



**STUDY AND EXAMINATION REGULATIONS
FOR STUDY IN BACHELOR'S AND MASTER'S DEGREE PROGRAMMES
AT VSB – TECHNICAL UNIVERSITY OF OSTRAVA**

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The Ministry of Education, Youth and Sports registered in accordance with Section 36 Subsection 2 of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), on 11 December 2017 under ref. MSMT-34421/2019-6 Study and Examination Regulations for Bachelor and Master Degree Programmes at VSB – Technical University of Ostrava.

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Mgr. Karolína Gondková
Director of the Section for Higher Education Institutions

Part one

Introductory Provisions

Article 1

(1) Study in Bachelor's and Master's degree programmes is provided pursuant to Act No. 111/1998 on Higher Education Institutions and on the amendment and supplement to some other acts (the Higher Education Act), as subsequently amended, hereinafter "Act".

(2) VSB - Technical University of Ostrava (hereinafter "VSB-TUO") is authorized to provide accredited Bachelor's and Master's degree programmes (hereinafter "degree programmes"). The list of these degree programmes is posted in the public section of the website of VSB-TUO. The accredited degree programmes are provided either by faculties separately, or in co-operation with an university institute.

(3) The study in a degree programme may also be provided in co-operation with education institutions abroad which offer related degree programmes. Terms and conditions of such cooperation shall be stipulated by a contract made between the participating parties.

(4) A Bachelor's degree programme is aimed at providing a qualification to practise a profession and to continue studying on a master programme. A Bachelor's degree programme makes direct use of all new contemporary knowledge and methods whilst including, in the scope required, theoretical findings. A Master's degree programme is a follow-up to the Bachelor's degree programme. Where required by the nature of the degree programme, an accredited Master's degree programme is not a follow-up to the Bachelor's degree programme.

(5) Graduates of Bachelor's degree programmes at VSB-TUO are granted the academic degree "bakalář" (i.e. "Bachelor" abbreviated as "Bc.", used in front of the name). Graduates of Master's degree programmes at VSB-TUO are granted the academic degree "Inženýr" (i.e. "Master of Sciences", abbreviated as "Ing.", preceding the name), or "Inženýr architekt" (i.e. "Master of Sciences in Architecture", abbreviated as "Ing. arch.", preceding the name).

Part two

Organization of studies

Article 2

Organization of the academic year

(1) The length of an academic year is 12 calendar months. The commencement of an academic year is specified by the Rector. Upon a discussion at the Rector's Council, he also specifies the beginning of the organized teaching period and the obligatory schedule for the academic year at VSB-TUO.

(2) The schedule of the academic year specifies the beginning and end of teaching periods, examination periods, vacations, practical trainings, and other academic activities.

(3) The academic year consists of a winter semester and a summer semester, with examination periods after the winter and the summer semester, and vacations.

(4) The length of each semester is basically 14 weeks followed by at least 5 weeks of examination period. Should the semester be shorter, the following examination period may also be adequately shorter. Teaching is organized in weekly timetables. One teaching unit lasts at least 45 minutes.

Article 3

Organization of studies

(1) Degree programmes provided at VSB-TUO are offered as full-time studies, distance studies, or a combination of these, (hereinafter "combined mode of study"). The degree programme in the full-time mode of study is implemented with the attendance of students on the premises of the school. The degree programme in the distance mode is implemented using the study supports for subjects taught: e-learning, contact with students via the Internet and direct contact with a teacher at his/her tutorial hours. The degree programme in the combined mode of study is a combination of the full-time and distance forms of study. The attendance of students of the combined mode of study on the premises of the school/faculty must be given in the study plan.

(2) The standard length of degree programmes is given in the List of Accredited Degree Programmes and open to the public in the public section of the website of VSB-TUO.

(3) Degree programmes consist of individual systematically integrated subjects. The degree programme may be further divided into specializations containing closely and systematically arranged subjects within the degree programme study plan.

(4) The maximum length of the study is the double period of the standard length of the study from the first enrolment in the degree programme to its graduation in the degree programme on the day of passing the final state examination as per Art. 23 Par. 6. All individual interruptions of studies are also included in this period. The standard lengths of study are given in the List of the Accredited Degree Programmes open to the public in the public section of the website of VSB-TUO.

(5) Studies are also terminated if a student fails to complete his/her studies within the course of the maximum length of the study as per Section 56, Subsection 1(b) of the Act and Art. 22 Par. 4 (b) of these Study and Examination Regulations. This decision refers to Article 68 of the Act.

(6) Master's degree programmes generally follow a Bachelor's degree programme of the same or a related degree programme. For students who have completed other, usually Bachelor's degree programmes, the Dean determines, on the proposal of the guarantor of the degree programme, the study

plan of the first year and the conditions of admission to study. The Dean will assess the similarity of the completed degree programme primarily by comparing the content of both degree programmes using the credit assessment of subjects.

Article 4

Guarantors

The rights and obligations of the degree programme guarantor and the subject guarantor are specified in the separate internal regulation "Rules of Accreditation, Management and Evaluation of Study Quality".

Article 5

Study plans

(1) Study plans define the subject matter and its extent in the degree programme realized by the faculty. They include subjects according to years of study and semesters, the number of classes of the given subject, the evaluation criteria for credits, and set up the subjects and semesters when credits, marked credits and examinations are prescribed.

(2) Study plans for all degree programmes are elaborated for each year of the study of the standard length of the study. Besides other information, the study plan also sets up the organization of individual forms of study and the suggested study schedule.

(3) Subjects are compulsory, choice-compulsory and optional. Compulsory subjects are subjects which have to be attended by a student regularly. Choice-compulsory subjects have a certain relation with the studied degree programme (field of study), and a student has a few offers to select. A student enrolls in optional subjects from the list of subjects given in the degree programme so that the requirements set by these Study and Examination Regulations could be fulfilled. Some subjects may be marked as equivalent in the study plan. Students can complete only one subject from the group of equivalent subjects.

(4) Study plans for degree programmes are arranged in such a way that the number of lessons does not extend 30 hours a week in the full-time mode of study. Excursions and practical training are not included into this number. The maximal extent of classes in the combined mode of study is 80 lessons in one semester.

(5) In accordance with the study plan of a corresponding degree programme and year of the study, the student sets up his/her personal study plan for individual years of study in accordance with these Study and Examination Regulations.

