

Dean's Regulation
No. 2/2024 - UD
06 February 2024

**Dean's Regulation on preparation and procedure of
State Examinations at STU MTF in Trnava**

Preparation and procedure of State Examinations at STU MTF in Trnava

In compliance with Act No. 131/2002 Coll. on Universities and amending some acts and in the wording of later regulations (hereinafter referred to as Universities Act, Sec. 52-54, Sec. 62a, Sec. 63 and in compliance with the STU Code of Studies, the Faculty Dean issues the following Regulation:

I. INSTRUCTIONS FOR THE STATE EXAMINATIONS IN THE BACHELOR AND MASTER STUDY DEGREES

A. EXAMINATION BOARDS FOR STATE EXAMINATIONS

1. State Examinations (further on SE) are executed before the Examination Board.
2. Only the STU teachers working in the positions of professors and associate professors are entitled to examine in SE. In the case of Bachelor degree study programmes, also the STU teachers in the position of senior assistant with Doctoral degree education are entitled. Other experts are granted the right to be on the Examination Board by the Faculty Scientific Board.
3. Members of Examination Boards for the performance of SE are appointed by the Faculty Dean out of the persons authorized to examine upon the proposal of the study programme guarantor. Membership in the Examination Boards is not substitutable.
4. Upon approval of the Faculty Scientific Board, the SE Examination Boards for the Master and Doctoral degrees in particular usually comprise prominent experts in the given study field from other universities, from legal entities conducting research and development in the territory of the Slovak Republic, or from entrepreneurial practice. At least two members of the SE Examination Board are the STU professors or associate professors; in the case of Bachelor degree study programmes, at least one STU professor or associate professor. In the case of Doctoral degree study programmes, at least one of them must be an STU professor.
5. The composition of the Examination Board for Doctoral studies is specified in Art. 39 of the STU Code of Studies No. 7/2023.
6. The SE Examination Board must comprise at least three other members besides the Chair.

B. PREPARATION OF THE STATE EXAMINATION

1. The SE terms are determined by the Faculty Dean in compliance with the Study Schedule for the current academic year.
2. Student takes two State Examinations. Examination 1 is the Final Thesis Defence. Examination 2 comprises two parts determined based on the knowledge content demanded in the given study programme. Both components of State Examinations (Final Thesis Defence and a two-part examination) generally proceed in one day.
3. Institute is obliged to publicise the list of topics for individual parts of the State Examinations for the given study programme at least two months before the SE term.

4. Student registers for both components of SE in the given academic year via the AIS (Academic Information System) by the deadline specified in the Study Schedule for the current academic year.
5. In order to register for the SE in accordance with the Study Schedule, the student is obliged to:
 - Successfully complete all the subjects enrolled within the study programme (with the exception of Final Thesis and State Examinations) in accordance with the study plan for the given study programme and in the prescribed manner,
 - Upload the Final Thesis into the AIS and, upon the requirement of the workplace, submit a printed copy to the relevant department.
6. A student who fails to meet the conditions stated in point 5 cannot register for the SE.

C. FINAL THESIS

1. Bachelor Thesis is the Final Thesis in the Bachelor degree study programmes; Master Thesis is the Final Thesis in the Master degree study programmes.
2. Topics of Final Theses are proposed by the theses Supervisors via AIS, and then submitted for approval by the study programme guarantor. The topics approved by the guarantor are announced to students via AIS no later than by the end of the first week of winter semester in the current academic year.
3. **Master Thesis Supervisor** may be either a PhD university teacher, a PhD researcher, or a Master degree practitioner/expert.
Master Thesis Reviewer may be either a PhD university teacher, a PhD researcher, or a Master degree practitioner/expert.
4. **Bachelor Thesis Supervisor** may be either at least a Master degree university teacher, at least a Master degree researcher, a Master degree practitioner, or a PhD student.
Bachelor Thesis Reviewer may be either at least a Master degree university teacher, at least a Master degree researcher, or Master degree practitioner, or a PhD student.
5. Student signs for the topic of thesis at the latest by the end of the third week of winter semester in the current academic year. After expiry of this period, the guarantor of the study programme is entitled to assign the student a topic of Final Thesis.
6. Supervisor and Reviewer evaluate the Final Thesis in their evaluation/review. They evaluate and assess the thesis, express their opinion on the protocol of originality, classify and express their comments and pose questions. The thesis Supervisor and Reviewer shall elaborate an evaluation/review of the Final Thesis even if the thesis is assessed as insufficient (FX).
7. **Upon the student's written request** and the Dean's consent, the Dissertation Offprint and Final Dissertation Thesis may be elaborated and defended in English language. In the case of the thesis written in English language, the evaluation of the thesis Supervisor and review of the Reviewer shall be written in the language of the thesis. In case of Dissertation Thesis, the request is approved by the Dean, and may be commented by the Chair of the field/programme committee.
Final Thesis contains a summary in the national language, usually 10% of the scope of the Final Thesis, and always contains an abstract in the national language and in English. The Final Thesis written in the Czech language is considered the Final Thesis elaborated in national language.
8. If Supervisor assesses the Final Thesis as FX - insufficient, the student cannot attend the SE. Upon the proposal of the thesis Supervisor, the student is obliged to re-elaborate the thesis, while Director of the Institute shall determine the degree of re-elaboration. If the

