

DEAN'S DIRECTIVE
for the implementation of Bachelor's and Master's degree study
programmes and the final graduation examination at the Faculty of Civil
Engineering CTU in Prague

Preamble

The regulations for studies in Bachelor's, Master's and Doctoral degree study programmes implemented at the CTU Faculties are laid down in the [Study and Examination Rules for Students of the Czech Technical University in Prague](#) (hereinafter "SER"). In this Directive, the Dean lays down detailed conditions for studies at the Faculty of Civil Engineering CTU in Prague (hereinafter "Faculty") in all accredited Bachelor's and Master's degree study programmes. Pursuant to Art. 4 par. 2 SER, this Dean's Directive is part of the documentation of study programmes.

[The quality assessment of study programmes](#) at CTU in Prague (hereinafter "SP QA") is regulated by this CTU internal standard. The powers and responsibilities of the Guarantors of Study Programmes (hereinafter "SPG"), Guarantors of Specialisations (hereinafter "SG") and Guarantors of Courses of Study (hereinafter "Course Guarantors") and the Board of a Study Programme or Programmes (hereinafter "SPB") are laid down in SP QA. This Directive complements and specifies, in particular, SPB competences, SPG activities, SG activities, if the study programme is divided into them, and the activities of Course Guarantors.

The assignment, submission, filing of Bachelor's and Diploma Theses and providing access to them at CTU in Prague are governed by [The Methodological Guideline for Assigning, Submitting, Archiving and Access to Final Bachelor's and Master's Theses](#) (hereinafter "MG FT"). This Directive specifies the parts that may be specific for the Faculty.

List of used abbreviations:

Faculty	Faculty of Civil Engineering CTU in Prague
Course Guarantor	Guarantor of a course of study
SG	Guarantor of a specialisation
SPG	Guarantor of a study programme
SP QA	Quality Assessment of Study Programmes at CTU in Prague
IS KOS	Study Component Information System
MG FT	Methodological Guideline for Assigning, Submitting, Archiving and Access to Final Bachelor's and Master's Theses
SP	Study programme
SPB	Study Programme Board
SER	Study and Examination Rules for Students of the Czech Technical University in Prague
FGE	Final Graduation Examination
FT	Final Thesis

Article 1

Studies in Bachelor's and Master's degree study programmes

1. The study plan is a component part of the respective study programme (hereinafter "SP") accreditation and is compiled for individual SPs and their specialisations, if the SP is divided into them. SP can also include groups of mutually linked compulsory elective courses referred to as a major. All currently implemented SPs are entered in the Study Component Information System (hereinafter "IS KOS") and published on the [Faculty portal](#).
2. The study plan includes a list of courses whose attendance and proper completion is the necessary condition for the SP proper completion.
3. The study plan is structured as follows:
 - a. It classifies groups of individual courses according to their relevance into compulsory, compulsory elective and elective courses.
 - b. Compulsory courses are the basis of studies in the respective SP or within its specialisation. By choosing compulsory elective courses within the respective SP or its specialisation or major, students themselves determine the professional orientation of their qualification profile, and through elective courses they extend their qualification profile in keeping with their interests.
 - c. It defines the relations between courses if necessary. The relations between courses are proposed by Course Guarantors with the approval of the Head of the respective Department and SPG, who will ensure that the information is entered in IS KOS.

The relations between courses are especially:

 - o follow-ups - fulfilment of all prescribed obligations (credit, classified credit, examination) of the respective course before taking an examination in that course, unless otherwise specified in the study plan;
 - o substitutes (or equivalences) – courses whose completion is considered equivalent to the completion of the respective course.
 - d. It defines reviewed stages of studies, so-called study blocks, including conditions for their successful completion and methods of their review. In the reviews of the fulfilment of study obligations during studies, student's compliance with all their study obligations of the respective study block by a preset deadline is reviewed, i.e. whether they have gained all credits, classified credits and passed examinations in the courses prescribed by the study plan.
 - e. In the form of a recommended study time schedule, it sets the time sequence of enrolment in courses of study and gaining credits, classified credits and passing examinations. Compliance with this schedule makes it possible to successfully complete studies within the standard period of study.
 - f. The credit load of SP courses is determined by the CTU Methodological Instruction [Determination of credit load for subjects in accredited study programmes and for LLL courses](#) as amended.
4. If the study plan specifies the number of credit points required for compulsory elective courses in individual semesters of study, students must register for the total number of credit points granted for these courses during their studies and complete them irrespective of the number of courses they have registered for and completed in individual semesters. Students register for compulsory elective courses based on the offer of courses opened for the respective SP or its specialisation or major.
5. Students can also register for other courses from the offer of other SPs or specialisations or majors implemented at CTU which are not a component part of the SP or specialisation or major in which the student is enrolled. Pursuant to Art. 14 par. 4 SER, the credit points gained for these courses, however, are not included in the number of credit points necessary to continue studies.
6. Prior to the start of a semester, the Course Guarantor in coordination with the Head of Department ensure the elaboration and publication of the following items for each course (compulsory, compulsory elective, elective) offered by the department:



