

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 Prague University of Economics and Business (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 University information system (hereafter: InSIS),
- A confirmation for enterprises or administration offices in the Czech language.

Article 2

Request Submission

1. A student at the Faculty submits all requests to the Study Department of the Faculty using Contact Centre in the InSIS. A student requests excusing a study obligation this way, as well. (Article 11 of the Rules).
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.

Part II

TERMS FOR ACKNOWLEDGEMENT OF STUDY OBLIGATIONS

Article 3

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 2.
2. A student can have one's study obligations acknowledged as classified in Article 10, letter a) or b) or in paragraph 5, letter a) of the Rules, unless the study obligation has been previously acknowledged and unless more than 3 years have passed since fulfilling the obligation. Obligations fulfilled as specified in Article 9, paragraph 4 of the Rules may be acknowledged pursuing to Article 10, paragraph 2, letter c) of the Rules.
3. 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.
4. If a student request having acknowledged one's study obligations passed in a previous or concurrent study at VŠE, the student lists course codes and titles of the given study obligations.
5. If a student request having acknowledged one's study obligations passed at another university, the student submits an individual request for each study obligation. A student submits all required information. Moreover, the student attaches either an internet link to the syllabus of the study obligation at the given university or the syllabus of the completed study obligation itself. The student submits with the request a list of study results digitally signed by the issuing Study Department or a digital copy of the hard copy of the list of study results¹.
6. The guarantor of the given study obligation typically gives a statement on the request for getting the study obligations acknowledged.
7. With concurrent master studies, a student is obliged to study a different minor specialization in each study programme.

Part III

ENGLISH IN BACHELOR STUDY PROGRAMMES

Article 4

1. A student shall pass an exam from the 2AJ212 course (English for Economic Studies 2). The course represents a requirement for passing English at the Faculty.
2. If a student passes the 2AJ212 course exam, the student cannot take another course of a lower level.
3. A student who passes the 2AJ212 course and has not acquired 9 credits by passing English courses of a lower level, shall acquire the missing credits up to the number of 9 by passing:
 - a. Another English course with an course code higher than that of 2AJ212,
 - b. Optional courses of the given study field/programme in English,
 - c. Optional courses in English guaranteed by the Faculty, or
 - d. Courses within one's study abroad.

¹ <https://ci.vse.cz/podpora/postupy/konverze-dokumentu-2/konverze-do-elektronicke-podoby/>

4. This article does not apply to students of the Data Analytics study programme.

Part IV

APPOINTING STUDENTS TO SPECIALIZATIONS OF STUDY PROGRAMMES WITH SPECIALIZATION

MATHEMATICAL METHODS IN ECONOMICS

Article 5

Basic Provisions

1. Appointing a student of a programme to a specialization follows the given student's preferences of individual specializations expressed after the examination period of the second semester of the study. The number of semesters does not include semesters in which the given students' study was interrupted.
2. A student submits the preferences in the InSIS or otherwise as declared by the Faculty by the end of the examination period of the second semester of the study, pursuant to the schedule of the academic year at VŠE.
3. A single specialization may accept 40% of students of the given programme entitled to select their specialization at the given time as specified in paragraph 2. Moreover, all students shall be accepted in the given specialization as well who achieve the same values in criteria specified in paragraphs 4 and 5 as the student accepted from the last spot.
4. The student's submitted preference of specialization and the average grade as described in Article 6 represent the criteria for appointing a student to a specialization. A student with a better average grade takes priority in the inclusion in the preferred specialization. If a student does not get a spot in the preferred specialization for capacity reasons, the student gets a spot in the next selected specialization with available capacity.
5. If a student fails to meet the conditions for the calculation of the average grade pursuant to Article 6, the student is ranked in the list of students for the selected specialization after students with a calculated average grade according to the number of acquired control credits.
6. If a student does not submit his or her preference of specialization in the period specified in paragraph 2, the guarantor of the study programme decides on appointing the student to a specialization.
7. The guarantor of the study programme decides on appointing a student to a specialization within 30 days of the deadline for submitting the preferences specified in paragraph 2. The guarantor shall inform the student on the decision by means of InSIS. The appointed specialization is obligatory for the student and may not be changed.

