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Article 1 Introductory Provisions

- (1) This Dean's Directive regulates the **Organisation, Course and Evaluation of the Final State Examination process at the Faculty of Applied Informatics** (further only "FAI"), Tomas Bata University in Zlín (hereinafter only "TBU in Zlín").
- (2) The Final State Examination (further only "FSE") at FAI, TBU in Zlín, are subject to the Study and Examination Regulations of TBU in Zlín (hereon, only "SER TBU"); the TBU in Zlín's Rector's Directives "Final State Examination at TBU in Zlín"; and, Rector's Directive "Unified Formal Design of University Qualification Work, Its Storage and Accessibility."
- (3) The FSE consists of two parts – namely, the defence of a Bachelor's or Master's thesis, and a rigorous examination of technical issues relating to their study programmes and courses. Appropriate thematic areas are established by the department(s) responsible for individual study programmes and disciplines, and these are published on the FAI information system.
- (4) The conditions necessary for completion of the FSE are - to obtain:
 - a) A minimum of 180 credits in the Bachelor's Degree study programme
 - b) At least 120 credits in the Master's Degree study programme

Article 2 Boards of Examiners for the Final State Examination

- (1) The Boards of Examiners for the FSE (hereinafter referred to as "Board of Examiners") in the Bachelor's and Master's Degree programmes are composed of at least five members.

- (2) The Board of Examiners is able to proceed, if at least three-fifths of the members are present. The deliberations of the Board of Examiners are chaired by a Chairperson - in their absence, the function is assumed by the Vice-Chairperson of that Board.
- (3) The Chairperson and other members are appointed and dismissed by the Dean of FAI. The Dean shall also appoint a Secretary of each Board of Examiners, who will ensure their organisational administrative activities. The Secretary is a member of the FSE Board of Examiners - with all rights and obligations. The Chairperson of a Board of Examiners is responsible for the activities of the Board of Examiners to the Dean of FAI.

Article 3 **Master's or Bachelor's Theses**

- (1) Supervisors of Bachelor's or Master's theses are appointed by the Director of the Institute.
- (2) Based on the proposal of the Supervisor of a Master's or Bachelor's thesis, the Head of Department may propose a change in the Master's or Bachelor's assignment – in the course of its solution, to the Dean, FAI.
- (3) The Master's or Bachelor's thesis is also registered as a subject in the student's curriculum – terminated with a Course Credit, which is awarded by the Supervisor; in exceptional cases, the Head of Department. The awarding of the Course Credit is a prerequisite for the completion of their studies.
- (4) If a student – for grave or serious reasons, does not submit their Master's or Bachelor's thesis within the timetabled tuition plan deadline announced by the Dean, FAI, TBU in Zlín; they may request the Dean for a postponement of their submitting of their Master's or Bachelor's thesis. The Request for the Postponement of Submission of said Master's or Bachelor's thesis must be submitted in writing to the Dean of FAI, TBU in Zlín before the stipulated deadline – and this, together with the Head of Department/Institute's commentary with regard to the Master's or Bachelor's thesis who offered the topic. A student who failed to submit their Master's or Bachelor's thesis within the specified time limit without excuse, or a student whose excuse was not accepted by the Dean, FAI, TBU in Zlín will not be awarded the Course Credit awarded for their Master's or Bachelor's thesis - and therefore, cannot complete their studies.
- (5) Should a student, for failure to comply with the conditions in Art. 1, Para. 4, of this Directive, repeat the last year of their study, or should fail to defend their Master's or Bachelor's thesis; they shall receive a new Master's or Bachelor's thesis assignment.
- (6) The formal format, structure and content of the Master's or Bachelor's thesis is encompassed in Rector's Directive “Unified Formal Design of University Qualification Work, Its Storage and Accessibility” and in the Annex “Accompanying Transposition of Rector's Directive regarding the uniform formal format of theses, their storage and disclosure”, of this directive.

