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<b>Issued by:</b>	Assoc. Prof. Jiří Vojtěšek, Ph.D., Dean, FAI	
<b>Prepared by:</b>	Vice Dean for Master Study	
<b>In cooperation with:</b>	Vice Dean for Bachelor Study and Promotion	
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<b>Signature of authorized person:</b>	Assoc. Prof. Jiří Vojtěšek, Ph.D., m. p.	

## Article 1 Introductory Provisions

- (1) This Dean's Directive regulates the assignment and processing of Bachelor Thesis (hereinafter referred to as "BT") and Diploma Theses (hereinafter referred to as "DT"), the organization, the course, and the evaluation of State Final Examinations (hereinafter referred to as "SFE") at the Faculty of Applied Informatics (hereinafter referred to as "FAI") of Tomas Bata University in Zlín (hereinafter referred to as "TBU").
- (2) SFE at FAI is governed by Act No. 111/1998 Coll, On Higher Education and on Amendments and Supplements to Other Acts (Higher Education Act), the Study and Examination Regulations of Tomas Bata University in Zlín (hereinafter referred to as "TBU SER"), the Rector's Directive "Rules for the Submission and Processing of Bachelor's, Master's and Rigorous Theses, Their Storage, Access and Control of Originality" (hereinafter referred to as the "Rector's Directive") in its current wording and Study and Examination Regulations of Study Programmes Realized at the Faculty of Applied Informatics, Tomas Bata University in Zlín (hereinafter referred to as "Study regulations at FAI").
- (3) The final examination consists of two parts, which are the defence of the BT or MT and an examination of the SFE subjects specified by the study programme (hereinafter referred to as "SP"). Thematic areas for the examination in SFE subjects are published by the departments, ensuring that the individual SPs are available on the FAI website.
- (4) The necessary conditions for a student to be eligible to take the SFE are:
  - a) in a Bachelor's degree programme, the fulfilment of all study requirements and the achievement of a minimum of 180 credits,
  - b) in the Master's degree programme, completing all study requirements and achieving a minimum of 120 credits.

- (5) BT/MT is also conducted as a course in the student's study plan, ending with a credit. The guarantor of the SP awards this credit based on the fulfilment of all obligations related to the BT/MT. Obtaining credit for this course is a condition for the proper completion of studies.

## Article 2

### Submission of topics and review of BT/MT materials

- (1) The schedule for the proposal, approval, and publication of BT and MT topics is published annually in the Dean's Decision for BT and MT, prepared for defence in the following academic year (hereinafter referred to as "AY").
- (2) The first step is to propose framework topics in the study agenda information system (hereinafter referred to as "IS/STAG"). The BT/MT supervisor lists the framework topic (it may be based on an agreement with the student – this is particularly recommended for students in combined forms of study). The supervisor specifies in general terms what the topic should cover.
- (3) The approval of the general topic is decided by the guarantor of the relevant study program based on the evaluation of the members of the internal Study Program Council.
- (4) Approved general topics are published for student registration (according to the specified numbers for the listed topic). After consultation with the student, the supervisor assigns the topic to a registered student.
- (5) A topic of the type "completed by student," i.e., "university thesis template to be completed," is automatically created after a general topic is assigned to a student. This topic is then completed by the student, in cooperation with their supervisor, with guidelines for preparation (assignment points) and at least five literary sources. The topic title and assignment points are filled in accordance with the language of the study programme.
- (6) The guidelines for preparation (assignment points) and recommended literature on a topic of the "supplemented by the student" type are approved by the SP guarantor.
- (7) The final step is for the senior staff member of the implementing department to check the formal aspects of the submitted documentation. Once approved, the "student-supplemented" topic becomes the basis for the official BT/MT assignment prepared for printing.
- (8) In the event of modifications to the BT/MT assignment in the sense of:
  - a) correction of formal errors, **the approval of the SP guarantor is not required,**
  - b) modifications consisting of changes to the principles for preparation or recommended literature, **the approval of the SP guarantor is required,**
  - c) fundamental changes to the BT/MT assignment, **the entire process must be carried out in accordance with paragraphs (5)–(7).**
- (9) If the supervisor is not organizationally assigned to the department responsible for the implementation of the work, the procedure according to paragraphs (2)–(8) shall be applied mutatis mutandis.
- (10) Official BT/MT assignments will be printed and signed by the head of the implementing department and the dean, collected at the individual departments, and forwarded by an authorized person from the department (usually a department assistant) together with a list of the names of all graduating students in the given study program and their personal numbers in electronic form, or sent by internal mail to the TBU Publishing House.