Article 6

Average Grade

1. The average grade of a student in a programme is calculated from obligatory courses guaranteed by the Faculty that the student must pass pursuant to the study plan in the first two semesters of the study. They are courses with the following course codes: 4DM201, 4EK310, 4ES402, 4IZ102, 4MM101, 4MM103, 4ST101 a 4ST110.

2. A student shall acquire at least 36 of the total 42 credits from the courses specified in paragraph 1 in order to have the average grade calculated. The average grade is calculated pursuant to Article 3, letter f) of the Rules from all courses specified in paragraph 1 that the student took (successfully or unsuccessfully).

INFORMATION SYSTEMS AND TECHNOLOGIES

Article 7

1. A student in the programme chooses the specialization during the admission procedure to the study in the study programme.
2. From the academic year 2021/2022, the maximum number of students in each specialization is limited and specified in the requirements for the admission procedure for individual year.

ECONOMIC DATA ANALYSIS

Article 8

1. A student chooses the specialization by the end of the 7th week of the first semester of the study.
2. A student informs the guarantor of the study program of the choice of specialization in a way pursuant to Article 2.

Part V

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 program (or specialization) 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 2.
3. Students of the Applied Informatics, Business Informatics study field and the Information Systems Management study field may compile their final thesis at the Department of Information Technologies, the Department of Information and Knowledge Engineering or at the Department of Systems Analysis. Students of the Quantitative Economic Analysis study field may compile their final thesis at the Department of Demography, Department of Econometrics, the Department of Economic Statistics or at the Department of Statistics and Probability. The provisions in paragraph 2 do not apply in these cases.

4. The head of the guarantying department can nominate a consultant of the final thesis upon a request by the final thesis supervisor.
5. The head of the department approves the topics and supervisors of final theses. The head of the department may delegate the power to another department member.
6. A student selects the topic of the bachelor thesis by the end of the examination period of the semester preceding the semester in which the thesis is to be defended.
7. A student selects the topic of the master thesis by the end of the seventh week of the semester in which the student enrolls for the thesis seminar (or the thesis project). A student in a study field or programme with a study plan that contains no thesis seminar or thesis project selects the topic of the master thesis by the end of the seventh week of the third semester of study.
8. A student shall select the topic of the final thesis with regard to the contents of the obligatory courses of the studied programme (or the field or specialization if the programme includes those).
9. The assignment of the final thesis shall be filled out by means of InSIS; the student and the supervisor shall cooperate to this end.
10. The final thesis supervisor shall submit the thesis assignment into the InSIS immediately upon the approval of the student's thesis topic. The head of the guarantying department may determine additional terms for final thesis assignment.
11. The change of a thesis topic or supervisor may be authorised only exceptionally, upon consent by the head of the guarantying department.
12. 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.

Article 10

Cancellation of the Final Thesis Assignment

1. A student's final thesis assignment may be cancelled if the student does not cooperate with the supervisor or does not demonstrate sufficient progress in compiling the thesis.
2. The supervisor of a thesis submits the proposal for the cancellation of the final thesis assignment to the head of the department to which the supervisor belongs. If the given department head acknowledges the reasons in the proposal, the head decides to cancel the final thesis assignment.
3. Before cancelling the final thesis assignment in the InSIS, the head of the given department sends the student an invitation to the student's school email address for the student to express his or her view of the reasons for the cancellation of the final thesis assignment within ten work days. If the student fails to express his or her view within the period or the student fails to rebut the reasons for the cancellation of the final thesis assignment, the department head cancels the assignment in the InSIS. The department head informs the student on the cancellation of the final thesis assignment by email to the student's school email address.
4. If the student has reasonable doubts whether the decision of the department head followed the Rules or this Regulation, the student may submit a justified request for review of the department head's decision to the Dean of the Faculty within 5 work days of the date of the cancellation of the final thesis assignment in the way described in Article 3. If the Dean finds the decision of the department head in contradiction with the Rules or this Regulation, the

decision of the department head is cancelled; otherwise, the decision of the department head is confirmed. The Dean's decision is final.

5. The thesis assignment may be cancelled by virtue of a student's justified request submitted in a way specified in Article 2. The head of the supervisor's department decides on the request.