Article 6

Credit Hour System

(1) For a quantifiable evaluation of the course of the study, a uniform credit hour system is used at VSB-TUO. It has the following features:

- a) one credit hour usually represents 1/60 of a student's annual average load at a standard length of the study, i.e. 30 credit hours in one semester and 60 credit hours in one academic year,
- b) a specific number of credit hours is assigned to every subject so that the student can meet the requirements of the given subject with an average load rate,
- c) the same credit hour evaluation is assigned to each subject in all degree programmes and forms of study,
- d) the student can only obtain an adequate number of credit hours after completion of the work required for the course of subjects as given in Art.18,
- e) credit hours gained in the framework of one degree programme are added up,

f) the obtained number of credit hours is the measure for quantifying the study results,

g) the student is awarded credit hours for a particular subject in the course of his/her study only once.

(1) The student will be considered for the degree when he/she has obtained a number of credit hours which equals at least a multiple of 60 of the number of years of the standard length of the study, in harmony with the degree programme and study plan.

(2) The credit hour system of VSB-TUO is compatible with the European Credit Transfer System (hereinafter "ECTS") enabling the mobility of students within the terms of European educational programmes.

Article 7

Study within an Individual Personal Study Plan

(1) An individual personal study plan is approved by the Dean on the basis of the student's application.

(2) An individual personal study plan allows the student a specific organization of study on the condition that the subject matter and its extent given in the study plan of the relevant degree programme are properly followed. This specific organization of study is in writing and it is filed in the student's record.

(3) The student can also be released or sent out to study at another university, also abroad. The course of the study at the university abroad is usually settled by an agreement about the study written out beforehand. In the case the study plan in the degree programme at a higher education institution abroad is equivalent to that at the domestic faculty, the Dean will decide about the acknowledgment of the study results at the foreign university on the recommendation of the degree programme guarantor.

(4) In connection with child care, the student has the right to extension of the time to discharge study obligation and to fulfil the conditions for the advance to the next semester, year or block arising mainly from the study and examination rules and regulations by the period of time otherwise taken by maternity leave (Sections 195, 197 and 198 of the Act No. 262/2006 of the Labour Code as subsequently amended and supplemented), respectively under the condition that s/he will not interrupt the study during this time. For the stated period, the student may apply for an personal study plan.

Article 8

Ensuring Educational Activities and Their Organization

(1) Teaching subjects at VSB – Technical University of Ostrava primarily takes place through lectures, tutorials, seminars, practical tutorials, laboratory exercises, practical training, field trips, internships, fieldwork, special courses, guided consultations and preparation of theses. Participation in teaching and testing is reserved for members of the academic community of VSB – Technical University of Ostrava, unless the content of the degree programme and information on instruction imply otherwise.

(2) Lectures have an explanatory character and provide an essential basis of practical and scientific principles, methodology of the given disciplines and patterns for solving problems.

(3) In seminars, great emphasis is laid upon the application of knowledge from lectures under a teacher's supervision. An important part of this teaching form is the presentation of one's own work results and discussion.

(4) Tutorials are intended to especially acquire a good mastery of the subject matter presented in lectures or assessed for self-study. Specific types of seminars are laboratory work and work with computers. The completion of a tutorial may be conditioned by some homework, which is checked.

(5) Guided consultations are intended to consult and check homework assigned to the student to be elaborated individually. They can also substitute tutorials or other forms of teaching activities.

(6) Practical training improves knowledge and abilities acquired by student's own work at an appropriate workplace. It is a part of degree programmes. The Dean or the teacher from the corresponding department outlines its organization, arrangement and course.

(7) The purpose of field trips is to prove the students' theoretical knowledge gained when learning some subjects. They are intended to introduce methods of work in practice and incorporated into the tuition of appropriate subjects or organized in blocks.

(8) Except for organized teaching activities there exist also individual consultations for students' personal needs.

(9) Attendance at lectures is recommended. The extent of compulsory attendance at other organized teaching forms which are completed by awarding a credit or a marked credit is determined by the subject guarantor in the conditions for completing the subject in the information system.

(10) Lectures are conducted by professors and associate professors of the appropriate specializations. On the Dean's approval, or on the approval of the director of the higher education institution within whose competence the workplaces guaranteeing the given subject fall, senior lecturers and lecturers as well as outstanding professionals from other scientific workplaces or practice may also lecture. The contents of lectures must correspond to study plans and subject programmes.

(11) Seminars and tutorials are conducted by professors, associate professors, assistants, senior lecturers and lecturers of the specialization as well as professionals from other scientific workplaces and practice. Students in doctoral degree programmes may also participate in seminars and tutorials under supervision of members of academic staff mentioned above in paragraph 10.

(12) Conditions set for gaining a credit and taking an examination cannot be changed in the course of the semester.

Article 9

Study groups

(1) Students are usually organized in study or schedule groups in the course of the study. The way the students are grouped is set by the Dean.

(2) The student has the right to ask the Study office to be placed into another group if he/she has a serious reason for it. In case a subject is taught similarly by other teachers, the student has the right to select a teacher within the capacity and schedule possibilities. This right can be applied by means of a written application sent to the study office of the faculty within two weeks after the semester begins.

Article 10

Study Counselling

If required by the organization of the teaching process, the Rector or the Dean may appoint a study counsellor.

Part three

Checking and Evaluation of Study Results

Article 11

Checking study results

(1) Study results are checked and continuously evaluated in the course of the study after completion of a subject by awarding a credit, marked credit, passing an exam, or when the passed examination follows after awarding a credit.

(2) The Dean sets the deadlines for obtaining credits and marked credits for subjects registered for a given semester or academic year, as well as deadlines for passing exams.

(3) Records containing study results of students are kept at the corresponding study office. In the case of records of study results in the study record, its correctness is checked by the relevant study office, including data administration in the VSB-TUO information system (hereinafter the "information system"). Upon request, it will provide the student with a certificate of completed subjects, a diploma supplement according to the ECTS standard.

Article 12

Credits and Marked Credits

(1) A credit or marked credit is usually granted to a student for meeting the demands set by the programme of the subject in the last week of the semester.

(2) Credits or marked credits are given by the teacher who teaches the appropriate subject or, in reasonable cases, by the head of a department or any person delegated by him/her.

(3) Credits or marked credits are registered in the information system.