- (11) If a student repeats the final year of study due to failure to meet the conditions in Article 1(4) of this directive, or if the defence of the BT/MT was graded "unsatisfactory" (F), they will receive a new BT/MT assignment in the following academic year.

### **Article 3** **The process of preparing a BT/MT**

- (1) The student's obligations in the preparation and completion of the BT/MT are described in Part Three, Article (6) of the Rector's Directive.
- (2) Students are also required to participate in the summer semester of the current academic year in the BT and MT review days, which are a condition for obtaining credit for the BT/MT (according to Article 1, paragraph (5)). The SP guarantor is responsible for organising these review days and will publish the conditions for participation in the course card in IS/STAG no later than the beginning of the summer semester of the current academic year.
- (3) The formal requirements for BT/MT and other requirements for final theses are specified at <https://www.utb.cz/en/student-2/documents-and-templates/thesis-templates/>.
- (4) The recommended outline for BT and MT is as follows (detailed information on individual points is described in Part Three, Article (8) of the Rector's Directive):
  - Abstract and keywords
  - Introduction
  - Theoretical basis of the thesis
  - Objectives and tasks of the thesis
  - Methodology of the thesis
  - Results
  - Discussion
  - Conclusion
  - List of references – references will be processed in accordance with the ČSN ISO 690 citation standard, as amended, and will be listed in the order in which they appear in the thesis and referenced in the text using square brackets with numbers following the cited text.
- (5) The scope of the individual parts of the recommended syllabus, listed in paragraph (4), corresponds to the issues addressed and the principles for the preparation (assignment points) of the BT/MT.

### **Article 4** **Submission of BT/MT**

- (1) Administrative matters related to the submission of BT/MT are published well in advance on the FAI website or on the notice boards of the relevant departments.
- (2) Students submit their BT/MT electronically to the IS/STAG system. Students then submit the following to the secretariat of the relevant department:
  - a) an application for the SFE,
  - b) physical copies of the BT/MT if the student decides to print the thesis outside the UTB Publishing House (see paragraph (6)).

- (3) When registering for the SFE, the authorised person at the department will check:
  - a) the correctness of the versions of the theses uploaded to IS/STAG, including attachments and all required information, which will be confirmed with a yellow flag (DBPOO status) in IS/STAG. After that, it is no longer possible to make any changes to the electronic version of the thesis.
  - b) the fulfilment of all the student's study obligations and the settlement of all obligations towards TBU,
  - c) the documents submitted by the student in accordance with the requirements in paragraph (2).
- (4) The BT/MT is printed in two copies – "copy for storage" and "copy for return."
- (5) For printing the BT/MT, we recommend the TBU Publishing House, which will download the thesis in electronic form from IS/STAG (only if the thesis has a yellow flag). If the student decides to have the thesis printed by the UTB Publishing House, they must order printing from this publishing house immediately after uploading the final version of the BT/MT to IS/STAG and checking it in accordance with paragraph (3). The UTB Publishing House will also take care of delivering the printed theses back to the relevant implementing department.
- (6) If a student decides to have their thesis printed outside the UTB Publishing House, the original official assignment of such a student remains at the relevant department. The student will pick it up in person there. These printed outside the UTB Publishing House must comply with the requirements of Article 2, paragraph (4) of the Rector's Directive.
- (7) Both copies of the thesis must be in A4 format, double-sided, and bound (hardcover or ring binding is not permitted). The "copy for storage" contains the official assignment of the thesis with the signatures of the dean and the head of the implementing department. The "copy for return" contains a photocopy of the official assignment of the thesis, including signatures.
- (8) The processes related to the preparation, printing, submission of paper forms of final theses, and storage of one copy of the paper form of the final thesis at TBU departments are specified in the Methodological Guideline, which clarifies certain provisions of this directive and is available at <https://nakladatelstvi.utb.cz/english/bachelors-and-masters-thesis-printing-and-binding/>.
- (9) The author's declaration is part of the BT/MT templates. The theses will be printed and submitted to the departments, accompanied by an unsigned declaration. During the SFE, the relevant department is obliged to ensure that the student signs the "copy for storage".
- (10) If a student fails to submit their BT/MT by the deadline specified in the official BT/MT assignment for serious reasons, they may ask the dean for a postponement of the BT/MT submission. The request for a postponement of the submission of the BT/MT must be submitted in writing to the dean of the FAI before the specified submission deadline, together with a statement from the director of the institute that assigned the BT/MT. A student who has not submitted their BT/MT by the specified deadline without an excuse, or a student whose excuse has not been accepted by the dean, will not be awarded credit for the BT/MT course, i.e., they cannot properly complete their studies in accordance with Article 1, paragraph (5).