Article 11

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. A student prepares an auto-report with the thesis. The length of the auto-report is 2 to 3 pages for bachelor and 4 to 5 for master thesis. The auto-report summarizes the thesis goal, methods used, achieved results and the student's own contribution. The student submits the auto-report by means of InSIS as a separate attachment of the thesis. The provisions in this paragraph only apply to students taking a final state exam pursuant to Article 16.
5. 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.
6. 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)
 - d. An obligatory auto-report template (Word, LaTeX, InDesign)

Article 12

Submitting a Thesis

1. A final thesis shall be submitted in an electronic form by means of the InSIS.
2. 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.
3. If the InSIS does not confirm a correctly recorded final thesis, the department does not consider the final thesis as submitted.
4. The deadlines for submitting the final thesis and the application for the final thesis defence at the Faculty are specified in article 17.

Article 13

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 14

Thesis Defence

1. The final thesis is defended at the department whose member the guarantor of the study programme is (or of the field or specialization if the programme includes those).
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 InSIS.

Part VI**FINAL STATE EXAM**

Article 15

General conditions for the final state exam

1. The final state exam represents a complex test of knowledge in the scope of the studied study programme. The content of the final state exam is determined by the study programme accreditation.
2. A final state exam merged into a single exam is taken by those students of the field or the programme Multimedia in the Economic Practice and master study fields and programmes who shall take a final state exam no sooner than in the summer semester of 2021/2022 and have not taken any component part of the final state exam by May 2022.
3. A final state exam merged into a single exam is taken by students of bachelor study fields and programmes who shall take a final state exam no sooner than in the summer semester of 2022/2023 and have not taken any component part of the final state exam by May 2023.
4. Students not specified in paragraphs 2 and 3 take the final state exam divided to component parts.

Article 16

Conditions for the final state exam merged into a single exam

1. Completing the thesis, submitting the thesis properly, and acquiring all credits from study obligations as determined by the study plan according to the accreditation, except for credits for the final state exam represent conditions for taking the final state exam.
2. The final state exam always begins with the thesis defence. It is followed by an oral part that tests the student's knowledge of the study field or programme.
3. The exam board has at least three members. The bachelor thesis supervisor may be a member of the board and in exceptional cases even the head of the exam board. The master thesis supervisor may be the member of the exam board in exceptional cases.
4. The thesis supervisor and opponent typically take part in the final state exam.

Part VII**DEADLINES FOR SUBMITTING FINAL THESIS AND APPLYING FOR THE STATE EXAM AND ITS COMPONENT PARTS**

Article 17

1. Deadlines for submitting a thesis at the Faculty:
 - a. Monday of 13th week of the given semester for bachelor theses,
 - b. Monday of 12th week of the given semester for master theses,
 - c. The last Thursday of June for a bachelor thesis defence taking place in August and September; and for a master thesis defence taking place from August to October; deadlines specified by this letter (c) apply to final state exams merged into a single exam, too.
2. A student in the bachelor study applies for the final state exam or its component part taking place in the exam period by the deadlines specified in paragraph 1, letter a).
3. A student in the master study applies for the final state exam or its component part taking place in the exam period by the deadlines specified in paragraph 1, letter b).
4. A student applies for the final state exam or its component part taking place from August to October by deadlines specified in paragraph 1, letter c).
5. A student applies for the final state exam or its component part taking place on a different date by the deadline specified by the head of the guarantying department.
6. A student of the Applied Informatics study field who started the study no later than in the 2019/2020 academic year and a student of the Applied Informatics study programme who started the study in the 2020/2021 academic year or later may apply for the final state exam or a component part of the final state exam taking place in August or September only if the given student is retaking the state exam or the final thesis defence.
7. In justified cases, a student may ask for an exception from the provision specified in paragraph 6 by means pursuant to Article 2 no later than one week prior the deadline specified in paragraph 1, letter a). The guarantor of the study field or programme decides on such a request.

Part VI

FINAL PROVISIONS

Article 18

1. The Regulations by the Dean No. 2/2002, 8/2005, 8/2011, 2/2015, 04/2018, 05/2018, 06/2018, 07/2018, 09/2018, 10/2018 and 03/2019 are annulled.
2. The Notice by the Dean No. 1/2011, 2/2011 and 1/2015 are annulled.
3. This Regulation becomes valid on 21st August 2018 and effective on 1st September 2018.

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the Faculty of Informatics and Statistics