Start@FIT training course
Basic information about your studies

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Start@FIT program

- Yesterday
  - 5 pm official welcoming ceremony of the new students to the FIT BUT, lecture about academia and academic matters. After the lecture, attend the **Beer with academics** event.
- Today
  - Matriculation (de facto mandatory), after each block of matriculations, guided tour of the faculty organized by the Student's union will take place, student club "U Kachničky"will be open
  - Training course with important information about your studies, mandatory Operating Regulations of FIT Computer Centre training course and SU FIT Introduction (100 minutes)
  - Student identity cards and welcome packets handed out in library
- Tomorrow (Saturday) – program with SU FIT (for example, the **Tour the Pub** event
- Sunday
  - 11 am - 3 pm: game **Brnění** (introduction to Brno)
  - 3 pm: grilling with FIT and FEEC

Contents

- **Basic information about study**
  - Sources of information
  - Email(s)
  - Notable regulations
  - Credit system and study plan
  - Faculty computer network
  - Mandatory Operating Regulations of FIT Computer Centre training course
    - Operating Regulations
    - Environment
  - Introduction of SU FIT
- Information systems training course
  - FIT IS – course registration, seminars, applications, . . .
    - **TONIGHT AT 7:50PM** (not for students in English)
  - BUT IS – BUT IS sections, language tests, courses, . . .
  - **How to create schedule and register for labs**

Study advisors

- Study advisors answer your questions and help you resolve issues and unusual circumstances
  - Turn to study department for common paperwork
- Ing. Petr Veigend
  - Study advisor, eventually schedules and electronic agendas
  - iveigend@fit.vut.cz
  - http://www.fit.vut.cz/person/iveigend/.en
  - http://www.fit.vut.cz/study/advisor/.en
  - http://www.facebook.com/petr.veigend.3
  - Discord
- Ing. Miloš Eysselt, CSc.
  - Applications and paper agendas
  - eysselt@fit.vut.cz
  - http://www.fit.vut.cz/person/eysselt/.en
- Ing. Svatava Nunvářová, Ph.D.
  - Study agendas assistant
  - Helps with proceedings, helps find information, update information on the web
  - http://www.fit.vut.cz/person/nunvarova/.en
  - https://www.facebook.com/nunvarova

Study advisors

- Ing. Jaroslav Dytrych, Ph.D.
  - Vice-dean for Bc. education
  - Formerly study advisor, now only extremely complicated situations
    - Vice-deanery is time consuming, but
    - if you have a problem, that you want to solve through an application, don't be afraid to ask
  - Schedules and timetables, language tests, electronic agendas
  - dytrych@fit.vut.cz
  - `http://www.fit.vut.cz/person/dytrych/.en`
  - `http://www.fit.vut.cz/study/advisor/.en`
  - `https://www.facebook.com/jaroslav.dytrych.5`
- Ing. Michaela Studená
  - International relations office
  - `http://www.fit.vut.cz/person/studena/.en`
  - Problems specific for international students
  - Changes of the Learning Agreement (list of enrolled courses) for short-term study students

Sources of information

- `https://www.vut.cz/en/`
  - Highest level regulations and directives
  - Teachers and courses from other faculties

- `http://www.fit.vut.cz/.en`
  - Timetables
    `https://www.fit.vut.cz/study/schedule/.en`
    - Even and odd weeks according to calendar (odd since 23. 9.)
  - Map of premises `https://www.fit.vut.cz/fit/map/.en`
  - Courses `https://www.fit.vut.cz/study/courses/.en`
  - Study news
    `https://www.fit.vut.cz/study/study-news/.en`
  - CVT website `https://www.fit.vut.cz/units/cvt/.en` – instructions, FAQ
  - ...