(4) A student who has failed to gain a credit or a marked credit on the given date can, in reasonable cases, be allowed to fulfil the demands for its granting by the teacher of the course on an alternative date but within the time limit as given in Art. 11 Par. 2. For serious reasons, the Dean may permit any other later date for meeting the requirements of a credit within the academic year.

(5) A student who has failed to gain a credit or a marked credit may ask the guarantor of the course to check up on such decision. The Dean decides whether or not a credit and marked credit is granted; such decision is final.

(6) The study results of a course completed by a credit or marked credit are immediately, but no later than within 5 calendar days, entered by the teacher to the information system. During the teaching and examination period, records of the results of the subject shall be kept by the teacher, who is responsible for the correct entry of results in the information system. All materials for credits and marked credits will be retained by the teacher at least until the study check is carried out at end of the academic year and until the student verifies his/her study results in the information system. The term of the study check at the end of the year is set in the academic year schedule. Another possible way of archiving the materials for credits and marked credits and the results of credits and marked credits within the faculty will be determined by the Dean.

(7) The credit which is to be granted for a subject completed by an examination has to be granted before taking the examination at the latest.

(8) In case VSB-TUO or a faculty safeguards the data stored in the electronic information system to protect it against intervention of an unauthorized person, the printout of these data officially certified by the university or faculty may be considered the statement of the credits and marked credits granted.

Article 13 Examination

(1) An examination tests the student's knowledge of a subject matter stated in the documentation of the subject and presented in the instruction at the level corresponding to the completed part of the study and the student's ability to apply this knowledge in a creative way. The teacher evaluates the standard of the student's competence and quantifies it by assessing points and the adequate classification grade.

(2) The examination can be written, oral or both written and oral (hereinafter "combined"). Examinations are not public, they can also be taken in front of an examination board. In case of a combined examination, the student must pass both parts. The conditions under which the student may take an examination are set in the study plans.

(3) Dates and place of examinations, the way of registration to an examination, as well as the examination form must be announced in the information system.

(4) If the student fails an examination, he/she has the right to repeat it, and the examiner enters the result of the exam as "nevyhověl" (failed) in the information system. An examination in one subject can be retaken twice at most (the first retake, the second retake). If a student fails the second retake, he/she must repeat the course.

(5) Examinations and retakes are taken with the teachers who have taught the course, exceptionally, with other teachers from the subject-guaranteeing department (hereinafter the "examiner"), appointed by the head of the department. Depending on the situation in the department, the head can assigned more teachers to examine one subject. On a student's or examiner's request, an official examination board for a retake may be set and appointed by the Dean.

(6) The results of the examination are quantified by means of a point system compatible with ECTS, by awarding points and marks according to the national grading scheme. The entry of a classification grade in the information system is realized by entering marks, verbal expression through national classification levels, and the date and signature of the examiner; the corresponding numbers are entered in the information system. They are granted in harmony with the national grading scheme and the ETCS classification is shown in the following table.

Point quantification in the interval	100-91	90-81	80-71	70-61	60-51	50-0
ECTS grade	A	B	C	D	E	F
Point quantification in the interval	100-86	85-66		65-51	50-0	
National grading scheme	excellent	very good		good	failed	
	1	2		3	4	

If the successfully completed examination was evaluated without any point quantification but only using the national grade or the ECTS grade, the point quantification will be granted according to the table which will be particularly used to calculate the weighted study mean:

<i>ECTS grades</i>	<i>Point quantification</i>	<i>National grading scheme</i>	<i>Point quantification</i>
<i>A</i>	<i>95</i>	<i>excellent</i>	<i>93</i>
<i>B</i>	<i>85</i>	<i>very good</i>	<i>75</i>
<i>C</i>	<i>75</i>	<i>good</i>	<i>58</i>
<i>D</i>	<i>65</i>		
<i>E</i>	<i>55</i>		

(7) Examinations and retakes are usually held during the examination period set by the schedule for the particular academic year. Upon agreement with the examiner, a student can take examinations in the course of the semester, but by the deadline given in the schedule for the particular academic year at the latest. Before the beginning of the examination period, the announced number of dates must be proportional to the number of students enrolled in the subject, but there must be at least 3 dates. Dates must be spaced evenly throughout the examination period.

(8) The student is allowed to cancel the examination 24 hours before its beginning at the latest. The student who excuses him/herself from the examination is considered in the same way as if he/she did not register at all. The student who excuses him/herself after the examination has started or who does not appear at the examination at all without any excuse, or the student who violates the examination rule in a serious way, is marked “nevyhověl” (“failed”). On the grounds of serious problems, especially on account of health, the student can apologize subsequently, however, not later than five days after the date of the examination. It is within the power of the examiner to judge the relevance of the student's excuse.

(9) The examiner records the result of the examination immediately, but no later than within 5 calendar days, in the information system. During the teaching period and examination period, the teacher keeps the record of the successfully completed examinations. The teacher is also responsible for the correct entering of the results in the information system of VSB-TUO. All materials for examinations will be retained by the teacher at least until the study check is carried out at end of the academic year and until the student verifies his/her study results in the information system. The date of the study check at the end of the year is set in the academic year schedule. Another possible way of archiving the materials for examinations and the results of examinations within the faculty will be determined by the Dean.

(10) Study results recognized at another higher education institution are recorded in the register of study in correspondence with the ECTS together with the name of this higher education institution.

(11) In case VSB-TUO or a faculty safeguards the data stored in the electronic information system to protect it against intervention of an unauthorized person, the printout of these data officially certified by the university or faculty may be considered to be a statement of examinations passed.

Article 14

Average study results

(1) The weighted study average serves as a criterion for the assessment of the quality of the student's study results (hereinafter the “VSP”). The VSP is figured out for every student and for every academic year as well as for the entire course of the study before the student takes the final state examination.

(2) The VSP is calculated as follows:

$$VSP = \frac{\sum_{i=1}^n (CP_i \times B_i)}{\sum_{i=1}^n CP_i},$$

where ***n*** *is the number of subjects completed in the period under evaluation*

CP_i *is the number of credit hours for the *i*th subject completed with an examination or marked credit*

B_i *is point marking of a student in the *i*th subject completed*

(3) For those students who have completed a part of their studies before the credit hour system was introduced, the VSP is assessed for the whole course of the study as a weighted average from the average study results of the part of the study completed before the credit hours have been introduced and from the weighted study average of the part of the study completed after the credit hours have been introduced. The weights are numbers of credited grades in both groups. The Dean will decide on the counting of grades and procedure in disputed cases.

