

## **Regulation**

by the Dean of the Faculty of Informatics and Statistics

No. 11/2018

### **on fulfilling study obligations**

This regulation arranges some conditions with regard to fulfilling study obligations by students enrolled in bachelor and master study programmes realized at the Faculty of Informatics and Statistics (hereafter also referred to as the “Faculty”), in line with the Study and Examination Rules of the University of Economics, Prague (hereafter also referred to as the “Rules”).

#### **Part I**

#### **CONFIRMATIONS AND REQUESTS**

##### Article 1

##### **Study Certificate**

The Study Department confirms only the following study documents for students:

- A study confirmation in the Czech, Slovak or English language in a printed copy from the InSIS information system,
- A confirmation for enterprises or administration offices in the Czech language.

##### Article 2

##### **Excuse Note Submission**

Students at the Faculty submit all excuse notes confirming a visit at a doctor's into the InSIS information system via student services staff.

##### Article 3

##### **Request Submission**

1. Students at the Faculty submit all requests to the Study Department of the Faculty by means of electronic forms in the InSIS information system.
2. The subject of the electronic form shall contain the name of the student's study services staff (in brackets) and brief content of the request.
3. The text of the request shall include the request itself and its justification. The student shall attach digital documents if need be.

## Article 4

**Terms for Credit Addition**

1. A student submits a request for credit addition to the Dean of the Faculty in the way described in Article 3.
2. Credits may be added in a limited number to senior students or in especially justified cases.
3. Requests for credit addition are handled at the beginning of the semester.
4. The final decision is taken by the Vice-Dean for Academic Affairs.

**Part II****TERMS FOR ACKNOWLEDGEMENT OF STUDY OBLIGATIONS**

## Article 5

**General terms for acknowledgement of one's study obligations**

1. A student submits a request for getting his or her study obligations acknowledged to the Dean of the Faculty in the way described in Article 3.
2. Requests for acknowledging one's study obligations are handled at the beginning of the semester.
3. The final decision is made by the Vice-Dean for Academic Affairs.
4. A student's study obligations *may not be acknowledged* if they have already been acknowledged or if they were awarded with the grade "good".
5. If a student's study was concluded pursuant to § 56, par. 1 let. g) and h) of the Higher Education Act, such a student's study obligations shall not be acknowledged.

## Article 6

**Acknowledgement of one's study obligations from a previous or concurrent study at VŠE**

1. A student shall include in the request a list of idents and names of study obligations to be acknowledged.
2. A student's study obligations may be acknowledged if awarded with the grade "excellent" or "very good" and if no more than 3 years have passed between their completion and submitting the request. If a student completes a course pursuant to Article 9 of the Rules, such a student's study obligations may be acknowledged even if awarded with the grade "good".

## Article 7

**Acknowledgement of one's study obligations completed at another university**

1. A student shall include in the request the name of the study obligation; an internet link to the syllabus of the university at which the student completed the study obligation; the date of the completion of the study obligation and the grade awarded. The request shall further include the ident, the name of the study obligation, and the name of the guarantor of the course intended as an equivalent to the one at VŠE.

2. Beside the request, a student shall submit to the Study Department a statement of study results confirmed by the study department that issued the statement. The electronic form shall not be passed to the guarantor of the study obligation unless the original statement of study is submitted.
3. A student's study obligations may be acknowledged if awarded with the grade "*excellent*" or "*very good*" or pursuant to Article 10, par. 2a and 2b of the Rules, if no more than 3 years have passed between completing the obligation and submitting the request.

### Part III

#### TERMS FOR CHANGING THE FIELD OF STUDY

##### Article 8

1. Changes among individual bachelor or master study fields at the Faculty shall be authorized by the Vice-Dean for Academic Affairs upon the approval by the head of the department guarantying the field which the student wishes to leave and the head of the department guarantying the field which the student wishes to enter.
2. A student may only change between fields within the same study programme.

### Part IV

#### THE FINAL THESIS

##### Article 9

##### Thesis Assignment

1. A final thesis pursuant to this Regulation is a bachelor or master thesis.
2. The final thesis may be compiled only at the department whose member the guarantor of the given student's study field is (hereafter also as the "guarantying department"). The head of the guarantying department may appoint as the supervisor a worker at another department of the Faculty upon the given student's request and approval by the head of the other department. A student submits the request in the way described in Article 3.
3. The head of the department approves the topics and supervisors of final theses.
4. The topics of final theses shall be continuously updated by supervisors.
5. A student shall have selected and enrolled the topic of the final thesis by the end of the fifth semester of study in the case of bachelor thesis, and by the end of the second semester in the case of a master thesis.
6. A student shall select the topic of the final thesis with regard to the contents of the obligatory courses of the studied field of study. If the offered topics do not correspond to the student's professional interests, the student may propose a final thesis topic of his or her own.
7. The assignment of the final thesis shall be filled out by means of the InSIS information system; the student and the supervisor shall cooperate to this end.
8. The final thesis supervisor shall submit the thesis assignment into the InSIS information system immediately upon the approval of the student's thesis topic. The head of the guarantying department may determine additional terms for final thesis assignment.