- `http://www.fit.vut.cz/study/advisor/.en#zdroje`

- External courses on the teachers' websites:
  - IDM, ILG `http://www.umat.feec.vutbr.cz/~hlinena/`
    - doc. Hliněná decides if she updates them (uses FIT IS as well)
  - ISM `http://www.umat.feec.vutbr.cz/~krupkova/ism19.html`
- Unofficial sources (FIT SU)
  - `https://www.facebook.com/groups/fitbit2019/`
  - `https://www.facebook.com/groups/fitbit2019tb/`
  - `http://fitator.cz/` – Facebook search
  - `https://fituska.eu/`
  - `https://discord.gg/yG7m6gm`

Recorded lectures

- `https://video1.fit.vutbr.cz/`
- Teacher's good will
  - Primarily when you are ill and for revising
  - Low attendance demotivates, lecture for an empty lecture room is not desired
- Recordings and streaming must be explicitly allowed by the lecturer or course guarantor (ask but don't insist)
- New video hardware this year - might take a while to work out the kinks (don't rely on recordings)
- Processing takes roughly 2 weeks and lecturer won't change that
  - each email such as "is it done yet?" to Mgr. Skokanová delays the process
- Processed recordings are published by lecturers (if you want to ask, do so on the course forum)

Electronic mail

- Each student has one email address on FIT, format xlogin00@stud.fit.**vut**.cz (alias xlogin00@stud.fit.**vutbr**.cz)
  - Use this email address if possible
  - Teachers see your login and can identify the sender easily
  - Access email using web `https://roundcube.fit.vut.cz/` or `https://email.fit.vut.cz/`, IMAP (`https://www.fit.vut.cz/units/cvt/net/email.php.en`) or terminal on servers eva and merlin.
- Each student has several addresses assigned to them at BUT (xlogin00@vutbr.cz, Name.Surname@vut.cz etc.)
  - Teacher can refuse messages from these addresses
  - Choose one if possible (preferably one with login) and use it if necessary
  - Don't use the variant without login to communicate with employees and teachers (identifying the sender is difficult – e.g. Jan Novák is in the FIT IS $7\times$)
- BUT message is not email (responding is difficult)
- Do not use private messages (antispam, graylisting, sender identity, ... – does not have to be delivered)

Notable regulations

- Overview of selected legislative documents `https://www.fit.vut.cz/study/advisor/.en#legislativa`
- Study and examination code (SaEC)
  - States student rights and obligations
  - Worth checking out – e.g. reporting study obstacles is often forgotten
- Rules about study organization at FIT
  - They complete SaEC (executive regulation) and moderate some obligations
  - Minimum of credits etc.
- Guideline 1/2019 on Course registration in bachelor's and master's BUT FIT study programmes
  - How to register courses properly
- Teaching foreign languages at FEEC for FIT students
  - Examination recognition information and **required forms**
  - Registration rules

Academic Year 2019/2020

- `https://www.fit.vut.cz/study/calendar/2019/.en`
- Winter semester
  23. 9. 2019 – 20. 12. 2019 13 weeks of lectures
  23. 12. 2019 – 1. 1. 2020 Christmas holiday
  2. 1. 2020 – 31. 1. 2020 examination period, 5 weeks
- Summer semester
  3.2.2020 – 1.5.2020 13 weeks of lectures
  3.5.2020 – 12.6.2020 examination period, 5 weeks
  1.7.2020 – 31.8.2020 Summer holiday, re-registration
- Holidays falling into lectures and exams
  28. 10. 2019 Independent Czechoslovak State Day (1918)
  24. – 26. 12. 2019 Christmas
  1. 1. 2020 New Year's Day, Restoration of the Czech
  Independence Day
  10. 4. 2020 Good Friday
  13. 4. 2020 Easter Monday
  1. 5. 2020 Labour Day
  8. 5. 2020 Liberation Day (1945)

Credit system and study plan – Bachelor

- Credit system
  - You need to obtain at least 180 credits
    - at least 15 credits in first semester
    - at least half of enrolled credits each year (at least 30 for >60 credits)
  - You can register at most 65 credits each year
    - great study results bump the credit ceiling up to 80
  - You can obtain at most 184 credits (up to 194 - study results)
  - Based on course type:
    - 146 compulsory
    - 4 technical compulsory-elective course
    - 3 – 15 for English courses BAN1 – BAN4 – AIT
    - 22 – 41 elective (remainder to 184)
  - It is not advised to deplete elective credits
    - courses IW1, IW2 and IW5 require 15 credits
    - 15 credits for courses leading to pedagogical minimum
- Study plan
  - Sets which courses you have to and can register
  - https://www.fit.vut.cz/study/study-plan/229/.en
    - Additionally, you can register elective courses from other faculties, even paid language courses (application required).

