

**INSTRUCTION FOR GRADUATION
AND CONDITIONS
A CREDIT AND EXAMINATION**

Outline

- Basic Information about Subject
- Place and Time of Lessons
- Conditions for Obtaining a Credit and Examination
- Conditions of Semester Works
- Topics of a Semester Works

Basic Information about Subject

Lecturers for lessons and practices:

Lessons: KLÍR Robert

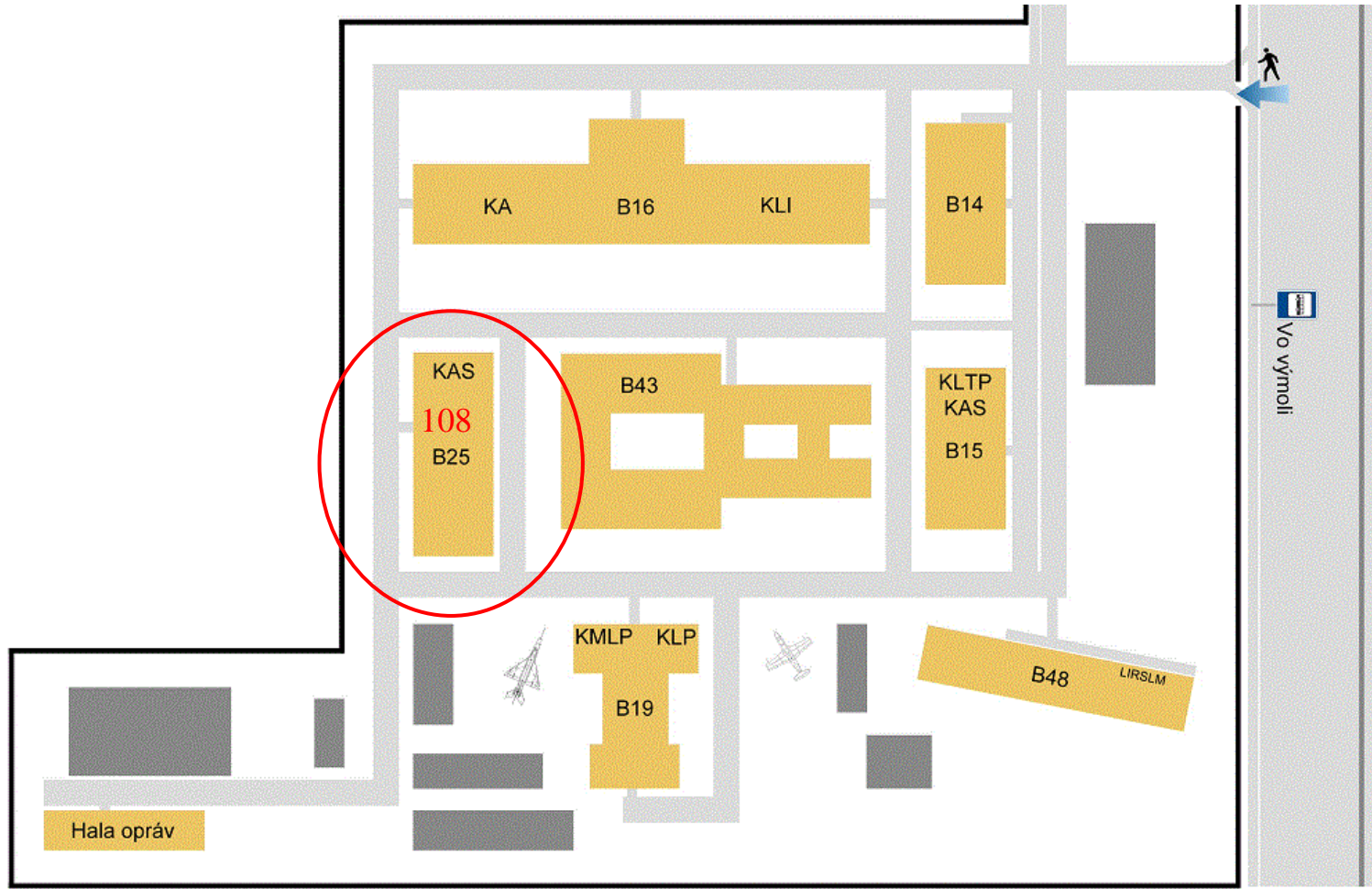
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Place and Time of Lessons and Practices



Conditions for Obtaining a Credit and Examination

Conditions of obtain a **credit** and take **exams**:

