

**DEAN'S DIRECTIVE ON THE BACHELOR AND MASTER STUDY PROGRAMMES
AT THE FACULTY OF ARCHITECTURE OF BUT IN THE ACADEMIC YEAR 2013/2014**

Section 1**Introduction**

1. *Dean's Directive No.4 on studies in the Bachelor and Master study programmes at FA BUT (hereinafter Directive) in the academic year 2014/2015 is complementary to the BUT Study and Examination Regulations (except Section 3, hereinafter Regulations) as an internal regulation for organization and implementation of the Bachelor and Master study programmes at the Faculty of Architecture of BUT.*
2. *The standard length of studies at the Bachelor study programme (hereinafter BSP) at FA BUT is 8 semesters. If the length of studies exceeds 10 semesters, the student has to pay a tuition fee with respect to §58 Article 3 Act No. 111/98 Coll.*
3. *The standard length of studies at the Master study programme (hereinafter MSP) at FA BUT is 4 semesters. If the length of studies exceeds 6 semesters, the student has to pay a tuition fee with respect to §58 Article 3 Act No. 111/98 Coll.*

Section 2**Academic Year and Study Schedule**

1. *A lecture group comprises students of one year of studies.*
2. *A study group consists of approximately one fourth of students of one year of studies. The size of a study group is between 20 and 25 students. There is a flat division into the study groups.*
3. *A schedule group consists of students registered for individual courses, wherever possible. It concerns mainly studio classes and compulsory elective courses in BSP and elective courses in MSP.*
4. *The BSP Study Plan is normally structured in 1st to 4th year of studies. The last (8th) semester is dedicated to work on the bachelor thesis.*
5. *The MSP Study Plan is normally structured in 1st and 2nd year of studies. The last (4th) semester is dedicated to work on the diploma thesis.*
6. *With respect to time, teaching is carried out in years of studies. The years indicate the period in which individual students pass courses prescribed in the Study Plan.*
7. *The timetable for the academic year is the Annex No. 1 of this Directive.*

Section 3**Study Plans**

1. *The structured list of courses is the Annex No. 2 and Annex No. 3 of this Directive.*
2. *Registration for and completion of the compulsory and compulsory elective courses is obligatory. Registration for and completion of the elective courses is voluntary. All the compulsory and compulsory elective courses completed on a voluntary basis beyond the study plan are regarded as elective courses.*

Section 4**Study Programme Board**

1. *The study programme board (hereinafter Board) consists of FA BUT faculty members appointed by the Dean and the Vice-Dean for Education.*
2. *Individual members of the Board are appointed for a term of office of one academic year.*
3. *The Board membership is irreplaceable.*
4. *The Board is headed by the Vice-Dean for Education.*
5. *The Board is at quorum provided that an absolute majority is present.*
6. *The Board's decision is valid provided that an absolute majority of the present Board members voted for the decision.*
7. *An absolute majority of the Board members must vote for the revocation of the Board's decision.*
8. *The board may vote in public or in secret. The Head of the Board decides on the voting method.*
9. *The Board, except activities listed in Article 4, point 1 of the Regulations), decides on opening of compulsory elective courses in the bachelor study programme and on elective courses in the master study programme.*

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10. The Board makes recommendations to the Dean on issues listed in the Article 4, Point 1 of the Regulations and Section 4, Article 9 of this Directive.

Section 5

Credit System

- Each course within the study plan which is completed with an exam, a course-unit credit or a graded course-unit credit is assigned a number of credits corresponding to a number of weekly teaching hours in one semester. The courses in the study plan within one year of studies represent the value of 60 credits with 24 weekly teaching hours in case of BSP and 24 weekly teaching hours in case of MSP in one semester.
- The credits are assigned for both compulsory and compulsory elective courses, but not for elective courses or courses completed on a voluntary basis beyond the study plan.
- A student who participates in a workshop organized by a foreign school may have the workshop recognized as an external elective course beyond the study plan based on a presentation of the relevant confirmation of attendance.

