for the defence of the Final Thesis and the State Final Examination on a later date determined by the Dean (probably in September or in the following academic year).

Article 4

Schedule

- (1) The instruction at FEE is organized according to the schedule of individual scheduled events/courses, whose official version is available on the FEE website, on the UWB portal and in the STAG database.
- (2) It is the duty of departments to have any change of this schedule approved, in advance, by the Vice-Dean for Educational Activities, and then to notify the relevant guarantor of the FEE Schedule of the change in writing; finally, the departments must inform the students of any such change. A possible change in the schedule must never result in a schedule collision for students registered for the given scheduled event/course.
- (3) It is the student's responsibility to choose his/her complete personal schedule for the preliminary registration or registration for the academic year 2020/21. Any changes made by the student during the academic year are possible only on the basis of a positive decision of the Vice-Dean for Educational Activities issued on the basis of a written request of the student, which must be sufficiently substantiated and confirmed by the consent of the guarantor or the teacher of the course.

Article 5

Combined Form of Study

Instruction in the combined form of study takes place in the form of scheduled or agreed consultations. Specific information will be available at the UWB Portal (portal.zcu.cz), or at Courseware (cw.zcu.cz).

Article 6

Entering the Results of Examinations and Course Credits in IS/STAG

During the academic year and the examination period, the guaranteeing department must enter the data of the result of the examination or the course credit in the IS/STAG database, in accordance with the Study and Examination Regulations, Articles 38 (3) and 39 (3), within seven working days at the latest; in the case of teaching in the first semester of study up to the deadline for obtaining minimum amount of credits (Article 2, Section 2), and at the end of the academic year, to the limit deadline for examinations for the given academic year (until 2 pm).

Article 7
Obligation of Students to Attend Classes

- (1) Students of the first year of the FEE Bachelor's Study Programmes in the full-time form of study are required to take part in all forms of instruction in all compulsory and compulsory elective courses.
- (2) FEE students are required to take attend classes in the first week of each semester, or the first consultation in the combined form of study. The teacher will acquaint students with the content of the course, the requirements and the conditions for obtaining the credit.
- (3) Obligatory participation of students in further classes shall be determined by a separate decree of the Dean, which shall be issued by the beginning of the semester.
- (4) Non-participation in compulsory classes in the specified extent or non-fulfillment of alternative obligations for non-participation in compulsory classes is assessed as failure to fulfill study obligations with relevant consequences from the point of view of both the course assessment and the study evaluation.

Article 8
Course Programme and Examination Dates

- (1) Course guarantors make their course programme public (including the schedule of topics for individual weeks of the semester and the requirements for earning credits for the course completion and the conditions for the examination) at the UWB Portal or at the Courseware (cw.zcu.cz), before the beginning of classes in the relevant semester at the latest. The teacher sets the conditions for earning credits for a course completion so that these may be fulfilled predominantly before the end of classes in the given semester.
- (2) All examiners must list a sufficient number of examination dates by the deadline specified in the academic year's schedule (including dates of resits and dates for repeated applications for examinations) spread throughout the whole examination period (including deadlines).

Article 9
Final Provisions

- (1) This Decree shall enter into force on the day of its signature.
- (2) Dean's Decree 4D/2019 on the organization of the academic year 2019/20 at FEE of UWB is cancelled on 1 September 2020.
- (3) Vicedean's Decree 7PD/2019 Instructions for the pre-registration for academic year 2019/20 and registration of selective courses taught outside the Faculty of Electrical Engineering of the University of West Bohemia is cancelled on date of entering into force of this Decree.

Prof. Ing. Zdeněk Peroutka, Ph.D.
Dean of the Faculty of Electrical
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Annexes:

No. 1: Organization of the Academic Year 2020/21 at FEE of UWB

No. 2: End-of-Study Theses: Bachelor Thesis/Master Thesis and the State Final Examination

Organization of the Academic Year 2020/21 at FEE

Enrollment in the academic year 2020/21:

First year Bc	– full-time form of study	7. – 10. 7.; 3. – 4. 9. 2020
	– combined form of study	7. – 10. 7.; 3. – 4. 9. 2020
First year Master	– full-time form of study	7. – 11. 9. 2020
	– combined form of study	11. 9. 2020
Registration for each of the following years		3. – 18. 9. 2020

Schedule of the academic year 2019/20:

