

## Important information for students of bachelor's and follow-up master's studies

### Information for new students

**EdiSoN information system and school e-mail:** EdiSoN is the university information system (hereinafter referred to as IS), where the study agenda is kept. Access to the IS is possible after entering the login and password on the website <https://edison.vsb.cz>. **Verify your personal data and confirm your enrollment immediately after logging into the IS.** The e-mail box can be accessed via <http://posta.vsb.cz/>. **Students are required to read a school e-mail daily, due e-mail are sent important information and alerts.** In IS it is not possible to change school e-mail for another, but it is possible to set up forwarding to private e-mail at <https://edison.sso.vsb.cz/wps/myportal/user>. If you have problems logging in, contact the authorized persons of the faculty: room EA154, e-mail [lubos.kocifaj@vsb.cz](mailto:lubos.kocifaj@vsb.cz), [libor.balhar@vsb.cz](mailto:libor.balhar@vsb.cz).

**Physical Education (A, B) for students in full-time form of bachelor study: Enrollment into these courses takes place in the first week of the winter and summer semester.** The offer of the Department of Physical Education and Sport could be found at <http://ktvs.vsb.cz/>. KTVS also offers all students the opportunity to complete the optional PE course and attend one-week winter and summer training courses.

**Social science for undergraduate students:** During their studies, students must complete two sciences courses, one of which is usually compulsory and the other as a compulsory elective. The offer of courses is given in the study plan.

**Safety in Electrical Engineering (BvE):** Information about this subject will be send by Study office. Without the exam, students are not allowed to participate in laboratory lessons.

### Information for all students

**Schedule:** Information will be send by responsible person from your departmental department or by Study Office.

**Control of enrolled courses in PSP in IS:** The student is obliged to check the courses in IS and resolve any discrepancies at the departmental department: <https://www.fei.vsb.cz/en/study/study-branches/>

**Modification of Personal study plan** (cancellation of subjects etc.) **is possible only for scheduling reasons and is only performed in the first 14 days of winter (WS) and summer semester (SS). No changes in PSP can be made during the semester!** In the summer semester, it is also not possible to make changes in PSP from the winter semester.

**Recognition of credits (for subjects completed by the exam)** - the awarded credit is automatically transferred to the next academic year (AY). If the student wants to improve the credit score, he / she reports this fact to the teacher in the first 14 days of the semester and ask teacher to deletes the credit from the previous AY.

### Credits and exams

The student is obliged to submit a photo document (ISIC, ID etc.) when he/she entrance the exam. Student cannot use a mobile phone and similar devices without the teacher's permission. **All fraudulent examinations are resolved by the Disciplinary Board and the student can be expelled.** Credits and graded credits are

awarded at the latest in the last week of the semester, it means that no later than this week, students submit their assignments (unless otherwise specified by the teacher).

If a student enrolls for the examination term, he / she is registered for the exam only after passing the credit. If student is registering for the second / third term of the exam, the student will always get the newly achieved exam results. If the student doesn't appear without apology OR the student fails to attend the examination no later than 24 hours before its commencement, then the result of exam is **Failed**. In the examination period, the student has the opportunity to complete subject with one regular and two resit exam dates (but if the student goes to the regular term in the end of the exam period, he / she cannot expect two more resit dates!). The teacher is obliged to enter the results into the IS within 5 days. Any irregularities (number of points, failure to pass the exam) should be handled directly with the teacher, in case that you are not successful, contact the Vice-Dean for study.

The student can apply for confirmed Transcript of records at the Study Office.

**Course enrollment for the next class in IS for the following AY: The student is obliged to take part in the course enrollment (WW and SS) for the next AY from 4<sup>th</sup> April till 17<sup>th</sup> April 2022.** Students contact responsible person at departmental department to discuss Personal Study Plan for next academic year. Compulsory subjects are enrolled automatically. **All subjects enrolled in PSP become mandatory and must be completed.** Subjects, that are not successfully passed in a given AY, are automatically transferred to the next AY after enrollment.

In total, students must earn 180 credits for bachelor's study and 120 credits for master's study. **In case that student won't pass all subjects enrolled in the PSP, the student will not be admitted to the final state examination** (hereinafter referred to as the FSE), even if there is a sufficient number of credits.

**Study Check for students in 1st class of bachelor study after 1st semester will be held on 7<sup>th</sup> February 2022. For continuing in study in summer semester student has to collect 15 credits in full-time study form.**

**Study Check at the end of the X.class and verification of results: study check of results from actual academic year will be held on 7<sup>th</sup> July 2022.** Credits for study check are counted **only** from the subjects which are **PASSED**. **To continue to X + 1. class it is necessary to fulfill all obligations of X-1. class** (eg to continuing to the 3 class must have all the obligations of 1 class) **and earn at least 40 credits for X class courses, no later than 4<sup>th</sup> July, 2022.** **The student can repeat the same class only once. All students must verify the data at the latest 12<sup>th</sup> July 2022** (ie even those students who have failed the study check and will repeat the X class).

