

POLICIES AND PROCEDURES FOR THE BACHELOR COURSES AND CONTINUATION MASTER COURSES AT THE FACULTY OF NUCLEAR SCIENCES AND PHYSICAL ENGINEERING (FNSPE) OF THE CZECH TECHNICAL UNIVERSITY (CTU) IN PRAGUE

ACADEMIC YEAR 2023-2024

The Policies and Procedures of the FNSPE of the CTU in Prague complement and specify the rules and regulations introduced by the Higher Education Act and the Academic and Examination Statute of the CTU in Prague. This document is binding on all academics and students of FNSPE.

The term **Study Programme** (studijní program in Czech) - as used in this text - refers to the complete programme of academic training duly accredited by FNSPE. The Study Programmes offered by FNSPE are structured and are comprised of Bachelor and Continuation Master Studies. Compliant with the valid accreditation, some Study Programmes are subdivided into **Specializations** (specializace in Czech). If the programme in question does not offer any Specializations, the term **Field of Study** (studijní směr in Czech) refers to the Study Programme. In other cases, it refers to every single Specialization of the Study Programme.

Curriculum (studijní plán in Czech) refers to the set of academic responsibilities to be assumed by students of a specific Field of Study as set by the present White Book of Study Programmes. **Individual Curriculum** (individuální studijní plán in Czech) is a term used to express a unique full-time curriculum which suits a single student, thus, e. g, typically extending a standard curriculum to a longer period of time or adding to it several required prerequisites student did not cope with in the past period of study. **Personal Curriculum** (osobní studijní plán in Czech) then includes the set of personal academic responsibilities (courses to be taken) of a particular student.

Curricula of every single Field of Study of the Bachelor and Continuation Master Programmes, compliant with the CTU Academic and Examination Statute, Sec.4, list both the compulsory and core-elective courses as well as optional courses recommended for the respective Field of Study.

Section 1

Bachelor Programme (BP)

1. Curricula in the Bachelor's Degree Programme contain compulsory, optional, and core-elective bachelor courses.
2. In the Bachelor Programme, it is not permitted to register for courses of the Continuation Master Programme, the exception being given by Sec. 2, Par. 4 a.

Section 2

Continuation Master Programme (MCP)

1. Curricula in the Field of Study of the Continuation Master's Degree Programme (CMP) list compulsory, core-elective, and optional master courses. In the Continuation Master Programme, it is not permitted to enrol into courses of the Bachelor's Degree Programme.
2. To be eligible for the CMP, (in terms of conditions set by law and rules of the admission procedure), all applicants are required to have completed a Bachelor Programme in a related or identical field of study as well as to have successfully passed the entrance examination. However, student may be exempt from the examination on the Dean's recommendation.
3. If necessary, for the first two years, student on the CMP will have an individual curriculum, so as to attain the competences required for the completed Bachelor's Degree Course and develop them. The individual curriculum follows from consultations with the respective programme guarantor, and its final version will be available before start of first semester classes.
4. For transfer from the Bachelor Programme to the respective CMP, the following rules are imposed:
 - a. In the Bachelor's Degree Programme, it is possible to register for courses in the recommended 1st year CMP programme provided the credits obtained do not exceed the total number of 30. Such credits must be granted beyond the limit of 180 credits obtained in the Bachelor's Degree Course.
 - b. Provided student has graduated from a Bachelor Course at FNSP and transfers to the CMP, on application, courses listed in the recommended 1st year CMP curriculum can be counted for up to 30 credits if obtained beyond the mandatory minimum of 180 credits as set for the Bachelor Programme by the CTU Academic and Examination Statute.
 - c. The CMP will not recognize courses taken within the Bachelor Programme beyond those recommended by the programme of a given field.