- a. time schedule of lectures and practical classes specifying compulsory attendance in individual forms of instruction,
- b. method and time schedule of a continuous review of study during the semester,
- c. requirements for the examination and the examination method, conditions for granting a credit or classified credit,
- d. proportion of the examination in the total course weight,
- e. list of required follow-ups,
- f. list of compulsory and recommended study literature and other aids,
- g. basic study materials, which will be accessible in the digital format solely to the Faculty students and staff members. These materials may include links to publicly available sources (e.g., instructional videos or on-line publications),
- h. publication of the Guarantor's name and contacts.

All basic information on the course (a – h) must be entered in IS KOS before the start of instruction in the respective semester and regularly updated by the Course Guarantor. After instruction in the semester has started, the announced conditions for the course completion become binding and cannot be changed by the teachers during the semester. The Head of Department is responsible for ensuring that the data in IS KOS for all courses guaranteed by the department are updated.

7. Instruction in SP courses takes place within the scope of classes of direct teaching (lectures, practical classes, studios, laboratories) specified in the study plan with preset scheduled times, which are listed in IS KOS (Note: different weeks of instruction can be scheduled differently in time, extent and location), including regular dates of credit tests or compulsory field trips, laboratory or field measurements, workshops, etc. Outside the scheduled classes (within the number of credit points preset by the study plan), students work on home assignments, semester projects, literature reviews, presentations, physical and virtual models, preparations for scheduled classes, etc.; in the examination period, the study load of the respective course includes preparation for the first examination attempt, including the time of the examination or another verification of knowledge prescribed by the study plan, including the submission of studio works and projects, up to the credit point load of the course, with one credit point representing a maximum study load of 26 hours in the respective semester. All other activities beyond the time frame of the number of hours calculated as 26 times the number of credit points can only be voluntary and cannot be conditional on successful completion of the course.
8. The semester consists of an instruction period (13 weeks) and an examination period (6 weeks). In the Architecture and Building Sciences SP, the examination period includes so-called Studio Days. The dates of Studio Days for individual years of study are set by the Faculty Dean in the time schedule for the academic year. During Studio Days, no examination dates for the respective year of study are announced; students use this time to finalise their studio project. If an examiner decides to announce examination dates on studio days as well, this must always be in excess of the mandatory number of dates based on the number of students enrolled in the course (par. 12 Art. 1).
9. Students may apply for a change in registered courses (cancel the registration for a course or register for a new course) at the Student Administration in the first two weeks after the start of instruction in the semester. After two weeks, all registered courses become binding for the respective semester regardless of the fact whether the student has or does not have a timetable assigned to these courses. No more courses can be registered or cancelled after this date except for specific courses (of "repetitorium" or "workshop" type), for which the registration deadline is modified.
10. Students have the right to refuse to use their personal equipment for school purposes. If special equipment is required for successful completion of a course (meaning specifically equipment such as a computer with a camera, tablet, computer programmes, etc.), the department which guarantees the course is obliged to provide this equipment to the students, unless such equipment is already provided to students by one of the Faculty's technical and operational centres as standard.
11. The dates and organisation of the registration for the semester are published on the Faculty portal no later than 10 working days in advance.
12. The dates and places of examinations are published by examiners in IS KOS no later than by Monday of the 12th instruction week in the respective semester. These dates are binding and



cannot be changed without a previous mutual teacher-student agreement. New examination dates can be added during the examination period. The examination dates must be spaced evenly over the examination period and the total examination capacity must exceed the number of students registered for the respective course by at least 1.5 x. The Guarantor of the respective course authorises individual academic members to examine.