9. The change of a thesis topic or supervisor may be authorised only exceptionally, upon the agreement by the head of the guarantying department.
10. A student shall cooperate with the supervisor during the process of composing the thesis. The student follows the supervisor's instructions in submitting the drafted parts of the thesis and consults the supervisor in a way determined by the supervisor.
11. Composing a final thesis within the study of a minor specialization carried out at the Faculty may be authorised by the guarantor of the student's major specialization by virtue of a justified request by the student. The request shall be submitted in the way described in Article 3. The guarantor of the minor specialization shall give his or her opinion of the request.
12. A student may not compose a final thesis within the study of a minor specialization at another faculty of the University of Economics, Prague.

#### Article 10

##### **Thesis Requirements**

1. A final thesis shall be composed in the Czech, Slovak or English language.
2. A final thesis shall contain the description of the pursued issue, determination of objectives of the thesis, characteristics of the methods used, and expert analysis of the pursued issue with the author's clearly formulated conclusions.
3. The author shall differentiate between the author's own conclusions or assessment and adopted ideas and data. Any citation shall be properly indicated and listed in references.
4. The recommended extent of the bachelor thesis is 10 thousand words. The recommended extent of the master thesis is 20 thousand words. The extent includes the body of the thesis and attachments.
5. Students at the Faculty have the following documents available on the intranet for the purpose of composing a final thesis:
  - a. The recommended ordering and text arrangement
  - b. An obligatory guideline for using literary and other information sources
  - c. An obligatory template of a final thesis (Word, LaTeX, InDesign)

#### Article 11

##### **Submitting a Thesis**

1. A final thesis shall be submitted in an electronic form by means of the InSIS information system and in at least one hard copy to the secretariat of the guarantying department.
2. The electronic version and the hard copy shall be identical.
3. The topic of the submitted thesis shall be identical to the thesis topic specified in the final thesis assignment. If the topic differs, the final thesis may not be submitted. This fact shall be checked by the given department upon receiving the thesis.
4. If the InSIS information system does not confirm a correctly recorded final thesis, it is impossible to submit such a thesis at the department.
5. The deadlines for submitting the final thesis at the Faculty are:
  - a. Monday of 13<sup>th</sup> week of the given semester for bachelor theses,
  - b. Monday of 12<sup>th</sup> week of the given semester for master theses,

- c. 30<sup>th</sup> June for bachelor and master theses with defence scheduled in August or September.

#### Article 12

##### **Thesis Originality Check**

1. Between the submission and defence of the thesis, a check of the originality of all final theses takes place by means of an anti-plagiarist software. The result of the check comprises a part of the thesis supervisor's assessment of the thesis.
2. If a suspicion of plagiarism arises from the anti-plagiarist software check, the thesis supervisor shall verify the match with other sources thoroughly. If plagiarism is confirmed, the supervisor shall state the fact in the assessment of the thesis.
3. Confirmed plagiarism constitutes a reason for failure to defend the final thesis which is decided by the final thesis defence committee, as well as for submitting a proposal for initiating a disciplinary proceeding. The proposal for a disciplinary proceeding is submitted by the head of the final thesis defence committee without unnecessary delay.

#### Article 13

##### **Thesis Defence**

1. The final thesis is defended at the guarantying department.
2. The thesis supervisor and opponent compile their respective assessments of the submitted thesis. The supervisor of the final thesis proposes the opponent of the thesis. The opponent shall be authorised by the head of the department to which the thesis supervisor belongs.
3. Individual assessments are filled in the template available in the InSIS information system.
4. If the final thesis is not successfully defended, the defence committee shall decide whether the student may submit the thesis upon modification, or whether the student shall compose a new final thesis with a different topic. A retake of the final thesis defence may take place no sooner than three months after the day of the unsuccessful defence.

#### **Part V**

##### **THE DATES OF STATE EXAMS AND FINAL THESIS DEFENCE**

#### Article 14

1. The state exams in a study programme and final thesis defence (including retakes) in bachelor study programmes carried out at the Faculty shall not take place in the study period as specified in the academic year schedule.
2. The state exams in the major specialization and final thesis defence (including retakes) in master study programmes carried out at the Faculty shall not take place in the study period as specified in the academic year schedule.

**Part VI**

**FINAL PROVISIONS**

Article 15

1. The Regulations by the Dean No. 8/2005, 8/2011, 04/2018, 05/2018, 06/2018, 07/2018 and 10/2018 are annulled.
2. The Notice by the Dean No. 1/2011, 2/2011 and 1/2015 are annulled.
3. This Regulation becomes valid on 21<sup>st</sup> August 2018 and effective on 1<sup>st</sup> September 2018.

doc. Ing. Jakub Fischer, Ph.D.  
Dean of  
the Faculty of Informatics and Statistics

### Change list

No. of change	Page of change	Part of Regulation	The text of the change	Valid since
1	5	Article 13, par. 2	The supervisor of the final thesis proposes the opponent of the thesis. The opponent shall be authorised by the head of the department to which the thesis supervisor belongs.	12 <sup>th</sup> November 2018