1. exam 60 points
2. semester works 40 points
3. attendance on practices
4. activity during lessons and practices

Total

100 points \Rightarrow % to overall rating

Rating by European Credit Transfer System

91 – 100 points $\Rightarrow\Rightarrow$	EXCELLENT	91 - 100 %	A
81 – 90 points $\Rightarrow\Rightarrow$	VERY GOOD	81 – 90 %	B
71 – 80 points $\Rightarrow\Rightarrow$	GOOD	71 – 80 %	C
61 – 70 points $\Rightarrow\Rightarrow$	SATISFACTORY	61 – 70 %	D
51 – 60 points $\Rightarrow\Rightarrow$	SUFFICIENT	51 – 60 %	E
up to 50 points $\Rightarrow\Rightarrow$	FAIL	do 50 %	FX

Conditions for Obtaining a Credit and Examination

Conditions of obtain a **credit** and take **exams**:

1. EXAM	60 points
2. semester works	40 points
3. attendance on practices	
4. activity during lessons and practices	
Total	100 points

-
- **essay** - 60 points
or
 - **writing test** - 6 questions each 10 points (total 60 points)

Conditions for Obtaining a Credit and Examination

Conditions of obtain a **credit** and take **exams**:

1. exam	60 points
2. SEMESTER WORKS	40 points (20+20)
3. attendance on practices	
4. activity during lessons and practices	
Total	100 points

A. Contents of text	(15 points)	
• Level of Expert Work-out		10 points
• Originality of Structure and Text		5 points
B. Graphic Processing	(5 points)	
• Structure		1 point
• Edit		1 point
• Processing Level		1,75 points
• Scope of Processing		1,25 points
C. Date of Handover		
• on time	(see slide No-10)	100 % of points rating
• up to beginning of exam period	(13-MAY-2019)	80 % of points rating
• up to credit closing	(26-MAY-2019)	60 % of points rating

Conditions for Obtaining a Credit and Examination

Conditions of obtain a **credit** and take **exams**:

1. exam	60 points
2. semester works	40 points
3. ATTENDANCE ON PRACTICES	
4. activity during lessons and practices	
Total	100 points

A. Content of Text (15 points)

B. Graphic Processing (5 points)

C. Date of Handover

- percentage of the number of exercises (lessons) completed

$$\text{Total of a credit} = \left(\sum_{k=0}^2 (A_k + B_k) \times C_k \right) \times 3$$

Conditions for Obtaining a Credit and Examination

Conditions of obtain a **credit** and take **exams**:

- | | |
|---|-------------------|
| 1. exam | 60 points |
| 2. semester work | 40 points |
| 3. attendance on practices | |
| 4. <u>ACTIVITY DURING LESSONS AND PRACTICES</u> (extra points) | |
| Total | 100 points |
-
-

ACTIVE

- Active all-time, attendance at presentations or discussions 5 points

READY ACTIVE

- Active sometimes and by tasks or questions of lecturers 3 points

NON ACTIVE

0 point

Conditions of Semester Works

<u>Total number of topics:</u>	10
<u>Working group:</u>	each student elaborates two semester works - HIMSELF
<u>Form of handover:</u>	electronic form on <u>USB</u> or <u>CD</u>

ESSAY:

<u>Form of processing:</u>	application MS Word 2007/2010		
<u>Scope of Processing:</u>	9.000 - 18.000 characters (5-10 pages)		
<u>Graphic Processing:</u>	by ISO 690:1987, Documentation – Bibliographic references – Content, form and structure		
<u>Date of handover:</u>	- first group of topics	(topics 01-05)	up to 29-MAR-2019
	- second group of topics	(topics 06-10)	up to 26-APR-2019
<u>Name of file:</u>	FS_ two-digit Number of topic_ Surname_ First Name (<i>FS_01_Klir_Robert.docx</i>)		

Topics of Semester Works

No	Topics	Student	Date of Presentation
01	Theory of Management	Adeline Mariya EDGER	TBD
02	Roles and Skills of Managers	Ashmal JOSEPH	TBD
03	Decision Making	Lawrence Leslie MORRISE	TBD
04	Strategic management	Jacob John PEARSON	TBD
05	Planning	Deepu XAVIER	TBD
06	Organizing as a process	Adeline Mariya EDGER	TBD
07	Organizing structures	Ashmal JOSEPH	TBD
08	Staffing	Lawrence Leslie MORRISE	TBD
09	Leading	Jacob John PEARSON	TBD
10	Controlling	Deepu XAVIER	TBD

Any
Questions?!?