(4) VSP is particularly used:

- a) when granting a scholarship if it is set by the Scholarship and Bursary Regulations of VSB-TUO or by an internal regulation of a faculty,
- b) for general evaluation of the study as given in Art. 27,
- c) when deciding about a selective type (particularly when distributing into study specializations within the degree programme, study abroad).

Part four Course of Studies

Article 15 Enrolment in Studies

(1) An applicant admitted to studies becomes a student on the day of his/her enrolment. The enrolment takes place at the faculty that provides the pertinent degree programme on the date stated by the Dean.

(2) After the applicant enrolls in studies, matriculation may be held within 30 days after the lessons in the first semester start. Matriculation is organized by the faculty and one part of it is the students' matriculation oath.

(3) Within the framework of the study plan within the degree programme the student was enrolled in and in accordance with these Study and Examination Regulations, he/she is entitled to attend lectures, tutorials, seminars, training courses, practical training, laboratory work, consultations, and other forms of instruction, to join field trips, and to gain credits and take examinations.

(4) In accordance with Section 68 Subsection 1 of the Act, the student can apply for recognition of examinations or meeting other study requirements. The application can be submitted at the latest by the end of the second week of each semester. The Dean decides on the recognition of the study result on the basis of the subject guarantor's opinion. The basic prerequisite for complying with the requests is the fulfilment of the following conditions:

- a) Not more than 5 academic years have passed since the subject completion.
- b) The subject is similar in content (curriculum and annotation, a comparable number of credits).
- c) Completion of the subject was evaluated according to the classification ECTS grade as C at worst or the scoring was at least 66 points. In the case of completing the course with lower scores (worse classification degree), the Dean decides on the recognition of study obligations on the basis of the subject guarantor's opinion.
- d) The subject was completed in the same or a higher type of the degree programme.
- e) The subject or the equivalent subject cannot be recognized more than once.
- f) No part of the final state examination may be recognized.

Article 16 Enrolment in a Higher Year

(1) The student enrolls in a higher year under the circumstances that he/she has met all the demands stipulated by his/her personal study plan and by these Study and Examination Regulations for the elapsed part of the study as given in the degree programme.

(2) The enrolment is done electronically based on the student's verification of the study results.

(3) After the student enrolls in a higher year, his/her personal study plan set up according to Art. 17 becomes valid for the given year of the study.

(4) The study office of the faculty where the student is enrolled pursuant to Art. 15, Par.1 is usually responsible for his/her enrolment in a higher class, checks the correctness of subjects the students have enrolled in, and carries out possible changes in the student's personal study plan.

5) Checking the course of the study is done electronically and it includes the student's duty to verify the data for the checked period. If the student does not verify the data within the specified period or s/he does not apologize or his apology is not accepted by the Dean, it is viewed as a failure to meet the requirements arising from the degree programme and the study is terminated as per Subsection 56, Par. 1 (b) of the Act and Art. 22, Par. 4, (b). The decision made is subject to Section 68 of the Act.

Article 17

Setting the Personal Study Plan

(1) The student sets his/her personal study plan for the winter and summer semester of the individual years of studies. In his/her personal study plan for the year of the study he/she enrolls in the subjects in the following order: compulsory, choice-compulsory, optional, using the information system and in harmony with the regulations set up in the study plan of the degree programme as well as these Study and Examination Regulations to get the prescribed number of credit hours as given in Art. 6, Par. 1.

(2) In the period of time beginning with the sixth week and finishing after the twelfth week of the semester, the Dean assigns a period of two weeks for creating the personal study plan for the forthcoming semester.

(3) Subjects conditioned on prerequisites (hereinafter "prerequisite subjects") are to be taken in the semester after the prerequisite subject has been passed at the earliest; whereby a successful completion of the prerequisite subject is a necessary condition for the student to be permitted to fulfil a study obligation after completing the follow-up subject.

(4) The number of students for individual choice-compulsory and optional subjects is limited and set by the heads of the course-guaranteeing departments before the creation of the personal study plan begins.

(5) The student can change the choice-compulsory and optional subjects only if the given subject has not been opened because of numbers which were determined by the Dean or in case the student has not been chosen for this subject because of a surplus number of applicants or he/she does not satisfy the entrance conditions. The student is obliged to complete the changes in his/her personal study plan for the forthcoming semester in the fourteenth week of the current semester at the latest.

(6) The personal study plan in its final form is confirmed by the guarantor of the degree programme. The confirmed student's personal study plan becomes obligatory. Changes in the student's personal study plan are usually carried out at the study office of the faculty after they have been confirmed by the guarantor of the degree programme.

(7) Changes in the student's personal study plan, caused by the overlapping timetable, have to be carried out within the first two weeks of the semester.

(8) The student who is repeating his/her year of the study acts in accordance with regulations as given in Art. 19, Pars. 10 and 11.

Article 18

Completing a Subject

(1) Subjects are completed by obtaining a credit, marked credit, by passing the examination after obtaining a credit, if required.

(2) The student completes a subject completed by a credit and an examination, if he/she obtains at least 51 points out of 100 points. The maximum 45 points can be granted for all activities during tutorials in courses. Terms and conditions for individual subjects are specified in study plans under the condition for the completion of the subject.

(3) The student completes a subject completed by an examination, if he/she obtains at least 51 points out of 100 points. Terms and conditions for individual subjects are specified in study plans under the condition for the completion of the subject.

(4) The student completes a subjects completed by a marked credit, if he/she obtains at least 51 points out of 100 points. Terms and conditions for individual subjects are specified in study plans under the condition for the completion of the subject.

(5) The student completes a subject completed by a credit, if he/she meets the requirements for obtaining it.

(6) A subject completed by a credit and an examination is confirmed by granting the credit with the prescribed number of points followed by passing the examination. The final result of the subject is given as the total sum of points obtained at the exam and points obtained in tutorials.

(7) A subject completed by an examination is confirmed by passing the examination.

(8) A subject completed by a credit or a marked credit is confirmed by meeting the requirements set for obtaining it.

(9) The student completes a subject properly if he/she completes it as given in Par. 1 and thus obtains the assigned number of credit hours. Subjects the student has already completed cannot be enrolled in again with the exception of cases given in Art. 19, Par. 10. Subject completion is entered in the information system.