13. Pursuant to Art. 8 par. 2 SER, a credit or classified credit can be granted no later than by the end of the examination period of the semester in which the course was registered; an examination can be taken no later than by the end of the examination period of the semester in which the course was registered.
14. If a teacher catches a student cheating during the verification of the student's knowledge, they are entitled not to award the student a credit or to classify the student with an "F" grade in the case of a classified credit or examination. The teacher may address the Dean to initiate disciplinary proceedings, which may even result in the student's expulsion from studies.
15. The classification grade of an examination or classified credit, a granted or failed credit must be entered in IS KOS within three working days after taking the examination or classified credit or complying with the conditions for granting the credit.
16. Pursuant to Art. 8 par. 5 SER, the department is obliged to keep its own written records of the results of credits, classified credits and examinations independent of IS KOS and file them for ten years. The filing method is at the Head of Department's discretion.
17. The recognition of a stage of study (semester, academic year or study block) and individual courses is defined in Art. 13 par. 10 and Art. 15 par. 2 SER, the framework rules for the recognition of courses from previous studies at the Faculty are laid down in the [Dean's Measure](#) (or Dean's Order or Directive replacing the Measure). Applications for the recognition of stages of study or courses are submitted by students to the Student Administration at the first registration after admission to study.
18. Depending on the total number of recognised credit points from previous studies, the terms set for the reviews of the fulfilment of study obligations during studies are shortened pursuant to par. 3 d) of this Article. For each 30 recognised credit points, the reviewed term is shortened by one semester.
19. Students' applications concerning study matters (e.g. interruption of study under Art. 13 par. 7 SER or granting an individual study plan) in which students refer to health reasons must include the following:
 - one-time health problems must be documented by a medical certificate from a general practitioner or specialist, or from a hospital facility, which must include the following information: the date of the onset and the expected date of termination of the inability to study, the date, stamp of the medical facility, doctor's name and signature,
 - recurrent or long-term health problems must be documented by recommendations for study modifications from ELSA or CIPS centres.

The Dean may ask for the documentation of any other facts to which students refer in their applications for granting exceptions to internal standards.

Article 2

Placement in specialisations of study within Bachelor's degree SP of Civil Engineering

1. In the Bachelor's degree SP of "Civil Engineering", starting from the fifth semester (i.e. second study block), students are placed in specialisations of study based on a selection procedure. The procedure considers students' interest in the respective specialisation of study, their study results in the 1st to 3rd semester and the available capacities of individual specialisations of study. The final decision on the student's placement in a specialisation of study is within the Dean's competence and is irrevocable.
2. The selection procedure is organised during the fourth semester. Students are informed about the opening of the competition by the Dean's Directive published on the Faculty portal. The selection procedure applies to all students in the Bachelor's degree SP of "Civil Engineering" who will register for the fifth semester of study (i.e. the second study block) in the coming year.

3. For the purposes of placement in specialisations of study, study results are evaluated by the ratio: number of credit points received / weighted study average (calculated pursuant to Art.12 SER).
4. If students had some of their courses recognised from previous studies, this fact will be considered during the selection procedure evaluation.
5. Transfers between specialisations of study are permitted by the Dean only for serious reasons, no later than by the end of the second instruction week of the winter semester of the respective academic year, based on an application submitted by the student through the Faculty Student Administration.

Article 3

Study programme boards

1. Pursuant to Art. 5 par. 1 or par. 7 [SP QA](#), the Dean appoints SPBs of a Bachelor´s or Master´s degree study programme, which represent the principal professional bodies responsible for the course and quality of study. SPBs report to the Dean.
2. Pursuant to Art. 5 par. 2 SP QA, SPB is the SPG´s advisory body. SPG is entitled not to accept the SPB´s decisions, if he/she provides a justification supported by constructive arguments to the Dean.
3. If the study in a Bachelor´s or Master´s degree programme is subdivided into specialisations of study, SPG, or SG respectively (if appointed by the Dean), consults all matters related to the respective specialisation with the Heads of Departments which are involved in the instruction in this specialisation. SG, Course Guarantors and Heads of Departments are obliged to respect the SPB´s decisions confirmed by SPG.
4. The SPB Chair and members are appointed and recalled by the Dean under Art. 5 pars. 3 and 7 SP QA following discussion in the Dean´s Collegium.
5. Within its activities specified in Art. 5 par. 10 SP QA, SPB in particular:
 - a. submits proposals for the modifications or creation of new SPs and for the modifications or creation of new specialisations within the already implemented SPs to the Dean,
 - b. draws up and updates the study plan for the study block common to all students of the respective SP,
 - c. draws up and updates the study plan for the study block subdivided into specialisations or majors (if SP is divided into them),
 - d. coordinates the offer of compulsory elective and elective courses submitted by departments for the respective SP or specialisation or major, if SP is divided into them,
 - e. based on the results of the selection procedure, submits a proposal for students´ placement in specialisations of study, if SP is divided into them, to the Dean,
 - f. responds to the Course Evaluation Survey. SPG or SG enters responses to comments about SP in the Survey application,
 - g. discusses proposals for changes within the respective SP.
6. If a SPB associates more than one SP, the vote concerning the respective SP must be taken with the participation of the relevant SPG. If the programme is subdivided into specialisations and the vote concerns the respective specialisation, the vote must take place in the presence of the relevant SG, if appointed by the Dean.
7. The SPB´s Chair may invite other guests who are not SPB members to a SPB meeting at his/her discretion, or at the suggestion of the Dean or another SPB member. The SPB´s Chair may divide the meeting into a public and non-public part.