## **Article 5**

### **Procedure for requesting the postponement of thesis publication**

The procedure for requesting a postponement of a thesis's publication is defined in the Dean's Decision "Procedure for requesting the postponement of access to the thesis".

## **Article 6**

### **Recommended evaluation criteria for BT/MT**

The criteria for evaluating BT and MT by the supervisor and opponent are listed in Appendix No. 1. The BT/MT supervisor and BT opponents evaluate the work using the recommended form, assigning a rating to each criterion. MT opponents evaluate the work verbally.

## **Article 7**

### **Course of the SFE**

- (1) A student may take the state final examination provided that, in accordance with the schedule announced by the dean:
  - a) they have fulfilled all the study obligations of the given study program (according to Article 1, paragraphs (4) and (5),
  - b) they have registered for the state final examination within the specified deadline,
  - c) they have submitted their bachelor's or master's thesis for defence.
- (2) The method, deadlines, and administrative matters related to registration for the final state examination are published well in advance in the relevant section of the FAI website.
- (3) The recommended schedule for the SFE for bachelor's and master's study programs is specified in the Framework Schedule for the SFE (see Appendix No. 2).
- (4) A student who fails to appear for the SFE or its retake on the specified date is required to submit an excuse to the dean no later than the scheduled date. If the excuse is accepted, the dean will set an alternative date for the SFE.

## **Article 8**

### **Evaluation of SFE**

- (1) Detailed rules and recommendations for the assessment of both parts of the SFE and the overall assessment of the SFE are set out in Appendix No. 3.
- (2) The result of the SFE shall be announced publicly by the chair or vice-chair on the day of the SFE.

## **Article 9**

### **Final provisions**

This Directive replaces Dean's Directive SD/09/24.

*Attachments:*

*Appendix 1: Assessment criteria for BT and MT*

*Appendix 2: Framework schedule for the layout of the SFE*

*Appendix 3: Rules and recommendations for evaluation in the SFE*

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## Evaluation criteria in bachelor's and master's theses

The criteria listed below are used to evaluate BP and DP and are part of the assessments of the supervisor and opponent of the thesis. The first evaluation criterion is "Fulfilment of all assignment points," which is assessed as fulfilled/not fulfilled. If not fulfilled, the thesis should be graded FX; however, the supervisor and opponent must complete all other evaluation criteria and justify their decision in writing as part of the overall evaluation of the thesis. The other criteria are evaluated on a scale of 0–5 points. Individual criteria are assigned weights reflecting their relative importance; the criterion's point value is multiplied by its weight, and the resulting weighted points are summed. An integral part of each review is a verbal evaluation of the thesis as a whole; the opponent's review also contains questions for the thesis defence.

The final grade for both bachelor's and master's theses are determined based on the points awarded according to the following scale:

	BP	DP
A	<29;30>	<33;35>
B	<26;28>	<30;32>
C	<23;25>	<27;29>
D	<20;22>	<24;26>
E	<18;19>	<21;23>
F	<0;17>	<0;20>

The assessment by the BP and DP supervisor will also include information on the implementation and results of the originality assessment, as well as the supervisor's evaluation of originality.

### A. Criteria for the supervisor's evaluation of the BP:

1.	Fulfilment of all points of the assignment	evaluated fulfilled – not fulfilled	
		point range	Weight
2.	Quality of processing of the current state of knowledge	0–5	1
3.	Work with professional literature and its citation		0.5
4.	Appropriateness and correctness of the chosen methodology		1
5.	Technical/professional level of the solution		1
6.	Achieved results		1
7.	The student's ability to interpret and evaluate the results achieved		0.5
8.	Formal level and structure of the work		0.5
9.	Cooperation between the author and the supervisor		0.5

**B. Criteria for evaluating the thesis opponent:**

1.	Fulfilment of all points of the assignment	evaluated fulfilled – not fulfilled	
		point range	Weight
2.	Timeliness and relevance of the topic addressed	0–5	0.5
3.	Demandingness and appropriateness of the bachelor's thesis assignment		0.5
4.	Quality of the analysis of the current state of knowledge		1
5.	Suitability and professional adequacy of the chosen solution method		1
6.	Technical/professional level of the work		1
7.	Achieved results of the work and their contribution		1
8.	The student's ability to interpret and evaluate the results achieved		0.5
9.	Formal level and structure of the work		0.5