- Credit system
  - You need to obtain at least 120 credits
    - at least 15 credits in first semester
    - at least half of enrolled credits each year (at least 30 for >60 credits)
  - You can register at most 65 credits each year
    - great study results bump the credit ceiling up to 80
  - You can obtain at most 124 credits (up to 134 – study results)
  - Based on course type:
    - compulsory
    - compulsory for specialization
    - elective (remainder to 124)
- Study plan
  - Sets which courses you have to and can register
  - `https://www.fit.vut.cz/study/study-plan/.en?type=mgr`
    - Additionally, you can register elective courses from other faculties, even paid language courses (application required).

- Course registration
  - course enrollment "queue"
  - not everyone can register (excess registered students are ignored)
    - there usually aren't excess registered students, only social sciences courses tend to be full (formerly humanities – PVH)
  - **registration is open as we speak!**
- Course enrollment
  - automated step (study enrollment in given year)
  - executed some time after registration ends
  - you can register seminar groups, projects etc. for enrolled courses
  - if you have not the course enrolled, it is not possible to complete it (teacher can not enter any result)
- Course re-registration
  - registration mode, where enrollment is executed immediately (so is unregistration)
  - take place in the first week of each semester (short-term study students have two weeks and changes are done through Learning Agreement in BUT IS and printed document sent to External Relations Office – M. Studená)
- Summer holiday course re-registration (prior to enrollment)

- Lectures
  - Usually voluntary, but you can meet a lot of students that did not attend any at the 3rd (the last) term of final exam
  - split into 2 lecture groups (roughly 300 students each) in Bachelor degree programme
    - BIA - surnames beginning with letters A-M
    - BIB - surnames beginning with letters N-Ž
  - You can attend any of them, but when the lecture room capacity is exceeded, students in the other group with timetable collision have priority over students that belong to that lecture group
  - In math courses, you need to attend the same lecture group as your seminar group
  - If arrive or leave during a lecture, please do so quietly, discretely and use the exit further away from the lecturer
  - Lecturer can only be in one room, projected to other lecture rooms

- Seminars
  - Registration in FIT IS - second training course
    - "First come, first served"- if you register late, there's a chance you'll end up with a Friday afternoon seminar
    - You cannot register over the capacity!
    - The only one who can fiddle with registration is the course teacher (not study department etc.), and knows that if they comply with one student's request, dozens other students will reach out and end up mad. Do not request changes unless absolutely necessary (health issues etc.)
  - Usually mandatory attendance or activities necessary for assessment
- Projects
  - Enrollment usually in FIT IS
  - Cannot be submitted after deadline (system locks it and email attachments are filtered out)!
    - Give yourself a head start!

Completing a course

- You earn points for completing activities - up to 100 points
- Credit
  - Yes/no assessment only
  - You need to meet the requirements and earn >50 points
- Colloquium
  - Similar to credit, but requirements contain a technical discussion
- Classified credit
  - Grades from A (90-100 points) to F (0-50 points)
  - You need to meet the requirements and earn >50 points
- Exam
  - Grades from A to F
  - At least 51 points to be allowed to take final exam, 3 attempts
- Credit and exam
  - First you need to earn credit (usually 20 points or so) and then you can take the final exam

- Mid-semester (mid-term) test/exam
  - Usually 20% points or so
  - Only 1 attempt
- Credit test
  - Only 1 attempt
- Final exam
  - 3 attempts
  - If there are only 3 terms and you don't use one of them, there is no compensation
  - If there is a pre-term available and you use it, you can only use 2 of the 3 remaining terms afterwards
  - If there are 5 or more terms, you can choose any 3 of them, but the capacity can be limited (there's a chance that if you choose wrong terms, you won't have 3 attempts)
  - The result of the last attempt is valid (if you succeed and then go to an another attempt, the previous result is irrevocably deleted and the final result may be worse, so it is possible that you will not succeed in the course)