(10) In case the student has not successfully completed a subject, he/she must enrol in it again.

(11) The student can enrol in a particular subject twice at most. S/he can apply for the third enrolment of the subject. The application can be submitted at the latest by the date of the study check after the academic year, which is set in the academic year schedule. The application for the third enrolment of the subject is decided on by the Dean on the basis of the opinion of the Vice-Dean for Study Affairs. The student may apply for the third enrolment for a maximum of two subjects in the given academic year.

Article 19

Checking the Course of the Study and Conditions for Continuing the Studies

(1) The course of studies is checked at delimited phases as given in the study plan of the degree programme - semester, academic year.

(2) The checking techniques are specified in the degree programme documentation.

(3) Study results are checked by the study office of the faculty.

The check is carried out:

- a) for students of the Bachelor's degree programme in the full-time, combined and distance form of study after the first semester and after each academic year,
- b) for students of the Master's degree programme following the Bachelor's degree programme in the full-time, combined and distance form of study after each academic year,
- c) for students in Master's degree programmes that do not follow the Bachelor's degree programme after the first semester of the study and after each academic year.

(4) When checking the course of the study after the first semester, the student of the Bachelor's degree programme in the full-time form of study must achieve at least 15 credit hours to be allowed to continue the study. When checking the course of the study after the first semester, the student of the Bachelor's degree programme in the combined and distance form of study must achieve at least 5 credits to be allowed to continue the study. The student who repeats the first year must meet all the requirements for the winter semester by the time the course of the study is checked after the first semester of the first year, otherwise the study is terminated as per Section 56, (1) (b) of the Act and Art. 22, Par. 4, (b).

(5) When checking the course of the study after the completion of a year of the study, the student who did not meet all requirements of the particular year of the study must achieve at least 40 credit hours set in the study plan of the particular year of the study and fulfil all commitments given for the previous year of the study to be enrolled in the higher year of the study. In the case of studies with a standard length of the study of 1.5 years, the student must have fulfilled all obligations of the summer semester when the course of the study is checked after the first year. When enrolling for the higher year of the study, the student must also enrol the duties given by the personal study plan of the lower year of the study which have remained unfulfilled, whereby the credits he/she has obtained will be recognized. To improve his/her study results, the student may ask for a new fulfilment of conditions for obtaining a credit. Students in the repeated year of the study follow Pars.10 and 11.

(6) The student who has met all requirements set for the particular year of the study or conditions for repeating it can be enrolled in the following academic year.

(7) The dates and organization of the enrolment according to Par. 6 are set by the Dean.

(8) In exceptional and reasonable cases, especially in case of illness, and based on the student's properly substantiated application, the Dean can award an exception from conditions given for enrolment in the higher year of the study or for repeating the year of the study.

(9) In the case the student has failed to meet the requirements needed for his/her enrolment in a higher year of the study, he/she is allowed, at his/her request, to repeat the year or another part of study as per Section 52 (1) of the Act and Par. 1 (hereinafter "year of the study"). The student usually submits an application for repeating the year of the study electronically in the information system after verifying the results of the study for the checked year of the study. The same year of the study may be repeated only once.

(10) In a repeated year of the study the student is obliged to fulfil both the hitherto unfulfilled duties set in his/her personal study plan for the previous year of the study and those for the repeated year of the study. The student is allowed to enrol again in courses contained in his/her personal study plan for the repeated year of the study the learning results of which he wishes to improve. If the student enrolls in courses in order to improve his/her learning results, the former learning results of these courses are thus cancelled and the student is obliged to attend and complete the courses once again. The student is allowed to change the arrangement of choice-compulsory and optional subjects only on the approval of the guarantor of the degree programme.

(11) In case the student's duties in the repeated year of the study set in as per Art. 19, Par.10 do not exceed 60 credit hours, the student is allowed to also enrol in subjects given for the higher year of the study (it is recommended up to 60 credit hours). The obtained credit hours are included in the assessment for the higher year of the study.

Article 20 **Interruption of Studies**

(1) Studies in a degree programme can be interrupted, even repeatedly. The interruption of studies is permitted by the Dean on the basis of the student's written application. The minimum length for interruption of studies is one semester, the maximum length for a continuous interruption is one year. The study is substantially interrupted for a whole semester plus the remaining part of the semester in which the study is interrupted. If the request for interruption of studies was made in a period of less than four months before the check of the study results after the academic year, the Dean can grant it if the student has fulfilled all his/her study obligations for the particular academic year, or in the case of exceptional circumstances which make it objectively impossible to fulfil the study obligations. During the period of interruption the applicant loses his/her student's status.

(2) Except for serious reasons and especially because of ailment, the interruption of studies is possible after the successful completion of the first semester at the earliest.

(3) The Dean on his own initiative will also interrupt a student's studies if the student, who was obliged to pay the fee associated with the study according to Section 58 (5) of the Higher Education Act, did not pay the fee within 30 days the invitation to pay the fee had been sent into his/her own hand; this does not apply if it appears that there is a case worthy of special consideration, which would otherwise lead the Dean to set different conditions for the fulfilment of the obligation to pay the fee. Studies are interrupted for the time remaining to expiration of the maximum period of study. If the fee is paid and the person applies for the interruption of studies to be ended, the Dean will grant this request and decides on the interruption of studies to be ended no later than on the last day of the semester in which the application was submitted, or on the last day of the academic year, if the request was submitted during the summer term or during holiday.

(4) The maximum total length for interruption of studies is a period of time which, together with the standard length of studies, does not exceed the maximum length of studies as per Art. 3 Par. 4.

(5) The student always has the right to interrupt studies in connection with pregnancy, childbirth or parenthood, namely for the whole recognized period of parenthood. The right to interruption studies is also granted to the student during this period in connection with taking a child to care substituting parental based on a decision of the competent authority under the Civil Code or the law governing the state social support.

(6) The time of the interruption of studies for the recognized period of parenthood is included neither in the complete period of the interruption of studies according to Par. 3 nor the maximum time of studies specified in Art. 3, Par. 4.

(7) Upon expiration of the period of interruption of studies, the person who has interrupted the studies is again eligible to enrol in studies. If the person fails to enrol on a given day and does not apologize in writing within five days, this is considered as failing the requirements specified in the degree programme as per Subsection 56 (1) (b) of the Act and Art. 22, Par. 4, (b). In legitimate cases the Dean may remit missing the deadline. If the reasons for the interruption have passed, the Dean may terminate the

interruption of studies even before the expiration of the period of interruption at the request given in writing by the person who has interrupted the studies.