- (7) The student shall submit their Master's or Bachelor's thesis, in two printed copies, complemented by an electronic version (CD); which - after successfully conclusion of the FSE, shall be conserved by the appropriate Department.
- (8) A component of the submission of a thesis procedure is the filling-in and completion of the required data into the (FAI), STAG information system.
- (9) Administrative matters associated with the submission of a Master's or Bachelor's thesis are described on the relevant Internet notice-boards of the Departments/Institutes; and on the FAI website (<http://www.utb.cz/fai>; under: "Intranet FAI / Students / Final State Exams").

Article 4

Course of the Final State Examination

- (1) A student may take the FSE - provided that, in accordance with the timetable announced by the Dean, FAI:
 - a) Has fulfilled all the given study programme's requirements, (viz. Art. 1, Para., 4)
 - b) Has registered for the FSE within the set deadline
 - c) Has submitted their Master's or Bachelor thesis defence (in 2 printed copies + on CD).
- (2) The manner, timetables and administrative issues associated with registering for the FSE are described on the relevant Department notice boards, and the faculty website.
- (3) The FSE timetable is recommended in the Timetabling Plan for Scheduling the Final State Examination for the Bachelor's and Master's degree programmes (see Appendix No. 1).
- (4) The FSE Protocol of the course of the FSE is then prepared, and duly signed by the Chairperson and all members of the Examination Board present at the FSE.
- (5) Students who fail to appear at the set date for the FSE - or to repeat it; are required to excuse themselves to the Dean, FAI, no later than on that planned date. If the apology is accepted, the Dean shall set such a student a supplementary, alternative FSE date.
- (6) Students who fail to attend their FSE, without an excuse; or students whose apology for their absence was not accepted by the Dean, FAI, are classified as: "Unsatisfactory" (F).
- (7) The FSE consists of two parts:
 1. Part 1 – The defence of their Master's or Bachelor's thesis
 2. Part 2 – An examination of their profession-related subjects
- (8) The FSE - or any part thereof, may **be repeated only once**.
- (9) When repeating their FSE, the student concerned need only re-take the particular part(s) of the FSE in which they were classified as "unsatisfactory" (F) - see Appendix 2.
- (10) The missing part of the FSE can be retaken – at the latest, in the year from which the student first enrolled in their degree programme the ensuing period has attained and is equal to

twice the standard length of study. If the student fails to attend their FSE within this time-frame, their studies are ended.

Article 5 **Evaluation of the Final State Examination**

- (1) Evaluations of the FSEs are fully covered and discussed in SER TBU, Rector's Directive: "Final State Examination at Tomas Bata University in Zlín", and Appendix 2 of these rules."
- (2) The relevant Board of Examiners' assessment of FSE examinations and dissertation defences - as well as their deliberations over the overall result, shall be decided in closed sessions. Evaluations shall be proposed by the Chairperson of the relevant Board of Examiners, such that these take into account the views of the members of the Board of Examiners; the level of the (student's) work - and the conduct of its defence; and the level of knowledge the student demonstrated in the oral examinations. The proposed assessment shall be approved, as long as more than half of the Board of Examiners members present approve it. In the case of equality in a vote, the Chairperson - as case may be, Vice-chairperson charged with the course of the FSE, shall cast their vote.
- (3) A detailed evaluation of both parts of the FSE, as well as the overall assessment of the FSE, is specified in Appendix 2.
- (4) The results of the FSE are announced publicly by the Chairperson, or Vice-Chairperson, on the actual day the FSE took place.

Article 6 **Overall Evaluation of Studies**

- (1) The overall evaluation of duly-completed studies:
 - a) A student "**Succeeds, with Distinction**", if they simultaneously fulfil the following conditions:
 - The "Weighted Average" for the whole period of their studies in their Bachelor's or Master's degree programme - leading to the award of an academic degree, does not exceed 1.5
 - The Overall Classification of the student at their FSE is "Excellent", (Grade A)
 - In the course of their studies, they were never graded - in any tests or Classified Course Credits with a "Sufficient", (Grade E).
 - b) A student is graded: "Passed", if:
 - They complete the FSE with the Grades: "Excellent", (A); "Very Good", (B); "Good", (C); "Satisfactory", (D); "Sufficient", (E); and did not meet the conditions set out in a) - above.