Failing a course

- How can I fail a course?
  - Not earning the credit
  - Failing all final exam attempts (or ignoring them)
- What are the consequences?
  - No academic scholarship
  - Lower credit ceiling (even 1 failed elective course means at most 65 credits a year)
  - Failing multiple courses leads to extension of your study to at least
    - bachelor 4 years (6 years max)
    - master 3 years (5 years max)
  - Possibly not earning enough credits to advance your study
- How do I deal with this?
  - Compulsory courses can be repeated once (next year)
  - Compulsory-elective and elective courses can be repeated multiple times, alternatively you can choose different courses

- Please, don't try to cheat.
- We will find out!
  - Projects are compared to others, including projects from past years
  - Fragments of projects are searched on the internet
- There is a punishment
  - Not earning credit (even if it is only 1 project worth 5 points)
  - Disciplinary proceedings (more than 10 students in 2018)
  - Expulsion from study
- If the teachers don't find out, someone else will
  - 2 members of the Czech government stepped down in 2018.

Operating Regulations of FIT Computer Centre (CVT)

- `https://www.fit.vut.cz/units/cvt/rules/.en`

Computer center (CVT) is a part of **Faculty of information technology** (FIT) BUT. Operation is performed by CVT's people-in-charge during announced operation time. CVT may be accessed by:

- **FIT** students.
- Students enrolled in a course at FIT.
- FIT staff and BUT staff teaching at CVT's labs.

Other students may access CVT on CVT's head permission only. Persons without permission are not allowed to enter CVT.

a Students are required to register and sign these Regulations at the beginning of the school year.

b Students are required to register each entrance and departure of CVT with student's ID card. Permission to enter is indicated on card reader display. In case of negative indication or without ID card the admission is possible after **announcing and proving identity** at reception. In such case permission may not be issued when in doubt.

c **Student may not allow to enter any other person.**

d Upon entering CVT students have to **change to their own slippers**. The slippers may be left permanently in blue-labeled boxes.

e Lost CVT card or keys has to be reported without delay.

f It is prohibited to infringe technical equipment in labs (detach covers, disconnect or connect cables, connect unauthorised devices to computer network etc.) **Any failure has to be reported to receptionist immediately!**

g Notebooks may be connected to network on dedicated places only while complying with the conditions of Regulations of BUT computer network (Article 5).

h No food is allowed in labs, **no smoking** is allowed anywhere in CVT.

i Users are obliged to follow security regulations for handling electrical devices.

j Computer network of FIT is part of BUT's computer network. Regulations of BUT computer network (https://www.fit.vut.cz/units/cvt/Smernice-22-2017.pdf) are applied.

k Users are obliged to acquaint themselves with guidelines for computer network available at (https://www.fit.vut.cz/units/cvt/net/.en).

| Software installed on laboratory computers is licensed for educational purposes only. Users are obliged to verify license prior to any other use. Licenses may be checked at https://www.fit.vut.cz/units/cvt/licence/.en.

Brno, Sep. 24. 2007

Ing. Petr Lampa – Head of CVT FIT
and
Prof. Ing. Tomáš Hruška, CSc. – Dean of FIT
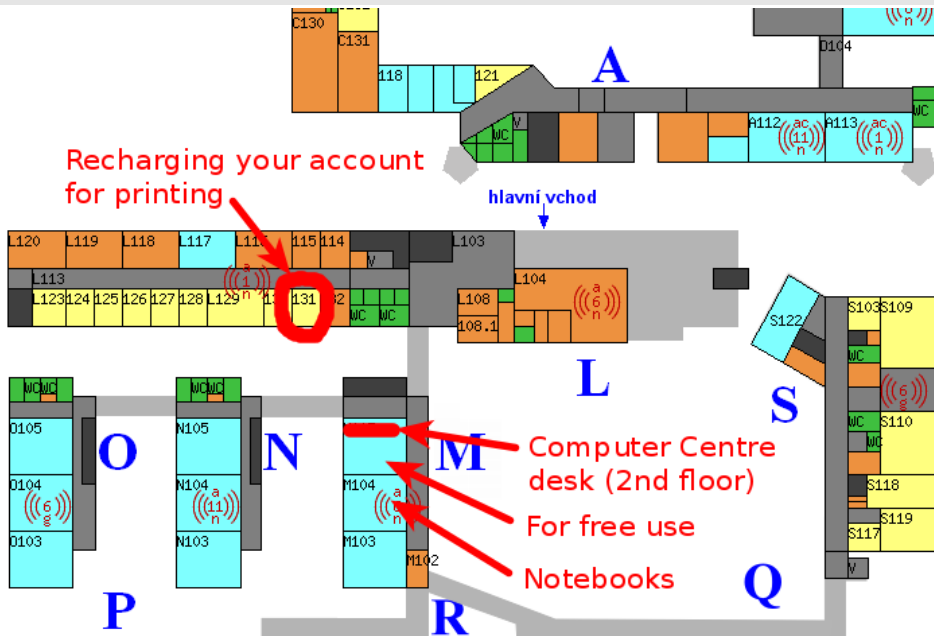
The guidelines for using of the shoe cabinet.