(8) In case the study plan has been changed in the course of the interruption of studies, the Dean may prescribe an aptitude test and an adequate period for passing it.

(9) If the student is allowed to interrupt his/her studies, he/she will verify the existing registered study results within 3 days from the date the final decision of the interruption has come into force.

Article 21

Quitting the Studies

(1) If a student decides to quit the studies, he/she is obliged to notify the Dean of this in writing.

(2) The date of quitting the studies as per Subsections 56 (1) (a) and (2) of the Act corresponds to the date of delivery to a faculty of a written statement of quitting the studies a student is enrolled in.

(3) A person who has abandoned his/her studies is obliged to settle possible obligations towards VSB-TUO and may ask for a document listing completed exams or a document on studies at the study office.

Article 22

Completion of Studies

(1) Proper completion of studies consists of graduating in the applicable degree programme. The date of completion corresponds to the date of passing the final state examination or the last part of it.

(2) Completion of studies and granting an academic degree are documented by means of the higher education diploma with the given degree programme, which are issued, together with the Diploma Supplement, for graduates by VSB-TUO.

(3) Graduates of a degree programme realized in co-operation with a higher education institution abroad are granted the academic degree pursuant to the law, and possibly also the academic degree of the higher education institution abroad in accordance with the legislation of the particular country. The documents on studies include the name of the co-operating higher education institution as well as the fact that the foreign academic degree awarded is the common degree awarded at the same time also at the higher education institution abroad.

(4) Studies also come to an end in the following cases:

- a) The student has decided to quit his/her studies as per Art. 21,
- b) The student has failed to meet the requirements specified in the degree programme as per Study and Examination Regulations,
- c) The accreditation of a degree programme has been revoked,
- d) The accreditation of a degree programme has expired,
- e) Termination of the degree programme for the reasons specified in Section 81b (3) of the Act
- f) Termination of the authorization to realize the degree programme according to Section 86 (3 and 4) of the Act,
- g) The student has been excluded from the study as per Section 65 (1) c) or as per Section 67 of the Act,

h) The student has been excluded from the study as per Section 47e (3) of the Act.

(5) The date when studies come to an end as per

- a) Paragraph 4 (a) corresponds to the date of delivery of a written statement of quitting one's studies to the faculty the student is enrolled in,
- b) Paragraph 4 (b) is the date the resolution on the termination of studies comes into effect. The resolution becomes effective on the day following the date for filing an appeal expires in vain, one day after the student has surrendered the right to file an appeal in writing, or on the day following the date of delivery of the Rector's written resolution on the appeal,
- c) Paragraph 4 (c) is the date of expiration of the term stipulated in the decision of the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry") to withdraw the accreditation,
- d) Paragraph 4 (d) is the date on which VSB-TUO announced the cancellation of the degree programme or the day when the granted accreditation ended,
- e) Paragraph 4 (e) is the closing date of the 3-year period specified in Section 81b (3),
- f) Paragraph 4 (f) is the date on which the entitlement to realize the degree programme based on institutional accreditation ceased,
- g) Paragraph 4 (e) is the date when the resolution on the exclusion from studies came into effect,
- h) Paragraph 4 (g) is the date when the decision on the invalidity of the state examination required at the conclusion of a degree programme or its component came into effect.

(6) In the cases stated in Par. 4 c) to f), VSB-TUO is obliged to provide the student with a possibility of continuing the studies in the same or similar degree programme at the same or similar higher education institution.

(7) The student whose studies have come to an end as per Par. 4 is provided with a document listing completed examinations or the document on studies issued by the faculty.

(8) Art. 21, Par. 3 applies adequately to the student whose studies have come to an end.

Part five

Proper Completion if Studies

Article 23

Final State Examinations

(1) Studies in degree programmes are completed by a final state examination. A defence of a Bachelor's thesis is an integral part of the final state examination in Bachelor's degree programmes, a defence of a diploma thesis is an integral part of the final state examination in Master's degree programmes (hereinafter the "thesis"). The student is required to register for the final state examination, namely at the earliest proper date of the final state examination after completion of the study part of his/her studies.

(2) The student may take the final state examination after he/she has met all requirements given in the study plan of the appropriate degree programme and these Study and Examination Regulations, has submitted the thesis on time, and has registered for the final state examination. In case a student fails to submit his/her thesis or fails to register for the final state exam within the maximum length of the study as per Art. 3, Par. 4, the studies are terminated as per Section 56 (1) (b) of the Act and Art. 22, Par. 4 (b). The decision made is subject to Section 68 of the Act.

(3) Parts and individual subjects or themes of the final state examination are stipulated in the degree programme that also determines their order. The total length of the final state examination – excluding the preparation phase - should not exceed one hour.

(4) The final state examination is held on the dates stated by the Dean, and its course and declaration of results are public. The way of registering for the final state examination as well as its organization is set by the Dean.

(5) If the student does not appear at the final state examination on a given day and does not apologize in writing, giving the reason for it within five days, he/she is marked "nevyhověl" ("failed"). In serious cases and especially because of ailment, the Dean may remit missing the deadline.

(6) The student, who met all requirements in the given academic year, however, did not pass the final state examination as a whole or just its last part, may ask the Dean to interrupt his/her studies in the following academic year (from the following semester in the case of studies with a standard length of the study of 1.5 years) until the date of the final state examination. This interruption is not included in the maximum period of study in accordance with Article 3, Par. 4. The final state examination must be passed within two years after the end of the academic year in which the student had completed the study part. If the student fails to pass this final state examination, his/her studies will be terminated as set in Subsection 56 (1) (b) of the Act and Art. 22 Par. 4 (b). The decision made is subject to Section 68 of the Act.

(7) The final state examination or any of its parts may be repeated once. When repeating the final state examination, the student will repeat the particular part in which he/she was marked „nevyhověl“ (failed).

(8) In the case of the student who met the conditions referred to in Par. 2 in the given academic year, but he/she did not register for the final state examination in accordance with Par. 1, the Dean can make a decision to interrupt the study beginning with the following academic year until the date of passing the state final examination. This interruption is not counted in the maximum period of the study under Art. 3 Par. 4. The state final examination must be completed not later than two years after the end of the academic year in which the student completed the study part. If the student fails to complete the final state

examination, the study is terminated according to Section 56 (1) (b) of the Act and Art. 22 Par. 4 (b). Section 68 of the Act applies to the decision.