Academic year 2020/21 (administrative period of duration)	1. 9. 2020 – 31. 8. 2021
Beginning of classes in the academic year 2018/19¹⁾	21. 9. 2020
Classes in the winter semester (13 weeks, the 1 st week is odd) ^{1) 2)}	21. 9. 2020 – 23. 12. 2020
Listing examination dates for winter semester courses by departments by	27. 11. 2020
Winter holiday period	24. 12. 2020 – 3. 1. 2021
Winter semester examination period	4. 1. – 12. 2. 2021
Deadline for earning 18 credits for the first semester of study	19. 2. 2021
Specifying registration for the summer semester (except for forced changes)	8. – 12. 2. 2021
Classes in the summer semester (13 weeks, the 1 st week is odd) ^{1) 2)}	15. 2. – 19. 5. 2021
Easter holiday	1. 4. 2021
Listing exam dates of summer semester courses by departments by	7. 5. 2021
Preliminary registration for the next academic year	May – September 2021
Summer semester examination period (except for the last years)	20. 5. – 27. 6. 2021, 23. – 31. 8. 2021
Deadline for earning course credits for the academic year 2020/21 (except for the last years)	31. 8. 2021
Summer holiday	28. 6. – 22. 8. 2021
Registration for the next academic year (will be specified by a separate decree)	September 2021

Organization of the study conclusion in the relevant academic year: (i.e. students taking part in the defence and the SFE)

	Bc	Master
Deadline for submitting the Final thesis	by 27. 5. 2020	
Closing the student report book at the Study Office	by 17. 6. 2021	by 10. 6. 2021
State Final Examinations and Defences of Final Theses ⁴⁾	22. 6. – 30. 6. 2021	14. – 18. 6. 2021
Graduation ceremony	15. 7. 2021	25. 6. 2021

Note.:

¹⁾ In the combined form of study, winter semester classes start on 18. 9. 2020; summer semester classes start on 12. 2. 2021.

²⁾ Modification of the schedule:

On Monday December 21, 2020 – classes as on Monday of an even week (compensation for 28 September 2020)

On Tuesday, December 22, 2020 – classes as on Tuesday of an odd week (compensation for 17 November 2020)

On Wednesday, December 23, 2020 – classes as on Wednesday of an even week (compensation for 28 October 2020)

On Monday, May 17, 2021 – classes as on Monday of an even week (compensation for 5 April 2021)

On Tuesday, May 18, 2021 – classes as on Thursday of an odd week (compensation for 1 April 2021)

On Wednesday, May 19, 2021 – classes as on Friday of an odd week (compensation for 2 April 2021)

³⁾ Students who do not take the State Final Examination in June of the academic year, have the same deadlines as the other years.

⁴⁾ A corrective term of the FSE will be announced by July 16, 2021 at the latest.

Schedule for assigning qualification theses at FEE

Explanation of terms and abbreviations

BT – Bachelor thesis

MT – Master thesis

SFE – State Final Examination

Assigning department – prepares the topic of BT/MT; it is the workplace of the supervisor of BT/MT;

Guaranteeing department – department guaranteeing the given field of study; it provides the opponent of BT/MT, ensures the administrative issues and organization of SFE and Thesis Defences;

ESZ BP_DP – electronic system of assigning Bachelor and Master theses at the Faculty Intranet

Organization of Assigning BT and MT for students ending their study in the academic year 2020/21 by taking SFE and defending BT/MT)

Activity	Deadline	Who
Allocation of the number of assignments among the awarding departments	by 28. 2. 2020	Vice-Dean for Educational Activity, Dean's Board
Proposing BT/MT topics by students themselves (submission of the own proposal to the guaranteeing department)	by 6. 4. 2020	Students
Entering of a full assignment to ESA BP_DP (title of the thesis, further specification of the topic, recommended courses)	by 20. 4. 2020	Supervisors of the Final Theses
Checking the completeness, quality and complexity of the BT/MT assignment, assessment of the Study Field relevance and the complexity of the topic (electronically confirmed by the head of the department and the guarantor of the field)	by 4. 5. 2020 by 11. 5. 2020	Heads of the assigning department, guarantors of the Study Fields
Making the topics public for students	12. 5. 2020	Guaranteeing departments
Beginning of the first round of student registration	18. 5. 2020	Guaranteeing departments
End of the first round of student registration for topics	12. 6. 2020	Students
Selection of the registered students, assignment of topics to the students, rejection of the others – publication of the selection	by 19. 6. 2020	Supervisors of the Final Theses
2nd round of students' registration *)	from 22. 6. 2020	Students
Closing the 2nd round of students' registration *)	by 1. 9. 2020	Students
Decisions on the allocation of BT/MT assignments after the second round	by 7. 9. 2020	Supervisors of the Final Theses
Final check of the completeness and content and formal accuracy of the assignment	by 25. 9. 2020	Heads of the guaranteeing departments and a representative of the Study Field
Submission of the assignment to the Dean's signature	by 9. 10. 2020	Guaranteeing departments of the Study Fields
Acceptance of the assignment by the students (the student will collect the assignment against the signature at the secretariat of the guaranteeing department)	19–30. 10. 2020 (14:00)	Students