Section 3

Registration

1. Bachelor and Continuation Master Degree student will register for the winter semester prior to its beginning. The prerequisite for passage to summer semester is the fulfilment of conditions given by the CTU Academic and Examination Statute, and, upon doing so, student can register for the summer semester, prior to its beginning.
2. Students on higher courses of Bachelor and Continuation Master Programmes will register for the following academic year courses prior to their beginning on having fulfilled passage requirements for the following academic year given by the CTU Academic and Examination Statute.
3. To be eligible for registration to the following academic year, student will have obtained all the required end-of-unit assessments ("zápočet" in Czech, i.e. recognition of the current semester coursework responsibilities) and passed all examinations in the re-registered (i.e. registered for a second time) obligatory courses.
4. Student will register for each course in the electronic information system of the CTU in order that they may function as their personal semester/year study curriculum according

to Par.1 and 2, respectively, in agreement with these procedures and the CTU Academic and Examination Statute. To register, the following rules are to be observed:

- a. All students of respective fields of study will register for compulsory courses (see Sec. 4 and 5).
 - b. Student will register for optional and core-elective courses according to their choice, taking into account the rules of the curriculum, in particular the sequence of courses, sometimes subject to and required by the curriculum of the field of study.
 - c. Bachelor students of a given study programme may register for optional courses of their programme (recommended optional courses or any other courses of other bachelor programmes offered at FNSPE). Upon this, these courses are regarded as an optional part of student's respective curriculum.
 - d. Master students of a given continuation study programme may register for optional courses in the same programme (recommended optional courses) or any courses in the continuation master study programmes of FNSPE. Upon this, these courses are regarded as an optional part of student's respective field of study curriculum.
 - e. Registration to an optional course offered by another institution of higher education is possible on student's application to the Department of Student Affairs. If successful, student can list the course as optional in their curriculum.
5. Student must not re-register for the same course if they have passed the examination or obtained the "zápočet", as the case may be.
 6. If student has discontinued their study in the immediately preceding semester, requirements to be fulfilled are postponed towards the next registration.
 7. Details on registration are gradually specified by notices of the Department of Student Affairs.

Section 4

Compulsory Courses under Changes in Curricula

1. If in the course of their programme, a compulsory course is removed from the list, student is not required to complete it; if, however, the respective course is replaced by another compulsory course (and its title or extent is changed, its contents remaining unaltered), student is obliged to take the new course (unless they have completed its previous version).
2. When included into student's curriculum, the new course must be completed only by students studying no longer than the year of the recommended curriculum to which the new course is transferred. If required, the decision to take the course is made by the head of the respective department guaranteeing the corresponding field of study.

Section 5

Measuring and Assessing Student's Academic Attainment

1. The main instruments for assessing and measuring student's academic attainment include the end-of-unit-assessment ("zápočet"), graded assessment ("klasifikovaný zápočet"), and examinations. The term "end-of-unit assessment only" ("samostatný zápočet") is used if the course is not concluded by an examination. Obtaining a "zápočet" is a prerequisite for being admitted to take an examination preceded by such "zápočet".

2. Examinations are usually administered during the respective semester examination period. An adequate number of evenly spread examination dates will be announced by the tutor in order that students may take the examination within the examination period.
3. End-of-unit assessments and examinations may not be administered before student has completed the respective course. If registered for the course a second time, student may take the end-of-unit assessment or examination any time in the course of the academic year provided they have fulfilled all academic obligations to finish the course and obtained the tutor's agreement.
4. Winter semester examinations and end-of-unit assessments may be administered during the summer semester or summer semester examination period. No examinations and tests for the end-of-unit assessment for the past academic year will be administered after commencement of the next academic year.
5. To take an examination, student will have registered for it and gained the end-of-term assessment (if required by the curriculum). If student has registered for an examination date and cannot be present for the examination on the chosen date, an advance apology must be made. A belated apology is accepted for serious reasons of absence (mainly on health), but no later than 5 days after the examination date they have been registered for. The examiner will judge the legitimacy of the apology. If student failed to be present for the examination and no apology was made in advance or was not accepted, the examination term expires and the examination is graded as "failure".
6. If student has not registered for any examination in the respective course within the examination period and has not made any arrangements with the examiner as to the examination term, the examination is graded as "failure."
7. The tutor's/examiner's obligation is to enter immediately the result/grade into the CTU electronic information system, within 5 days at the latest, and the department's non-electronic registers independent of the CTU's electronic system. If student requests recognition of a course on the list of some other degree course or in cases given by notices concerning student on Bachelor or Continuation Master Courses, such entries may be the responsibility of the Study Office.
8. The succession of courses is stated in the recommended time schedule of the programme and student will adhere to it for course registrations. Provided the courses run for more semesters or in succession, student cannot obtain an end-of-unit assessment only ("samostatný zápočet") or take an examination in a course scheduled for a later semester unless they have satisfied the requirements of the previous course. The eligibility requirements are specified by the head of the department responsible for the course.
9. Courses marked A or B are understood to comprise one course, as given by the Academic and Examination Statute of CTU.