Article 24

Examination Board for the Final State Examination

(1) The final state examination takes place in front of an examination board. The board for the final state examination has at least five members consisting of a chairperson, vice-chairperson and other members. It is possible to appoint several examination boards for the same degree programme.

(2) The chairperson, vice-chairperson, and other members of the examination board are appointed and made up of professors and experts appointed by the Scientific Board of the faculty. The Ministry of Education, Youth and Sports (hereinafter the "MEYS") is entitled to appoint outstanding experts in the appropriate field to become other members of the examination board.

(3) The examination board is chaired by its chairperson or vice-chairperson, in case that the chairperson is not present. The board has a quorum if three members plus the chairperson or vice-chairperson are present. In case of a tie vote, the chairperson or - vice-chairperson in case the chairperson is not present - has the casting vote.

Article 25

Final State Examination Grading

(1) Individual parts of the final state examination and the final state examination as a whole are graded: "výborně" (excellent), "velmi dobře" (very good), "dobře" (good) and "nevyhově" (failed). Grading for the final state examination is discussed at a closed session of the examination board.

(2) The resulting grade of the final state examination is set on the basis of the evaluation of all its parts, including the defence of the thesis as per Paragraph 3. Should any of the parts of the final state examination be marked "nevyhově" (failed), the total result of the final state examination is marked "nevyhově" (failed).

(3) The student who was marked "výborně" (excellent), "velmi dobře" (very good) and "dobře" (good) in individual parts of the final state examination as per Art. 23 Par. 3 has passed the final state examination with the combined result "výborně" (excellent) "velmi dobře" (very good) or "dobře" (good) depending on the evaluation of individual parts of the final state examination, according to Table 1 for four parts of the final state examination, or according to Table 2 for three parts of the final state examination, and according to Table 3 for two parts of the final state examination.

Table 1

Part 1	Part 2	Part 3	Part 4	Evaluation
1	1	1	1	<i>excellent</i>
1	1	1	2	<i>excellent</i>
1	1	2	2	<i>excellent</i>
1	1	1	3	<i>very good</i>
1	1	2	3	<i>very good</i>
1	2	2	2	<i>very good</i>
1	2	2	3	<i>very good</i>
1	1	3	3	<i>very good</i>
2	2	2	2	<i>very good</i>

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2	2	2	3	<i>very good</i>
1	2	3	3	<i>good</i>
1	3	3	3	<i>good</i>
2	2	3	3	<i>good</i>
2	3	3	3	<i>good</i>
3	3	3	3	<i>good</i>

Table 2

Part 1	Part 2	Part 3	Evaluation
1	1	1	<i>excellent</i>
1	1	2	<i>excellent</i>
1	2	2	<i>very good</i>
1	1	3	<i>very good</i>
1	2	3	<i>very good</i>
2	2	2	<i>very good</i>
2	2	3	<i>very good</i>
1	3	3	<i>good</i>
2	3	3	<i>good</i>
3	3	3	<i>good</i>

Table 3

Part 1	Part 2	Evaluation
1	1	<i>excellent</i>
1	2	<i>excellent</i>
2	2	<i>very good</i>
1	3	<i>very good</i>
2	3	<i>good</i>
3	3	<i>good</i>

(4) Only that part/those parts of the final state examination which was/were graded “nevyhověl” (failed) is/are repeated. In case the defence of the thesis was graded “nevyhověl” (failed), the examination board will decide whether a new thesis will be set as a condition to repeat the final state examination.

(5) The Dean sets the student an alternative date for the final state examination in case:

- a) the student failed to submit his/her thesis on time, however, this fact was properly explained in writing and his/her excuse was accepted by the Dean,
- b) the student did not appear at the final state examination or its repetition on a given date, his/her absence, however, was properly explained in writing within five days and accepted by the Dean.

(6) If a student does not appear at the final state examination without any explanation, or the explanation itself has not been accepted, this is considered as if the student were marked “nevyhověl” (failed) in the final state examination. An excuse is sent to the Dean who finally decides about its legitimacy.

(7) The Dean sets a date for repeating the final state examination if the student has acted in the following ways:

- a) he/she failed to submit the thesis on a given date and he/she did not apologize properly,
- b) he/she did not appear at the final state examination on a given date and did not apologize properly in writing within five days,
- c) his/her defence of the thesis or some other part of the final state examination was marked "nevyhověl" (failed).

(8) The studies of the student who failed to submit the thesis on time even when repeating the final state examination, or who did not apologize for not appearing at the final state examination or whose defence of the thesis or any other part of the final state examination were marked "nevyhověl" (failed) are terminated as per Subsection 56 (1) (b) of the Act and Art. 22 Par. 4 (b). Section 68 of the Act applies to the decision.

(9) Records on the final state examination are kept in the information system. They contain the course and evaluation of the defence of the thesis and other parts of the final state examination as well as the combined result of the final state examination. The opinion/opinions of the opponent/s as well as the evaluation of thesis supervisor are attached to these records. The records of the final state examination are deposited in the student's file.

Article 26

Theses

(1) In the thesis, the student proves his/her ability to solve a problem assigned to him/her, the capability to present the problem both in oral and written forms, and to defend his/her individual viewpoint when solving it. The Bachelor's thesis and diploma thesis differ in character of given problems and extent and depth of their processing. The elaboration of the Bachelor's and Master thesis is a part of the study plan

(2) Topics for theses are assigned on the basis of the thesis supervisor's proposals and announced by the heads of departments always at the beginning of the academic year. Topics for theses may also come from proposals made by students (Section 62 (1) (f) of the Act). The topics, the way how they are made public and the student's choice of the thesis are determined by the Dean.

(3) Assignments of theses include a brief characterization of problems to be solved and objectives to be reached, basic literature and the name of the thesis supervisor. The thesis supervisor may be a person who is employed at VSB-TUO or has concluded an agreement with VSB – Technical University of Ostrava outside employment. The thesis supervisor may also be a student of a doctoral degree programme at VSB-TUO in the full-time study form.

(4) The thesis supervisor and its opponent appointed by the head of the department will write opinions on this thesis. The student is entitled to get acquainted with these opinions at least three days before the defence takes place. If needed, the head of the department can appoint more opponents.