Section 6

Method of Instruction and Its Organization

- Teaching at FA BUT is focused on studio projects.
- A studio instruction at BSP is delivered by internal and external lecturers assigned by heads of departments of design.
- A method and form of elaboration and delivery of the project is explained in an assignment defined by the project leader with respect to the academic year timetable, the Annex No.1 and No.4 of this Directive.
- As for the studio instruction, students may choose a lecturer and a theme of the studio project by registering via FA BUT Intranet. The lecturers then specify the number of students for the studio course, trying to fulfil their pedagogical capacity.
- Students register for the studio courses of the relevant department of design in the deadline announced by the Dean, usually at the end of the preceding semester.
- BSP students are obliged to complete once studio course in the extent of:
 - small buildings studio – HOUSE,
 - large buildings studio – HOUSE AND PLACE,
 - group of buildings studio – CITY AND PLACE;
 and twice studio free assignment.
- BSP students choose studio projects in its extent and scope and studio free assignment projects with regard to custody for each semester:
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1 st year		2 nd year		3 rd year		4 th year	
1 st semester	2 nd semester	3 rd semester	4 th semester	5 th semester	6 th semester	7 th semester	8 th semester
	fundamentals of architectural design	small buildings studio	large buildings studio	group of buildings studio	free assignment	free assignment	bachelor thesis
						group of buildings studio	

- Provided that the student does not meet the deadline for the studio course registration, he/she loses the right to choose the lecturer and the theme. Deadlines and methodology for the studio topics announcement and students' registrations are set by the Dean's Decree.
- BSP students are obliged to participate in person in the first consultation of the studio assignment, tutorials and seminars within 14 days from the beginning of the semester. Students, who fail to collect the assignment in the deadline and do not excuse themselves, must register for the course again in the following year of studies.
- BSP students are obliged to complete in the 3rd year of studies (summer semester) one compulsory elective course and in the 4th year of studies (winter semester) two compulsory elective courses. The student chooses from one joint list of compulsory elective courses available for both 3rd and 4th year BSP students. If the student does not register for the courses

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in the deadline, he/she loses the right to choose the course. Each compulsory elective course will be open for a minimum number of 5 students.

11. *The compulsory course on Structural Design is registered by 4th year BSP students under similar conditions as the studio course, i.e. students choose both the lecturer and the theme.*
12. *MSP instruction is organized in modules. Modules correspond to specialization of individual studio courses. The study plan of the module consists of joint lectures for all students of one year of studies, an individually targeted specialized studio course and a choice of elective seminars.*
13. *Studio classes in MSP are lead by the academic staff of FA approved by the head of the relevant department.*
14. *A student enrolled in the 1st year of MSP chooses a module and a specialized studio course.*
15. *The student registers to the module and studio course through FA BUT Intranet in the deadline.*
16. *A studio course leader has the right to choose students from the group of students registered in the first round in case of an exceeding number of students. Due to a high number of applicants or due to unacceptable study results, it is within the studio course leader's authority to refuse an applicant.*
17. *MSP students shall be divided into modules with respect to their interests and teachers' choice. The final division in the modules will be published one week before the classes start at the latest. Within one week after the publication, serious reasons for changes in the division into modules or specialized studio courses may be dealt with. Students who have not themselves made use of the possibility to choose will be registered into studio courses by the Vice-Dean.*
18. *The division of students in the modules becomes valid on the first day of instruction and is binding throughout the MSP studies. Due to a character of the studio course, the registered modules or studio courses cannot be changed.*

Section 7**Study Counselling**

1. *Students are informed on the organizational matters by the Study Department. Matters concerning an individual study plan of a student are consulted with the Vice-Dean for Education.*

Section 8**Study Results Assessment**

1. *Participation in continuous assessment (critiques, assessment tests, homework, final work etc.) as scheduled is obligatory and is an integral part of final assessment of the student's study results.*
2. *Within the studio course there are at least three critiques taking place in each semester.*

Section 9**Course-Unit Credit and Graded Course-Unit Credit**

1. *The student, who obtained a course-unit credit in the course that is to be completed with an exam, but did not complete the course by passing an exam by the end of the relevant academic year, has the course-unit credit recognized when registering for the course again provided that conditions for granting the course-unit credit had not changed.*
2. *Conditions for granting the course-unit credit and graded course-unit credit are announced by the individual courses guarantor before the beginning of instruction via FA Intranet.*
3. *The condition for the evaluation of the course Studio and Specialized modular studio is participation in all critiques and ongoing accompanying sketchbook, which is an integral part of the final studio work.*
4. *The studio projects are submitted in such a way that it enables the projects exhibition in relevant studios together with the leading tutors' assessment, in the examination period of the current semester (see the Annex No. 1 Timetable). The exact date of submission and assessment conditions are set and announced by studio leaders at the beginning of semester.*
5. *If the student does not submit the complete project work in the regular deadline and fails to excuse himself/herself properly, or the excuse is not accepted by the head of the department, he/she is assessed with an F grade and cannot obtain the graded course-unit credit in an alternate date. If the student excuses himself/herself properly, the head of the department may set a new deadline for handing in the project. A project submitted in an alternate deadline is assessed in the same way as a project submitted in the regular deadline.*