8. The Dean or his/her authorised representative may participate in SPB public and non-public meetings without being invited by the SPB's Chair.
9. SPB can meet online and vote by correspondence, if the Chair deems it appropriate.

Article 4

Final graduation examination

1. The final graduation examination (hereinafter "FGE") is regulated by Arts. 16 to 17 SER.
2. Bachelor's degree FGE
 - 2.1. FGE in Bachelor's degree study programmes consists of three parts each of which is classified separately:
 - defence of the Bachelor's Thesis,
 - oral examination in the first thematic area,
 - oral examination in the second thematic area.

The thematic areas of FGE are specified in the study plans of individual SPs or their specialisations. During FGE, the student also briefly informs on the professional practicum if its completion is a component part of the study plan.

- 2.2. The registration for the Bachelor's Thesis is conditioned on gaining the specified number of credit points for the courses in the study plan and proper completion of the courses specified by the study plan.
- 2.3. Conditions for admission to FGE in all Bachelor's degree study programmes except for the programme of Architecture and Building Sciences and the programme of Civil Engineering.

The examinations in individual thematic areas of FGE and the defence of the Bachelor's Thesis can only be taken by the student who has complied with the following conditions:

- a. submitted an application for FGE in IS KOS in the term specified in the academic year time schedule,
 - b. fulfilled the study plan, i.e. gained all credits, classified credits and passed all examinations prescribed by the study plan in the term specified for the respective semester,
 - c. was granted a credit for the Bachelor's Thesis.
- 2.4. Conditions for admission to FGE in the Bachelor's degree study programme of Architecture and Building Sciences:

2.4.1 The examinations in individual thematic areas of FGE can only be taken by the student who has complied with the following conditions:

- a. submitted an application for FGE in the manner and the term specified in the academic year time schedule,
- b. fulfilled all study obligations of the first study block by the date of submitting the application,
- c. gained a minimum of 160 credit points for courses of the study plan by the date of submitting the application,
- d. properly completed selected courses of the second study block specified in the study plan by the day of submitting the application.

2.4.2 The Bachelor's Thesis can only be defended by the student who has complied with the following conditions:



- a. submitted an application for FGE in the manner and the term specified in the academic year time schedule,
 - b. fulfilled the whole study plan, i.e. gained all credits, classified credits and passed all examinations prescribed by the study plan,
 - c. was granted a credit for the Bachelor's Thesis.
 - 2.5. Conditions for admission to FGE in the Bachelor's degree study programme of Civil Engineering:
 - 2.5.1 The examination in the first thematic area of FGE (common area) can only be taken by the student who has complied with the following conditions:
 - a. submitted an application for FGE in the manner and the term specified in the academic year time schedule,
 - b. fulfilled all study obligations of the first study block by the date of submitting the application.
 - 2.5.2 The examination in the second thematic area of FGE (specialisation area) and the Bachelor's Thesis defence can only be taken by the student who has complied with the following conditions:
 - a. submitted an application for FGE in the manner and the term specified in the academic year time schedule,
 - b. fulfilled the whole study plan, i.e. gained all credits, classified credits and passed all examinations prescribed by the study plan,
 - c. was granted a credit for the Bachelor's Thesis.
3. Master's degree FGE
 - 3.1. FGE in Master's degree study programmes consists of two parts each of which is classified separately:
 - o defence of the Diploma Thesis,
 - o oral examination in a thematic area.

The thematic areas of FGE are specified in the study plans of individual SPs.

 - 3.2. The registration for the Diploma Thesis is conditioned on the fulfilment of all study obligations for the whole Master's degree study, i.e. gaining all credits, classified credits and passing all examinations in the courses prescribed by the study plan.
 - 3.3. Conditions for admission to FGE in all Master's degree study programmes: FGE can only be taken by the student who has
 - a. submitted an application for FGE in IS KOS in the term specified in the academic year time schedule,
 - b. fulfilled the whole study plan, i.e. gained all credits, classified credits and passed all examinations prescribed by the study plan by the date of submitting the application for FGE,
 - c. was granted a credit for the Diploma Thesis.
4. If a student submits an application for the Bachelor's FGE or its part before they have complied with the conditions under par. 2.3 b, c, or 2.4.2 b, c, or 2.5.2 b, c of this Article and these conditions are subsequently not met within the specified term, the Student Administration shall automatically cancel the application for FGE.
5. The topics of Bachelor's and Diploma Theses (hereinafter "final theses" abbreviated as "FT") are chosen reflecting the needs of practice or research and development activities at departments. Their orientation, extent and demands are differentiated for Bachelor's and Master's degree studies. The topics are offered by individual departments, the organization of students' applications for the topics of final theses (including providing consultants according to



the requirements of departments) is within the responsibilities of the respective SPG or SG in cooperation with authorised persons at individual departments.