Section 6

Languages

1. As part of the Bachelor Programme, student will register for and pass examinations in two of the foreign languages offered in the curriculum. Foreign students – with the exception of Slovak students and those who passed an examination in Czech as part of their school-leaving examination - will register for Czech as their second foreign language.

2. Language courses, according to Par. 1, are offered in three to five semester cycles, the exception being students of Applied Information Technology. The time schedule of these courses is part of the curriculum.
3. According to Par. 2, each semester is a self-contained unit concluded by a “zápočet”. If student is re-admitted to the Bachelor Course (i.e. registers for it a second time), they do not have to re-register for the parts of cycle they had already passed. Semesters of the cycle follow the course sequence stated in Section 5, Par.8. Each semester of the cycle is concluded by a “zápočet” only if student has obtained a “zápočet” for the previous semester course. The language programme cycle is concluded by an examination.
4. Language courses can be offered in several groups according to student’s language competence. The level of course to be chosen rests with the student and takes into account their previous language training and results achieved. Transfers between courses are possible solely on tutor’s recommendation or student’s application, within two weeks of language course commencement, but not later.
5. Applied Information Technology programme follows an extended language programme targeted at professional oral and written communication and includes also a second foreign language course of student’s choice. The time schedule of these courses is part of this study programme curriculum. The bachelor project in this study programme is submitted and defended in English. Supposing they have satisfied criteria defined by the Department of Humanities and Languages, and having completed 5 semesters of the Applied Informatics programme, student can register for a State Language Examination.
6. Exceptions to compulsory training in more than two foreign languages are judged by the Department of Humanities and Languages on individual basis. Student can choose and register for a third language only if they had concluded the cycle of two languages as stated in Par.1 of this Section.
7. Details for language training are given in the binding regulations for language courses issued by the Department of Humanities and Languages.

Section 7

Bachelor Project, Research Project, and Master Thesis

1. A compulsory part of the Bachelor’s Degree Course is the Bachelor Project defended by student as part of the State Final Examination. A compulsory part of the Continuation Master Course is a Research Project and Master Thesis. Student may not register for them while still registered for the Bachelor Course. The Research Project is defended before the board nominated by the respective department. Defence of the Master Thesis is part of the State Final Examination. The Research Project can be assigned only after student has defended their Bachelor Project. The degree thesis can be assigned only after student has completed and successfully defended Research Project 2.
2. The administrators (guarantors) will announce the topics of Bachelor Projects, Research Projects, and Master Theses no later than end of the previous academic year. Bachelor Projects and Master Theses are assigned to students by the Dean; Research Projects are assigned to students by the Head of Department.

3. The Bachelor Project, Research Project, as well as Master Thesis will be written in Czech, Slovak, or English.
4. The Bachelor Project, Research Project as well as Master Thesis can be assigned in Czech or in English. The Czech version of these assignments will include the title (both in Czech and English). The outline, recommended literature, supervisor's name and affiliation, date of assignment, and date of submission will be written in Czech. If the Bachelor Project, Research Project, or Master Thesis is assigned in English, a Czech version of the assignment must be also prepared. The topic of the assignment must be in agreement with the domain of education to which the study programme belongs. The assignment is valid for two years.
5. The Bachelor Project, Research Project, and Master Thesis are assigned to student at the beginning of the winter and/or summer semester. It is the student's obligation to receive the work assignment within 40 days from the beginning of semester. If student fails to do so, the assignment is postponed until the next semester. Assignment of the Bachelor Project and Master Thesis at an extraordinary term is a prerogative of the Dean, whereas assignment of the research project at an extraordinary term is a prerogative of the Head of Department.
6. The Bachelor Project and Master Thesis will include items required for bibliography (in Czech: the title, author's name, study programme (or its specialization), type of work, supervisor, consulting tutor (if assigned), abstract, and key words; in English: the title, author's name, abstract, key words, as well as work assignment in compliance with the principle of public access to Bachelor Projects and Master Theses according to the given standard.
7. Student will submit the Bachelor Project or Master Thesis to the respective department electronically via the KOS component. If a proposal is presented to postpone public access to the Bachelor Project or Master Thesis (pursuant to Sec. 47b, par. 4 of Act N.111 1998 Coll. on Higher Education as altered and amended), student will also submit one bound hard copy.
8. If justified, on the supervisor's suggestion public access to the project or thesis may be postponed for 1, 2, or 3 years. An application to do so justifying postponement (and signed by the Head of Department) must be submitted along with the Bachelor Project and Master Thesis, but no later than 30 days prior to submission.
9. The Bachelor Project and Master Thesis are evaluated by the supervisor and reviewed by at least one reviewer. In their reviews they also suggest the final grade.
10. Bachelor Projects and Master Theses are submitted by the date given in the time schedule of the academic year, taking also into account the dates of the State Final Examination, i.e. at least three weeks prior to the first day of the State Final Examination of the given field of study or specialization.
11. If student fails to submit the Bachelor Project or the Master Thesis at the time agreed, the assignment can still be used for the time period it is valid. If, however, student fails to observe the scheduled deadline and the Bachelor Project or Master Thesis is submitted after the assignment validity has come to an end, a new assignment has to be given.
12. Supervisor's and reviewer's reports must be made available to student at least 5 working days prior to the date of the State Final Examination.