Note: *)This also applies to students who were readmitted for study in 2020/21 who, due to the recognition of previously completed courses, will take SFE and defend BP/DP already in 2020/21. (If these students are interested in proposing their own BT/MT topics, they must do so by 24. 8. 2020 at the latest, and individually negotiate its recognition and listing at the Guaranteeing Department so that they can register by 1 September 2020.

Students are obliged to collect the BT/MT assignments according to the instructions of the guaranteeing department at the secretariat of the guaranteeing department in the period. In the case of failure to collect the BT/MT assignments in the said period, students run the risk of not being allowed to take SFE and defend their BT/MT in the academic year; in an extreme case, their study may be terminated for non-fulfillment of study duties.

Immediately after collecting the BT/MT assignment at the secretariat of the guaranteeing department, the student contacts the supervisor to obtain more information for the development of BT/MT, on which they will continuously work.

Organization of Assigning BT and MT for students ending their study in the academic year 2021/22)

Activity	Deadline	Who
Allocation of the number of assignments among the awarding departments	by 26. 2. 2021	Vice-Dean for Educational Activity, Dean's Board
Proposing BT/MT topics by students themselves (submission of the own proposal to the guaranteeing department)	by 6. 4. 2021	Students
Entering of a full assignment to ESA BP_DP (title of the thesis, further specification of the topic, recommended courses)	by 19. 4. 2021	Thesis supervisors
Checking the completeness, quality and complexity of the BT/MT assignment, assessment of the Study Field relevance and the complexity of the topic (electronically confirmed by the head of the department and the guarantor of the field)	by 3. 5. 2021 by 10. 5. 2021	Head of the assigning department, guarantors of the Study Fields
Making the topics public for students	11. 5. 2021	Guaranteeing departments
Beginning of the first round of student registration	17. 5. 2021	Guaranteeing departments
End of the first round of student registration for topics	11. 6. 2021	Students
Selection of the registered students, assignment of topics to the students, rejection of the others - publication of the selection	by 18. 6. 2021	Thesis supervisors
2nd round of students' registration *)	from 21. 6. 2021	Students
Closing the 2nd round of students' registration *)	by 31. 8. 2021	Students
Decisions on the allocation of BT/MT assignments after the second round	by 6. 9. 2021	Thesis supervisors
Final check of the completeness and content and formal accuracy of the assignment	by 24. 9. 2021	Head of guaranteeing departments and a representative of the Study Field
Submission of the assignment to the Dean's signature	by 8. 10. 2021	Guaranteeing departments of the Study Fields
Acceptance of the assignment by the students (the student will collect the assignment against the signature at the secretariat of the guaranteeing department)	18 – 29. 10. 2021 (14:00)	Students

Note: *) This also applies to students who were readmitted for study in 2021/22 who, due to the recognition of previously completed courses, will take SFE and defend BP/DP already in 2021/22. (If these students are interested in proposing their own BT/MT topics, they must do so by 23 August 2021 at the latest, and individually negotiate its recognition and listing at the Guaranteeing Department so that they can register by 31 August 2021.

Students are obliged to collect the BT/MT assignments according to the instructions of the guaranteeing department at the secretariat of the guaranteeing department. In the case of failure to collect the BT/MT assignments in the said period, students run the risk of not being allowed to take SFE and defend their BT/MT in the academic year; in an extreme case, their study may be terminated for non-fulfillment of study duties. Immediately after collecting the BT/MT assignment at the secretariat of the guaranteeing department, the student contacts the supervisor to obtain more information for the development of BT/MT, on which they will continuously work.