6. The supervisors of final theses, consultants, elaboration principles of these theses, criteria for their evaluation, dates of submission and further practicalities are specified by the Head of Department as instructed by the Dean.

The appointed final thesis supervisor must be:

- o CTU academic staff member,
 - o or potentially another CTU employee with at least a Ph.D. (or equivalent) degree.
7. The supervisor of final theses can simultaneously supervise a maximum of 8 Bachelor's and 8 Diploma Theses.
 8. Final theses are assigned by the department no later than in the first week of the semester in which a student has registered for the final thesis. The final thesis is assigned on a prescribed form, FT Assignment, in IS KOS pursuant to [MG FT](#).
 9. In the elaboration of final theses, students must abide by the [Methodological Guideline no. 2/2024 for adhering to ethical principles when elaborating an academic final thesis](#) as amended and the [Methodical guideline No. 5/2023 - Framework rules for the use of artificial intelligence at CTU for study and pedagogical purposes in Bachelor and continuing Masters studies](#) as amended. Most final theses are elaborated as architectural or civil engineering projects or calculations in which the commonly used antiplagiarism systems, which check text strings or picture similarity, cannot be used to detect plagiarism. The supervisors of final theses are obliged to consistently check the work in progress of the thesis and its originality on a continual basis. In the case of final theses which are mainly of a textual nature, their check with an antiplagiarism system is recommended. Annex B to this Directive lists the requirements for checking FTs with an antiplagiarism system according to individual study programmes or their specialisations. The degree of using artificial intelligence tools is monitored by the FT supervisor in accordance with the FT content and subject.
 10. The minimum requisites included in the FT electronic and printed versions are laid out in Art. 11 [MG FT](#). In addition to these, the Dean sets out other requirements pursuant to Art. 11.3 of MG FT:
 - o table of content including a list of potential annexes,
 - o introductory analysis of the assigned topic,
 - o solution of the assigned task,
 - o final assessment of the results,
 - o list of references.

The final thesis is submitted in the electronic version ([procedure for BT](#) | [procedure for DT](#)) pursuant to Art. 5 MG FT. The electronic version uploaded in IS KOS is considered to be the original of the thesis. Annex B to this Directive lists the requirements for the submitted printouts of theses according to individual study programmes or their specialisations.

The publication of the final thesis can be postponed pursuant to Art. 35 par. 6 SER, the postponement of the publication is at the Dean's discretion based on the Head of Department's opinion pursuant to Art. 4 [MG FT](#). The request is forwarded by the department to the Student Administration no later than 30 days before the deadline for the FT submission. Pursuant to Art. 4.2 MG FT, the Dean stipulates the obligation of signing a confidentiality declaration for the persons who have come into contact with FT for all FTs written in the deferred publication mode. The FT electronic and printed version is then made available to the persons concerned only after they have signed the confidentiality declaration.

Should it be necessary to submit an abridged electronic version of FT under Art. 2.2 MG FT, the student shall ask the Dean for the approval of the submission of an abridged FT version through the Student Administration 30 days before the deadline for the FT submission. The application must include a justification why the full version of FT cannot be submitted and a statement from the thesis Supervisor and the Head of Department. The Dean's consent to publish an abridged version of the thesis must be uploaded in IS KOS by the student together with the abridged version of the thesis.

Pursuant to Art. 9.1 MG FT, it is possible to ask for a one-time access to IS KOS or the CTU IS

KOS system via the Student Administration.

11. Conditions for granting a credit for the final thesis:

- fulfilment of the final thesis assignment,
- fulfilment of conditions for the course completion, specified by the department in coordination with SPG (e.g. the minimum number of consultations required in the semester),
- uploading the final thesis in IS KOS by the specified deadline according to the time schedule of the respective academic year,
- submitting a printed copy of the final thesis at the department by the specified deadline according to the time schedule of the respective academic year, if required for the respective SP or specialisation, see Annex B.

In the case of the second registration for the course, a new topic for the final thesis must be chosen or the topic must be principally modified compared to the topic that was assigned to the student in the first registration for the course.

12. The Head of Department appoints the final thesis opponent, who is entered in IS KOS by the Department's FGE officer pursuant to Art. 6.5 MG FT within five working days after the FT acceptance.