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Section 10**Examination**

1. *Examinations at FA are oral, written or combined (both written and oral).*
2. *The examination method (oral, written, combined) is determined by the head of the department. In case of a combined exam, the participation at the second (oral) part of examination is on condition that the student passes successfully the first (written) part of the exam.*
3. *Written exams are prepared and assessed by relevant course lecturers. The oral part of the exam is usually taken with the relevant lecturer too. Exceptionally, the head of the department may delegate another lecture for the oral examination.*
4. *Exams are usually taken by students during an examination period. Exams, including re-sits, must be completed by July 31 of the current academic year. Due to an electronic registration for studies, no exams may be taken in August.*
5. *Regular dates and places of exams in the Bachelor and Master degree programmes shall be published by the Vice-Dean for Education as an examination timetable via Intranet one week before the beginning of the examination period at the latest. Individual courses guarantors shall publish the dates of 1st and 2nd re-sit via Intranet in the first week of examination period at the latest, in concord with the point 6 of this Section.*
6. *Provided that the student does not take an exam on the regular examination date, or if the student withdraws from the exam, or is assessed with an F grade (failed), he/she may take an exam during two re-sits. Dates of re-sits are determined and published with a sufficient notice by the relevant course guarantor. The student, who has been properly excused with respect to Article 12, par.10) of the BUT Regulations, is provided by the course guarantor with a date for a re-sit. In this case this is considered to be the first exam date out of the possible three dates.*

Section 11**Grading Scale**

1. *The ECTS grading scale is used for study assessment with a graded course-unit credit and an exam for recording in the study register and in the information system at the Faculty of Architecture.*
2. *Study results are recorded in the form of - letter / corresponding number of points in integer (e.g. A/95).*
3. *Due to the central register the letters are expressed with the help of values stated in the table in Article 13 of Regulations.*

Section 12**Student's Average Study Results**

1. *To calculate the weighted average the letters are expressed by values stated in Article 14, par. 1) of the Regulations.*

Section 13**Enrolment into Another Year of Study**

1. *Enrolment takes place on dates determined by the Dean with respect to the announced timetable of the academic year. BSP and MSP 1st year students are enrolled in person, BSP 2nd – 4th year students and MSP 2nd year students are enrolled electronically.*
2. *The student registers for compulsory and compulsory elective courses from the study plan of the relevant year of studies and course of a previous year of studies which he has not completed. The student may also register for courses of a further year of studies, which he/she wants to study in advance, and elective courses.*
3. *The properly completed courses cannot be registered repeatedly. Compulsory and compulsory elective courses may be re-registered only once (see the Regulations, Article 6, par. 2).*
4. *In the first year of study the student registers for all courses from the study plan of the 1st year BSP students.*

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5. The student can be registered in another year of study provided that he/she fulfils the conditions defined in the Regulations and the following conditions:

- a) A minimum number of credits obtained in previous years of BSP study must correspond with the values given in the following table:

Enrolment for another year of BSP	Minimum number of credits obtained
2 nd year of study	45 credits
3 rd year of study	95 credits
4 th year of study	135 credits
Enrolment for another year of MSP	Minimum number of credits obtained
2 nd year of study	42 credits

- b) Weighted average (VP) of study results for previous years of study must not exceed the value of 2.5.
c) A successful completion of at least one studio course in the previous year of study.

Section 14

Interruption of Study

1. The total period of study interruption must not exceed the standard length of study – in case of BSP 4 years and in case of MSP 2 years (Article 18 of the Regulations).
2. However the MSP student must ask the Dean to determine conditions under which he/she will continue the MSP study due to organization and content of the specialized modules.

Section 15

Acknowledgement of Part of Study

1. A student who has completed a part of study at the same or different higher education institution with a similar study programme may ask to have acknowledged individual courses or whole study years with respect to the content of the respective year of the study programme. Acknowledged are usually courses with grades A, B, C and the date of completion not older than 5 years on the date of registration.
2. Acknowledgement of a part of study completed abroad is regulated by Article 20, par.2) - 7) of the Regulations. In case of study lasting one or two semesters with respect to rules determined in the Annex No. 6 of this Directive, the study is acknowledged as a whole for each individual semester including the respective number of credits.

Section 16

Duly Completed Study

1. To complete the study duly the student must obtain **240** (210+30 for bachelor thesis) credits in Bachelor study programme and **120** (90+30 diploma thesis) credits in Master study programme.