Article 7
Provisions and Validity

This Directive replaces Dean's Directive No. SD/11/14, dated: 16. 10. 2014, and comes into force on: 21. 3. 2018.

Assoc. Prof. Mgr. Milan Adámek, Ph.D., m. p.
Dean, FAI

Appendices: 1. Timetable Plan for Scheduling the Course of FSEs
2. Evaluations for FSEs

Appendix No. 1

Recommended Timetable Plan for Scheduling the Course of FSEs for the Bachelor's and Master's Degree Programmes

Bachelor's Degree Studies programmes:

Introductory address by the student regarding their Bachelor's thesis - (10 minutes); responses from the (academic) "opponents"; the student's responses to questions by the "opponents, (5 minutes); discussions regarding their Bachelor's thesis, (5 minutes); Oral examinations relating to two professional fields; deliberations and decisions by the relevant Board of Examiners (25 minutes).

Total: **45 minutes**

Master's Degree Studies programmes:

Introductory address by the student regarding their Master's thesis -(10 minutes); responses from the (academic) "opponents"; the student's responses to questions by the "opponents, (5 minutes); discussions regarding their Master's thesis, (5 minutes); Oral examinations relating to three professional fields; deliberations and decisions by the relevant Board of Examiners (40 minutes).

Total: **60 minutes**

Students of all study programmes shall present themselves **2 hours** before the set time for the beginning of the FSEs.

Appendix No. 2

Evaluations at the Final State Examination

The FSE is composed of two parts:

- 1) The defence of their Bachelor's - eventually, Master's Degree theses
- 2) Examinations on the subjects of the FSE

Each part of the FSE is evaluated independently.

Evaluations of students at the FSE are based upon the ECTS Classification Scale.

<i>ECTS SCALE</i>	<i>Verbal Expression:</i>	<i>Numerical Expression:</i>
A	Excellent	1
B	Very Good	1.5
C	Good	2
D	Satisfactory	2.5
E	Sufficient	3
F	Insufficient	-

Evaluation of the 1st Part of the FSE in the Bachelor's and Master's Degree Studies Programmes

Defended Bachelor's or Master's theses evaluations are based on proposals and evaluations by the thesis Supervisor and the "opponents" of the said work. The Board of Examiners, on the basis of the defence of the said work – and taking into account the above-mentioned proposals, shall then perform its classification.

FSE Evaluation of the 2nd Part of the Bachelor's and Master's Degree Studies Programmes

Classification in the 2nd Part of the FSE is composed of evaluations of the tested individuals on FSE subjects. Each subsidiary test is evaluated independently. The resultant evaluation of the 2nd Part of the FSE shall be performed by the Board of Examiners, taking into consideration the individual test classifications.

In a case where a student is evaluated in a subject with "Insufficient", (Grade F); the resultant evaluation of the 2nd Part of the FSE is "Insufficient", (Grade F).

Overall FSE Evaluation in the Bachelor's and Master's Degree Studies Programmes

The overall result of the FSE is the evaluation of "Excellent", (A) – as long as both parts of their endeavours are awarded the "Excellent", (A) Grade.

Should one part of the FSE include a classification of "Insufficient", (F); the overall result of the FSE is: "Insufficient", (F).

In other cases regarding the overall classification of the FSE, the Board of Examiners shall decide, with a view to the classification of individual parts of the FSE.

Other Supplements:

- If a State Final Examination is graded as "Unsatisfactory", (Grade F) - and the first part of the FSE - i.e. their defence of their Master's or Bachelor's thesis had been graded better than "Unsatisfactory", (Grade F); the student only has the opportunity to re-sit the second part of the FSE.
- If the FSE was evaluated as "Unsatisfactory", (Grade F) - and the second part of the FSE, i.e., the tests in specialised subjects, were assessed as better than "Unsatisfactory", (Grade F); the Board of Examiners shall decide whether the student should complement, or completely rewrite their Master's or Bachelor's thesis; or elaborate a work on another theme. The Board of Examiners shall give their reasoning and decision-making in the FSE Protocol.
- Students have the opportunity to re-sit or defend only the first part of the FSE.