In Bachelor's Theses, the appointed opponents are experts from:

- the Faculty department where FT was elaborated, or
- outside the Faculty department where FT was elaborated.

In Diploma Theses, the appointed opponents are experts from:

- outside the Faculty department where FT was elaborated.

The term expert denotes a university graduate with at least a Master's degree engaged in the specific field.

13. Pursuant to MG FT, the Supervisor of the final thesis and the Opponent evaluate and classify the final thesis under Art. 11 par. 1 SER and enter their expert opinions in IS KOS no later than five working days before the defence date thus allowing the student to become familiar with the Supervisor's and Opponent's expert opinions.

14. The Rules of Procedure of Boards of Examiners constitute Annex A to this Directive.

Article 5

Communication with students by e-mail

1. The Faculty employees communicate with students via e-mail addresses specified in the student's profile on the [CTU Usermap](#) website. If a student has more e-mail addresses, the communication runs via the address which is set as the preferred one on the CTU Usermap website. All e-mail communication exchanged with the student via IS KOS is also sent to the preferred e-mail address.
2. Students are obliged to check the respective e-mail account on a regular basis.
3. No Faculty or University e-mail accounts are automatically set up for students enrolled in the first years of Bachelor's and Master's degree study programmes implemented at the Faculty. The student – still an applicant for study – shall fill in their contact e-mail, which is verified by CTU before the closing of the application, in the application for study. This e-mail will then be set as their preference and will serve for the Faculty communication with the student. The student is responsible for the functioning of the e-mail address and must solve any potential technical problems with the e-mail provider on their own. Students can set up their own university e-mail address on the [CTU Usermap](#) website. By creating a university e-mail address, this address is set as the preferred one and no change to any other private e-mail address can be made. If a student wants to change their private e-mail address, they make a change in their

profile on the [CTU Usermap](#) website including the successive verification process of the new private e-mail address.

4. The Faculty Dean may, for a particularly compelling reason, order a student to set up a University e-mail address with all the consequences described in the paragraphs above.

Article 6

Final provisions

1. In cases where study matters are within the Dean's responsibility, students apply to him/her through the Vice-Dean for Education. They submit their applications via the Student Administration following the [procedure specified on the Faculty portal](#). The matters related to internal legislation are within the responsibility of the Dean, or the Vice-Dean for Education. The matters related to modifications of study plans, or the fulfilment of the declared graduate's profile are within the SPG's or SG's responsibility. The matters related to individual courses are consulted with Course Guarantors.
2. In cases which are not regulated by SER or this Directive, and in controversial cases, the decision is within the Dean's competence.
3. This Directive was discussed by the Faculty Academic Senate on 29. 1. 2025.
4. This Directive comes into effect starting from the day of issue.
5. The articles that are directly based on and follow MG FT enter into force on the same day as this Methodological Guideline.
6. The Faculty Dean may, under exceptional circumstances, announce the FT assignment in the summer semester of the 2024/2025 academic year in the manner described in Art. 4 par.8 of the Dean's Directive FSv_SD_2024_01_V01 for the Implementation of Bachelor's and Master's Degree Study Programmes at the Faculty of Civil Engineering CTU in Prague of 2. 2. 2024.
7. If Annex B stipulates the obligation to check final theses with an anti-plagiarism system, it comes into force from the 2025/2026 academic year.