13. Academic degree status of the person supervising the Bachelor Project or Master Thesis is expected to be at least a level above the level of the degree programme to be achieved by student. Exceptions are subject to decision of the Scientific Board of FNSPE.
14. In case the supervisor is a professional not affiliated with the university, a requisite for nominating a consulting co-supervisor is employment relationship with CTU.
15. Reviewer of the Master Thesis may not be nominated from the same place of work (e.g. the department, division) as the supervisor, which, however, does not refer to the Bachelor Project. An exception may be made on application submitted to the Department of Student Affairs and assessed by the Dean.
16. The peer-review must include
 - Type of review (written by the supervisor / the reviewer).
 - Title of the reviewed work.
 - Author's name, surname and titles/degrees, as applicable.
 - Final grade, written in full and in letter form.
 - Details on the reviewer's place of work.
 - Review date.
17. Technicalities of submitting the Research Project and defending it, as well as conditions for administering the "zápočet" are within responsibility of the Head of Department and so is the defence of the Research Project, usually held at two ordinary dates - namely after end of the winter/summer semester courses of the academic year. In case student fails to defend their Research Project at an ordinary date, they can defend it (within the same registration) at an extraordinary date during the prolonged examination period of the academic year.
18. Bachelor Project 1, Research Project 1 and Master Thesis 1 courses run for two semesters. Thus, student cannot register for Bachelor Project 1 and Bachelor Project 2, Research Project 1 and Research Project 2 courses in the same semester, and, likewise, for Master Thesis 1 and Master Thesis 2 courses. These courses can be passed provided student meets the requirements given in the valid work assignment. The student obtains the assignment in the semester first registering for the first part of the course. Student may not register for the Master Thesis 1 course before the semester following their successful defence of Research project 2.

Section 8

Study Visits Abroad

1. As part of their Bachelor and Continuation Master Programme, student may spend some time on a study visit or bilateral agreement exchange programme abroad. These activities, as e.g. ERASMUS+ programme or ATHENS, are organized by the International Office at the CTU Rector's Office.
2. All study visits of Bachelor and Continuation Master Programme students follow the rules and regulations of CTU and are recorded by the Department of Student Affairs of FNSPE CTU in Prague. These rules also include the following conditions for study visits of CTU students:

- a. student on any type of degree course is eligible for 2 long-term visits abroad not exceeding 2 semesters
 - b. under extraordinary conditions the visit may be extended on application addressed to the Department of Student Affairs
 - c. MCP student's intention to work on some part of the Master Thesis or complete it abroad within their visit is to be confirmed by the consent given in writing by the respective Head of Department and also including the name of the assigned deputy supervisor of the thesis from the respective host institution. The statement confirms that both parties agreed on details concerning thesis supervision, and the supervisor gave a written consent to the procedures agreed. The same refers to a research project.
 - d. student staying abroad can be signed in for the semester without being registered for a specific course; in well-founded cases they may apply for exception on a standard application addressed to the Department of Student Affairs.
3. In compliance with the CTU's rules, arrangements for a study visit or exchange programme abroad comprise:
- a. student's study schedule approved of by the respective department and submitted to the Department of Student Affairs of FNSPE CTU prior to the visit
 - b. assessment and evaluation of the study visit and programme taken abroad, credit and course transfer approved by the respective department and FNSPE Department of Student Affairs
 - c. fulfilment of general requirements set by the CTU Academic and Examination Statute (i.e. gaining at least 20 credits per semester transferred from the host university)