Storing shoes

Turn the knob to the left stop
Put the shoes inside and close the cabinet
Choose your code in the mark - mark position
Turn the knob to the right stop
Change the code

Pick up

Choose your code
Turn the knob to the left stop
Take out the shoes and keep the cabinet open

Please note that it is not possible to emergency open other than one specific, student-labeled shoe cabinet.

If you forget the shoe cabinet number, in this case other locked shoe cabinets can only be opened until 21:30, when the other students have already left.

Thank you for understanding

Recharging your account for printing

hlavní vchod

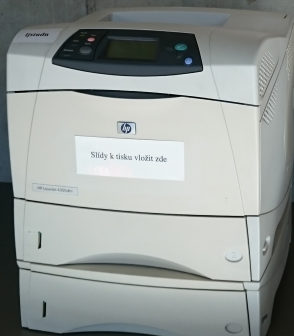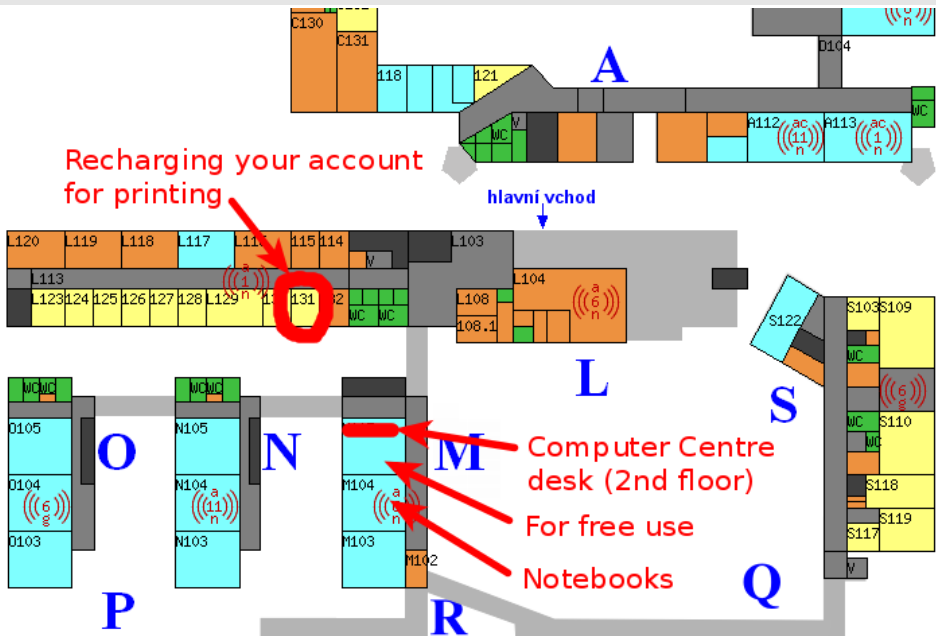Computer Centre desk (2nd floor)

For free use

Notebooks

- In CVT please keep quiet and do not disturb others at work!
  - Telephone calls are also inadmissible – the student is not able to estimate own loudness typically.

Thank you for your attention!