Prague 5. 2. 2025

prof. Ing. Jiří Máca, CSc., m.p.
Dean

Annex A

Rules of Procedure of FGE Boards of Examiners

1. The Rules of Procedure of FGE Boards of Examiners are issued pursuant to Art. 16 par. 12 SER.
2. The Chair, Deputy Chair and members of the Board of Examiners are appointed by the Dean pursuant to Art. 16 par. 2 SER. The members of the Board for the defence of the Bachelor's or Diploma Thesis must include at least one prominent expert who is not a CTU staff member and who has graduated minimally from Master's degree studies.
3. The names of all experts approved by the Faculty Scientific Council, who are appointed by the Dean as members of Boards of Examiners for individual study programmes, are published on the Faculty portal. The letters of appointment of the Chairs, Deputy Chairs and experts approved by the Faculty Scientific Council are issued by the Student Administration, sent to the respective departments and, at the same time, filed at the Student Administration.
4. The dates of holding FGEs or their parts are laid down by the Dean in the academic year time schedule. The lists with specific names, FGE dates and times are compiled at the respective departments and published by them in IS KOS no later than three working days before the first day of holding FGEs as specified by the Faculty Dean. The FGE organisation is within the responsibilities of the respective SPG, and individual departments are responsible for holding FGEs.
5. The Chair of the Board of Examiners presides over the Board's proceedings and is responsible for its activity. In the case of the Board Chair's absence, the proceedings of the Board of Examiners are presided over by the Deputy Chair.
6. The student's examination in a thematic area is supervised by a Board member appointed by the Chair, and additional questions may also be asked by the other Board members. All Board members present must closely follow the examination procedure. The decision on the classification grade for the examination in a thematic area is made by the Board of Examiners considering the appointed examiner's opinion.
7. During the final thesis defence, the student comments on the remarks stated in the Supervisor's and Opponent's expert opinions, and responds to the questions raised in general discussion. The decision on the classification grade for the final thesis defence is made by the Board of Examiners considering the Supervisor's and the Opponent's expert opinions.
8. The Board of Examiners evaluates the results of the defence of the final thesis and examinations in thematic areas in a non-public part of the proceedings attended also by the Supervisor and the Opponent of the respective final thesis, if they are present at the Board of Examiners' proceedings, and the Secretary of the Board of Examiners.
9. The Board of Examiners constitutes a quorum if the absolute majority of its members is present, and those present must include the Chair or the Deputy Chair. The Board usually decides by consensus. If no consensus is reached, the Chair opens a voting procedure; in the case of a tie, the Chair has a casting vote.
10. Individual parts of FGE as well as FGE as a whole are classified using the scale under Art. 11 par. 1 SER. The numerical value of the final FGE classification is determined as follows:
 - a. in Bachelor's degree study programmes as the weighted average calculated from the numerical value corresponding to the classification grade of the Bachelor's Thesis defence with a weight of 40% and numerical values corresponding to the classification grades of both oral examinations in thematic areas, each with a weight of 30 %,

- b. in Master's degree study programmes as the weighted average calculated from the numerical value corresponding to the classification grade of the Diploma Thesis defence with a weight of 70% and the numerical value corresponding to the classification grade of the examination in a thematic area with a weight of 30 %.

The numerical value of the FGE final grade is rounded to 2 decimal places.

11. The FGE final grade is awarded based on the numerical value of the FGE final classification as follows:

FGE final grade	Numerical value of FGE final classification
A	1.00 – 1.24
B	1.25 – 1.74
C	1.75 – 2.24
D	2.25 – 2.74
E	2.75 – 3.00

12. If any part of FGE was evaluated by grade F, the overall result of FGE awarded is also grade F.
13. If the FT defence was classified by grade F in the first FGE attempt, the Board shall include its justification for the F classification, including a proposal for the method and extent of rework, in the Protocol on FGE. The method and extent of rework are communicated to the student through the Student Administration as part of the Dean's decision.
14. The Board's decision on the FGE classification grade is final and cannot be appealed. The Chair or Vice-Chair of the Board is responsible for a correct manner of examination and for compliance with all procedural rules.
15. The Board of Examiners may address the Dean with proposals for granting a distinction for excellent elaboration and defence of the final thesis, the Board shall enter the proposal in IS KOS as part of the Protocol on FGE. The Diploma Theses that were granted this award may be nominated by the Board for the Dean's Award for Outstanding Diploma Theses in the respective [category](#). The conditions and the nomination process are set out in the [Statute of the Dean's Award for Outstanding Diploma Theses of the Faculty of Civil Engineering](#).
16. The Secretary of the Board of Examiners shall make a Protocol on FGE, which is signed by the Chair and other members of the Board of Examiners present. The Protocol on FGE is also signed by the student, who hereby confirms the fact that he/she has been made familiar with the FGE result. If the student does not sign the Protocol on FGE, the document is still valid and the FGE result is not affected by this fact. The Secretary shall insert the sentence "The student has been orally informed of the FGE result by the Board of Examiners and has refused to sign the Protocol on FGE" in the place of the student's signature in the Protocol on FGE."

m.p.
prof. Ing. Jiří Máca, CSc.
Dean of Faculty of Civil Engineering

Annex B

Requirements for the submission of printed versions of final theses, information on providing access to and filing of final theses according to study programmes and their specialisations, requirement for checks with an antiplagiarism system

Study programme	Specialisation	Number of FT printouts	Filing place of FT printouts	Making FT accessible	Requirement for an antiplagiarism system check
BACHELOR´S DEGREE STUDY PROGRAMMES					
ARCHITECTURE AND BUILDING SCIENCES	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
GEODESY AND CARTOGRAPHY	–	1	The printout is returned to the student after defence.	Note A)	Yes
MANAGEMENT AND ECONOMICS IN CIVIL ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	Yes
CONSTRUCTION ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
CIVIL ENGINEERING/STAVEBNÍ INŽENÝRSTVÍ	Architectural Engineering	1	The printout is returned to the student after defence.	Note A)	No Note B)
	Structural and Transportation	1	The printout	Note A)	No Note B)