(5) The defence of the thesis begins with the student's presentation of the main results contained in his/her thesis, after it he/she makes statements to the comments given in the thesis supervisor's and the opponent's or opponents' opinions. Then a discussion follows.

(6) In submitting the thesis, the author agrees with its publication pursuant to the law, without any regard to the result of the defence.

(7) The thesis, submitted at least five working days before the defence takes place, must be open to the public at the seat of the department where the defence will take place and where the final state examination will be arranged. Everyone is allowed to make extracts, printouts and copies at his/her own expenses. The head of the department, who is responsible for the organization of the final state examination, ensures that a record is made of persons who have made use of this possibility.

(8) VSB-TUO sees to the non-profit publication of theses with the passed defence together with the opponent's opinions and results of the defence through the database of theses, which is administered by the University Library and supported by the information system. The Faculty may postpone the publication of the thesis pursuant to Section 47b (4) of the Act. The request for postponement of publication is submitted by the thesis supervisor through the information system to the Vice-Dean for Study Affairs. The application must include a justification for the postponement and a deadline for publishing the work.

(9) Should the assessment of the thesis emerge from co-operation with other legal or non-legal persons, the introduction to the thesis usually includes a declaration made by a representative of the legal or non-legal person announcing that he/she accedes to publishing. The formal layout of theses is set by the faculty regulation.

(10) Provisions as set in Pars. 7 – 8 are applied unless special legal regulations concerning intellectual property or business secret¹ determine otherwise.

Article 27

Combined Study Result

(1) Combined study results are graded as follows:

- a) passed with honours,
- b) passed,
- c) failed.

(2) The student has passed with honours in the case he/she has reached the VSP, calculated according to Art. 14, a minimum of 84 points throughout the whole degree programme and his/her performance at the final state examination was marked "excellent" (výborně). The VSP is calculated by rounding up to two decimal numbers (5 is rounded up). The student can correct the point result of 83.00 - 83.99 by passing two subjects again at most, if the standard length of the study is up to three years, three subjects if the standard length of the study is four years, four subjects if the standard length of the study is five years.

(3) Graduates who completed their studies with honours (s vyznamenáním) obtain a VSB-TUO diploma with honours (s vyznamenáním).

¹ e.g. Act No. 121/2000 Coll. on Copyright and Rights Connected with Copyright and the amendments and supplements to some other acts.

Section 504 of Act No. 89/2012 Coll. Of the Civil Code

Part six Students

Article 28

Students' Rights and Obligations

(1) Students' rights and obligations are stipulated in Sections 62 and 63 of the Act, internal regulations of VSB-TUO and the faculty. The decisions made on students' rights and obligations are amended in Section 68 of the Act.

(2) While taking tests and examinations, students are prohibited to use mobile phones, audio-visual equipment and other electronic equipment without the prior consent of the teacher or examiner.

(3) Students may not fulfil the study requirements (in particular, to participate in teaching, excursions, credit tests, examinations) under the influence of alcohol, narcotics or psychotropic substances.

(4) Student identity card is a technical device that allows unambiguous personal identification of its holder. Student identity cards are issued by the Card Centre of VSB – Technical University of Ostrava. Student identity card is used mainly for identification on the premises of VSB – Technical University of Ostrava. Each student identity card holder is obligated to show it at university whenever s/he is requested to demonstrate prove his/her identity in situations where circumstances require identification, especially during lessons, excursions, examinations and credit tests.

Article 29

Student - Faculty Communication

If the student does not come forward, being called forth to discuss questions pertaining to the course of the study or other important facts related to his/her studies by a given date, in spite of being verifiably invited or his/her excuse was not justified, his/her behaviour can be understood as a disciplinary infraction as per Section 64 of the Act.

Article 30

Delivery of documents to students and candidates for the study

Delivery of documents to students and candidates for the study is governed by Section 69a of the Act.

Article 31

Alternative Method of Delivery

If the student has not received the resolution on matters given in Section 68 (1) (a - i) of the Act either personally at the study office of the faculty or it could not be delivered to him/her in the form of personal delivery to the last stated address, the presentation of this decision on the official notice board of the faculty or the official notice board of VSB-TUO for 15 days is considered as alternative delivery. The last day of this period is the day of the delivery.

Article 32

Proceedings for declaring the final state examination or its part invalid

(1) The Rector decides in proceedings to declare the state final examination or its part invalid.

(2) The proceedings referred to in paragraph 1 are subject to the provisions of Sections 47c to 47e of the Act.

Part seven

Final provisions

Article 33

Temporary provisions

(1) Accredited degree programmes realized by the faculties or VSB-TUO as of 31 August 2016 are accredited for the period for which the accreditation of the degree programme was granted, but at least until 31 December 2024. During the accreditation period, the division into fields of study is also maintained. Fields of study are treated in the same way as degree programmes accredited after 1 September 2016.

(2) As of 31 August 2016, some degree programmes are accredited at VSB-TUO outside the faculties. These accredited degree programmes are intended only for the proper completion of studies of students of these degree programmes.

(3) In the case of Bachelor's and Master's degree programmes realized by VSB-TUO outside the faculties, the Rector or Vice-Rector decides where these Study and Examination Regulations stipulate the rights and duties of the Dean or Vice-Dean, with the exception of Article 8 (11 and 12); for these degree programmes, the faculty means VSB-TUO.

Article 34

Final provisions

(1) The Study and Examination Regulations for Bachelor's degree programmes at VSB-TUO registered by the Ministry of Education, Youth and Sports (hereinafter the "MEYS") on 26 January 2017 under reference number MSMT-1621/2017 and Study and Examination Regulations for Master's degree programmes at VSB-TUO registered by the MEYS under reference number MSMT 33365/2017 on 11 December 2017 are invalidated.

(2) These Study and Examination Regulations were approved as per Section 9 (1) (b) of the Act by the Academic Senate of VSB-TUO on 24 September 2019.

(3) These Study and Examination Regulations come into effect pursuant to Subsection 36 (4) of the Act on the day of their registration by the Ministry.

(4) These Study and Examination Regulations come into force on the date of validity.

prof. RNDr. Václav Snášel, CSc., m. p.
Rector

Version	Date	Change/revision content	Name and signature of the document guarantor
A	24/10/2019	A new document	Ing. Zdenka Chmelíková, Ph.D.