Section 9

Completion of Study Programme

1. In compliance with the Academic and Examination Statute of the CTU in Prague, student will conclude their studies by having finished their curriculum and passed the State Final Examination including defence of the Master Thesis or Bachelor Project.
2. To complete the Bachelor Degree Programme curriculum, student must have passed examinations in all compulsory courses of their respective curriculum (see Sections 4 and 5), having gained at least 180 credits.
3. To complete the Continuation Master Programme (MCP), student must have passed examinations in all compulsory and core-elective courses as stated in the respective curriculum (see Sec. 4 and 5 with respect to Sec. 2, Par. 1) and gained at least 120 credits.

Section 10

State Final Examination

1. Student is eligible to take the State Final Examination only if they have completed their curriculum, gained the required number of credits, and submitted by the given date their Bachelor Project or Master Thesis.
2. State Final Examinations of the Bachelor's Degree Programme may be held at two terms: usually in September or in February, which is in accordance with the time schedule of the Academic Year or at an extraordinary date subject to the respective department's request.
3. State Final Examinations of the Continuation Master Programme are held at two terms (usually in June or February) according to the time schedule of the Academic Year, or on an extraordinary term subject to the respective department's request.
4. Student's application for admission to the State Final Examination will include the optional subjects chosen for the examination. Applications for the February term are accepted by the end of November of the previous calendar year, for June term by the end of March, and for the September term by the end of May, or no later than two months prior to the extraordinary term of State Final Examinations. The examination terms are given in the time schedule of the Academic Year. Applications submitted after the given date will not be considered.
5. If student did not take the State Final Examination in the Academic Year they had submitted the Bachelor Project or Master Thesis, the respective review reports are no longer valid.
6. The examination follows the Rules of Procedure of the State Final Examination issued by the Dean.
7. The oral part of the State Final Examination in the Bachelor Programme or Continuation Master Programme consists of a core subject or subjects out of the package of specialization courses (with a possible option) and a subject or subjects of more detailed specialization (with a possible option). The number of subjects in a respective category (common core, specialization), as well as option are defined according to the definition of the State Final Examination included in the accreditation materials of the respective field of study.
8. In accordance with the CTU Academic and Examination Statute, student must take the State Final Examination, and, if such is the case, retake it, within one year and a half of the date they have satisfied all the other requirements of the study programme. The date is understood to be the last day of examination period of the last semester student was registered for courses of their personal curriculum. Afterwards, this student still remains enrolled as a student until they have passed the last part of the State Final Examination; however, this period must not exceed one and a half year.

Section 11

Termination of Studies

1. By virtue of Sec. 56, Par. 1, Letter b) of Act No. 111/19898 of Coll., as amended, and Sec. 34, Par. 7, Letter b) of the Academic and Examination Statute of CTU, these documents state the following conditions for terminating studies due to failure to satisfy the requirements and academic obligations following from the study programme and Academic and Examination Statute of CTU:

- failure to fulfil academic responsibilities and gain 15 credits after the first semester on the Bachelor Programme and 20 credits after the first semester on the Master Programme
 - failure to gain “zápočet“ after second registration for a compulsory course
 - failure to pass examination on last retake after second registration for a compulsory course
 - failure to pass examination by the end of Academic Year after second registration for a compulsory course
 - failure to satisfy eligibility conditions to register for the next Academic Year (semester)
 - failure to pass the State Final Examination within one and a half year of completing studies
 - failure to pass the State Final Examination within the maximum study period
 - failure to pass the retaken State Final Examination
2. Other reasons for terminating studies:
- failure to register for academic year within a given period without accepted apology or failure to perform electronic registration within the given period of time
 - failure to register after the end-date of discontinued studies
 - failure to register for courses after period of deferral
 - transfer to other faculty
 - withdrawal from studies
 - expulsion from the CTU

Dean of the Faculty