**C. Criteria for the evaluation of the thesis supervisor:**

1.	Fulfilment of all points of the assignment	evaluated fulfilled – not fulfilled	
		point range	Weight
2.	Quality of processing of the current state of knowledge	0–5	1
3.	Work with professional literature and its citation		0.5
4.	Formulation of the objectives of the work and their relevance to the issue addressed		0.5
5.	Quality of the formulation of research questions or hypotheses		0.5
6.	Appropriateness and correctness of the chosen methodology		1
7.	Technical/professional level of the solution		1
8.	Achieved results of the work		1
9.	The student's ability to interpret and evaluate the results achieved		0.5
10.	Formal level and structure of the work		0.5
11.	Cooperation between the author and the supervisor		0.5

**D. Evaluation by the thesis opponent:**

1.	Fulfilment of all assignment requirements	evaluated fulfilled – not fulfilled	
		<b>point range</b>	<b>Weight</b>
2.	Timeliness and relevance of the topic addressed	0–5	0.5
3.	Demandingness and appropriateness of the thesis assignment	point range 0-5	0.5
4.	Quality of the processing of the current state of knowledge	point range 0-5	1
5.	Suitability and professional adequacy of the chosen solution method	point range 0-5	1
6.	Clarity and appropriateness of the objectives of the work	point range 0-5	0.5
7.	Quality of formulation of research questions or hypotheses	point range 0-5	0.5
8.	Technical/professional level of the thesis	point range 0-5	1
9.	Achieved results of the work and their contribution	point range 0-5	1
10.	The student's ability to interpret and evaluate the results achieved	point range 0-5	0.5
11.	Formal level and structure of the work	point range 0-5	0.5

## Framework schedule for the layout of the SFE

This appendix specifies only the recommended timetable for the final state examination for bachelor's and master's study programs. The committee's chair may adjust the specific timetable based on current needs.

### *Bachelor's study programs:*

Student's introductory remarks on the defence of the bachelor's thesis (10 minutes), opponent's comments, student's answers to the opponent's questions (5 minutes), discussion of the bachelor's thesis (5 minutes), examination in two subjects of the SFE (20 minutes), committee's decision (5 minutes).

**Total** **45 minutes**

### *Master's study programs:*

Student's introductory remarks on the defence of the master's thesis (10 minutes), opponent's comments, student's answers to the opponent's questions (5 minutes), discussion of the master's thesis (10 minutes), examination in three subjects of the SFE (30 minutes), decision of the committee (5 minutes).

**Total** **60 minutes**

Students of all study programs must arrive **2 hours** before the scheduled start time of the SFE.

## Rules and recommendations for evaluation in the SFE

Student assessment in the SFE is based on the ECTS grading scale.

<i>ECTS Grade</i>	<i>Verbal Equivalent</i>	<i>Numerical Grade</i>
A	excelent	1
B	very good	1,5
C	good	2
D	satisfactory	2,5
E	sufficient	3
F	unsatisfactory	-

**The SFE consists of two parts:**

- 1) defence of the BT/MT,
- 2) exams in SFE subjects.

Each part of the SFE is evaluated separately.

### **1) Evaluation of the BT/MT defence**

The evaluation of the defended BT/MT is based on the evaluation proposals of the supervisor and opponent of the thesis. The examination committee will classify it based on the thesis defence, taking into account the evaluation proposals of the thesis supervisor and opponent.

### **2) Evaluation of the SFE exam**

The classification of the SFE examination consists of the evaluation of the examinations in the individual SFE subjects. Each sub-examination is evaluated separately. The final evaluation of the SFE examination is carried out by the examination committee, taking into account the classification of the individual examinations.

If a student receives a grade of "fail" (F) in any subject, the final assessment of the SFE examination is "fail" (F).

### **Overall classification of the SFE**

The overall result of the SFE is graded "excellent" (A) if both parts are graded "excellent" (A). If one part of the SFE is graded "fail" (F), the overall result of the SFE is "fail" (F).

In other cases, the commission decides on the overall classification of the SFE, taking into account the classification of its individual parts.

### **Additional note:**

- If the SFE was graded "unsatisfactory" (F) and the defence of the BT/MT was graded better than "unsatisfactory" (F), the student has the option of retaking only the SFE exams in the retake period.
- If the SFE was graded "unsatisfactory" (F) and the SFE subject exam was graded better than "unsatisfactory" (F), the examination committee will decide whether the student will supplement or completely rewrite the BT/MT or write a thesis with a different assignment. The committee will state the reasons for its decision in the SFE protocol. The student may repeat only the BT/MT defence during the retake period.