In order for the student to pass the study check even in the event that he / she has unfinished subjects for the 3rd enrollment, he / she can deliver a request for the 3rd enrollment of a maximum of two subjects to the study office no later than day of study check.

**After study check student receive e-mail with two possibilities:**

- A) You passed verification in Year-Class = you confirm personal data and enrollment to next class **OR**
- B) You not passed verification in Year-Class = you confirm personal data and choose request for repetition of class.

If student cannot see possibility of request for repetition of class, it means, that he/she doesn't fulfil conditions for repetition of class (fe. Is already enrolled to repeat class – every class could be repeat only once, or some subjects are enrolled for second time or student doesn't deliver above mentioned application for 3<sup>rd</sup> enrollment of subjects).

In this case, the student starts termination of study - the student will be sent a registered letter "Decision of termination of studies". As soon as the student receives the letter, he/she can appeal against this decision, ie. to deliver to the study office written "Appeal against the termination of studies" in the sense of repeating the class or the third enrollment of subjects (list of subjects), etc.

**Electronic enrollment for higher or repeated class:** will take place on 19th July 2022. The condition of the electronic enrollment in the higher or repeated class is the verification of data in IS Edison.

**Bachelor Thesis (BT) / Diploma Thesis (DT):** there are 2-3 compulsory courses associated with the final thesis, more information will be given by responsible person at departmental department. Courses are completed by credits awarded by the supervisor or an authorized person in the department. BT / DT topics could be found IS for the given program / field (for bachelor's in the 2nd year, for the master's study in the 1st year) and **the student must choose topic in the penultimate class by at the end of May, in the case of the Master's programs MOT, TCT and AMA by the end of February.** An alternative to BT is the possibility of completing professional practice (in this case the choice of topic in IS does not take place). More information can be found here: <https://www.fe.i.vsb.cz/en/study/individual-work-internships/>

**In the last class, at the end of November, students will be informed by the departmental department of the method of receiving the original BT / DT assignment. The final thesis (including BT in the form of professional practice) must be entered into the IS by the deadline given by the Faculty schedule** (usually by the end of April). Instructions for the final thesis can be found at:

<https://www.fe.i.vsb.cz/en/study/information-and-guidelines/>

Students, who **do not submit** the final thesis in given term, will submit final thesis in the repeated class according to the schedule of the following AY. In the following AY, these students must pick up a new final thesis assignment (with a new submission date) at the departmental department.

**Final study check (from 3rd class of bachelor study and 2nd class of follow-up master study) will be held on Thursday 12<sup>th</sup> May 2022.** If student till this date won't fulfil conditions for final study check, student have to visit study office no later then 12<sup>th</sup> May 2022 and apply for extension of study period (FSE will be held in next academic year) or terminated his/her study.

**Registration for the final state examination (FSE):** FSE take place in **May/June** (regular term) **only** - see the schedule <https://www.fe.i.vsb.cz/en/study/academic-calendar/>. Students must register for the FSE by due the IS according given schedule (no later than 14 days after submission of the final thesis). The August (resit term) is only intended for those students who failed the regular term in June. To FSE committee could be enrolled only those students, who have applied for the FSE and their final work is **SUBMITTED**, have successfully passed the final study check and **till 17<sup>th</sup> May 2022 verified the data in the IS.** **Information and topics on the FSE can be found on the website of the departmental department.** Students, who fail the FSE in June and the committee recommends completing the BT / DT, have to deliver the revised BT / DT **till 8<sup>th</sup> July 2022** that they can complete the FSE in August. It is necessary to log in to FSE again.

**Notification:** Especially in the case of the Bachelor FSE, the committee may take into account the study average of compulsory and compulsory optional subjects.

Graduation information will be available on the faculty web pages in section NEWS.

**Various information:**

- **When you are communicating with faculty and school staff, please provide your full name and login.**
- **Students are required to enter a bank account number into IS Edison.** If a student is awarded a scholarship (special, extraordinary, lodge), **scholarship will not be paid without the mentioned bank connection in the IS.**
- **Scholarships** - students eligible for lodge scholarships (full-time students only) are eligible only for standard-time study. The application for lodge scholarship must be printed from the IS and delivered to the Study Office till **29<sup>th</sup> October 2021** at the latest. Applications submitted after this date will not be considered!
- The merit scholarship is paid automatically (once a year) to students (who are entitled to it).
- **Information about tuition fee is given by Mrs. Jana Bogdova** (jana.bogdova@vsb.cz, EA150).
- **Students are obliged to adhere to the Study and Examination Regulations which are published on the VŠB-TUO and FEEC web pages.**
- Acquisition of audiovisual recordings in classes and their possible further dissemination is possible only with the consent of the teacher.

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