Section 17

State Final Examination

1. BSP study is completed with a state final examination in the bachelor study programme.
2. MSP study is completed with a state final examination in the master study programme.
3. The state final examination in BSP is divided into the following parts:
 - a) an oral exam in: Building Construction; Structural Engineering; Theory, Development and History of Architecture; and Urban Design (taking place in the 7th semester of BSP),
 - b) a bachelor thesis defence (taking place in 8th semester of BSP).
4. The state final examination in MSP is divided into the following parts:
 - a) an oral exam in: Theory of Architecture and Urban Design; Law in Architectural Practice (taking place in 3rd semester of MSP),
 - b) a diploma thesis defence (taking place in 4th semester of MSP).
5. The bachelor and diploma thesis defence is organized by respective departments of design.

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6. Oral examination, which is part of the state final exam, is organized separately. Dates of examination are given in the Annex No. 1 of this Directive – The timetable for the academic year.
7. Students are informed of the examination date by the end of the winter semester at the latest. If the student does not come to the exam or withdraws from the exam, he/she loses the right of 1st examination date. An absence at the examination can be excused only by the Dean, provided that the student excuses himself/herself 3 days before the exam at the latest. Organization of the oral final exams is, in observance of this Directive, in the competence of guarantors designated by the Dean.
8. The bachelor or diploma thesis defence is a final part of the state final examination in the respective study programme and may take place only after oral examination.

Section 18**Examination Committee for the State Final Examination**

1. Rules of procedure of examination committees are in the Annex No. 5 of this Directive.
2. Heads of departments are responsible for summoning of the state final examination committee.

Section 19**Bachelor or Diploma Thesis**

1. The bachelor or diploma thesis is the qualifying BSP and MSP thesis which is defended in front of the state final examination committee appointed by the Dean. The thesis is elaborated and handed in with respect to the assignment defined by the supervisor and with respect to the timetable of the academic year, the Annex No. 1 and No. 4 of this Directive, and the Rector's Directive No. 2/2009 .
2. The bachelor thesis topic is united. The united topic is announced by heads of departments of design based on the approval of the Study Programme Board. The topic is published as a Dean's Decree and relevant materials are made available in the faculty information network.
3. The diploma thesis topics are announced by heads of departments of design based on the approval of the Study Programme Board. The 2nd year MSP students receive the thesis assignment from their tutors.
4. The Study Programme Board may approve a topic of the bachelor or diploma thesis presented in advance by a student.
5. The bachelor thesis supervisor is appointed by the head of the department of design.
6. The diploma thesis is supervised by FA academic staff: professors, associated professors, doctors and authorized persons.
7. The student, who has fulfilled all BSP duties and obtained **216** credits and has passed the oral part of the state final examination, will receive the bachelor thesis assignment in writing with respect to the Timetable of the academic year, the Annex No. 1 of this Directive.
8. The student, who has fulfilled all MSP duties and obtained **90** credits and has passed the oral part of the state final examination, will receive the diploma thesis assignment in writing with respect to the Timetable of the academic year, the Annex No. 1 of this Directive.
9. The bachelor and diploma thesis (hereinafter qualifying thesis) is elaborated strictly by an individual student.
10. Compulsory part of the bachelor and diploma thesis is continually guided sketchbook of the project, which is an integral part of the final work.
11. The qualifying thesis deadline is determined in the Timetable of the academic year.
12. Exceptionally, the Dean may set another alternative deadline for a duly excused student who has not handed in the qualifying work in time.
13. The student, who hands in the qualifying work in the deadline and whose thesis is evaluated by an independent jury, supervisor and opponent, shall complete the studies in the study programme with the state final examination taken in a regular date.
14. The student, who does not hand in the qualifying work in the deadline so that the thesis is not evaluated by an independent jury, shall elaborate and defend the thesis under a new assignment in a regular term in the next academic year.
15. Provided that the committee for state final examination in the respective study programme decides that the student whose qualifying work is assessed with an F grade shall extend it, rewrite or elaborate the thesis under a new assignment, the

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Dean determines a new alternative date of defence, however in the first possible regular date in the next academic year at the latest.

Section 20

State Final Examination Assessment

1. *The evaluation committee for state final examination in BSP or MSP assess the bachelor or diploma thesis based on the student's defence with respect to the supervisor's assessment and opponent's assessment and the independent jury assessment. The jury is nominated by the Dean. The assessment of the oral part of the examination is reflected by the committee in the overall assessment of the state final examination. The overall study assessment is then the resulting evaluation. See the Annex No. 5 - Assessment Committees Procedures 2014/2015.*

Section 21

Final Provisions

1. *The Directive comes into effect on September 1, 2014.*
2. *At the same time the Dean's Directive on the Bachelor and Master Study Programmes at the Faculty of Architecture of the Brno University of Technology of 1st September 2013 is declared null and void.*

*Josef Chybik, Prof.Ing., CSc.
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