	Engineering		is returned to the student after defence.		
	Materials Engineering	1	The copy is returned to the student after defence.	Note A)	No Note B)
	Fire Safety of Buildings	1	The printout is returned to the student after defence.	Note A)	No Note B)
	Planning, Implementation and Operation of Structures	1	The printout is returned to the student after defence.	Note A)	No Note B)
	Water Management and Water Structures	1	The printout is returned to the student after defence.	Note A)	No Note B)
	Environmental Engineering	1	The printout is returned to the student after defence.	Note A)	No Note B)
CIVIL ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
	–	1	The	Note A)	No



SCENIC TECHNOLOGIES			printout is returned to the student after defence.		Note B)
<p>Note A) The printout is used only for the needs of the Bachelor´s Thesis Supervisor, Bachelor´s Thesis Opponent and members of the GFE Board of Examiners. The FT Supervisor takes the printout from the student and ensures that it is handed over to the Opponent, and to the members of the GFE Board of Examiners on the day of defence. Only the electronic version of the Bachelor´s Thesis is publicly available.</p> <p>Note B) In the case of suspected plagiarism, an antiplagiarism system check may be requested by the FT Supervisor, Opponent, Head of Department or SPG, or SG. This applies even to SPs where there is no requirement for an antiplagiarism system check.</p>					

Study programme	Specialisation	Number of FT printouts	Filing place of FT printouts	Making FT accessible	Requirement for an antiplagiarism system check
FOLLOW-UP MASTER´S DEGREE STUDY PROGRAMMES					
ARCHITECTURE AND BUILDING SCIENCES	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
CIVIL ENGINEERING – BUILDING ENGINEERING	Architectural Engineering	1	The printout is returned to the student after defence.	Note A)	Only in the textual part.
	Structural Engineering of Buildings	1	The printout is returned to the student after defence.	Note A)	Only in the textual part.
CIVIL ENGINEERING – STRUCTURAL AND TRANSPORTATION ENGINEERING	Engineering Structures	1	The printout is returned to the student after defence.	Note A)	Only in the textual part.



	Transport Structures and Geotechnics	1	The printout is returned to the student after defence.	Note A)	Only in the textual part.
CIVIL ENGINEERING – MATERIALS AND DIAGNOSTICS OF STRUCTURES	–	1	The printout is returned to the student after defence.	Note A)	Only in the textual part.
CIVIL ENGINEERING – PROJECT MANAGEMENT	–	1	The printout is returned to the student after defence.	Note A)	Yes
CIVIL ENGINEERING – WATER MANAGEMENT AND WATER STRUCTURES	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
CIVIL ENGINEERING – ENVIRONMENTAL ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
INTEGRAL SAFETY OF BUILDINGS	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
MANAGEMENT AND ECONOMICS IN CIVIL ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	Yes
CONSTRUCTION ENGINEERING – PLANNING, IMPLEMENTATION AND OPERATION OF STRUCTURES	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
GEODESY AND CARTOGRAPHY	Engineering Surveying	1	The printout is returned to the student after defence.	Note A)	Yes



	Geomatics	1	The printout is returned to the student after defence.	Note A)	Yes
BUILDINGS AND ENVIRONMENT	Building Services Systems	1	The printout is returned to the student after defence.	Note A)	No Note B)
	Building Physics	1	The printout is returned to the student after defence.	Note A)	No Note B)
INTELLIGENT BUILDINGS	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
DIGITALISATION IN CIVIL ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	Yes
CIVIL ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	Only in the textual part.
BUILDINGS AND ENVIRONMENT	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
WATER AND ENVIRONMENTAL ENGINEERING	–	1	The printout is returned to the student after defence.	Note A)	No Note B)
STRUCTURAL ANALYSIS OF MONUMENTS AND HISTORICAL CONSTRUCTIONS	–	0	–	–	No Note B)

Note A)

The printout is used only for the needs of the Bachelor´s Thesis Supervisor, Bachelor´s Thesis Opponent and members of the GFE Board of Examiners. The FT Supervisor takes the printout from the student and ensures that it is handed over to the Opponent, and to the members of the GFE Board of Examiners on the day of defence. Only the electronic version of the Bachelor´s Thesis is publicly available.

Note B)

In the case of suspected plagiarism, an antiplagiarism system check may be requested by the FT Supervisor, Opponent, Head of Department or SPG, or SG. This applies even to SPs where there is no requirement for an antiplagiarism system check.