Final Thesis Reviewer assesses the Final Thesis as FX - insufficient, the student can attend the SE.

9. Evaluation of Supervisor and review of Reviewer must be elaborated and uploaded into AIS by the deadline determined in the academic year schedule. The signed and printed evaluation of the thesis Supervisor and review of the thesis Reviewer are parts of the of the State Examination Record.

D. PROCEDURE OF THE STATE EXAMINATIONS

1. Chair of the Examination Board manages the course of SE and bears responsibility for the activities of the Board. The Chair introduces the members of the Examination Board, informs the students about the SE procedure on the current day, and determines the time of the SE results announcement.
2. SE may proceed if at least four members of the Examination Board are present.
3. Presence of the Chair of Examination Board is inevitable when assessing the SE results.
4. A secretary assigned to Examination Board is responsible only for administrative issues; s/he is not a full member of the Board and shall not have the right to vote.
5. SE begin with the Final Thesis Defence. In the course of defence, the student informs the Board about the content and achievements of the Thesis. After the Supervisor and the Reviewer have read their evaluation and review, the student responds their questions as well as the questions of the Board members in the discourse. If the Final Thesis is written in English language, the Final Thesis Defence, including the discourse, answers to the questions of the Supervisor, Reviewer and the Board members shall also be delivered in English.
6. Along with the evaluation of the Thesis Defence, the Board shall also express their opinion of the degree of thesis originality, based on the % value from the protocol of originality of the Final Thesis in the Central Register of Final Theses (CRZP), as well as the opinions of the thesis Supervisor and Reviewer. If assessing the degree of Final Thesis originality as insufficient, the Board will declare the Final Thesis unsatisfactory. The overall assessment of the Final Thesis Defence will be expressed by the grade FX-insufficient.
7. If Thesis is elaborated and defended either in English or Czech, the Faculty shall verify the degree of originality of the Final Thesis submitted via AIS also in another anti-plagiarism system. The Board comments on the degree of originality expressed in the CRZP protocol, and simultaneously on the degree of originality from the originality control system designed for the Final Theses written in English or Czech.
8. Following the Final Thesis Defence, the two-part SE takes place. The Board will select one topic/task from the Part 1 of the State Examinations (from the publicised list of topics). The student responds immediately, generally without written preparation, while the Board may ask topic-related questions. Part 2 of the State Examinations proceeds in the same way.
9. If the thesis Supervisor or Reviewer, or both, are not members of the Examination Board, they may be either invited to the Final Thesis Defence, or they are advised to participate in the Final Thesis Defence, and are entitled to ask the student questions and notify the Board of their assessment.
10. The course of the SE as well as announcement of the SE results are open to public. The procedure of SE assessment and results shall be held in a closed session of the Examination Board.
11. The State Examination Report elaborated on the SE procedure shall be signed by the Chair and other members of the Board **just once, it the final page of the SE report.**

E. ASSESSMENT OF THE STATE EXAMINATION RESULTS

1. The State Examinations are assessed in compliance with Art. 16 Par. 2 of the STU Code of Studies, based on an assessment scale comprising six grades:
 - A – Excellent (outstanding results) = 1
 - B – Very good (above average results) = 1.5
 - C – Good (average results) = 2
 - D – Satisfactory (acceptable results) = 2.5
 - E – Sufficient (results meeting just the minimum criteria) = 3
 - FX – Insufficient/Failed (results not meeting even the minimum criteria) = 4
2. The Examination Board shall decide on the assessment of results in a closed session by acclamation. In the event of equality of votes, the vote of the Examination Board Chair is decisive.
3. The Examination Board shall assess the Final Thesis on the basis of the student's defence, while taking into account the evaluation of the Final Thesis Supervisor and Reviewer. If assessing the Final Thesis Defence as FX-insufficient, the Examination Board is obliged either to determine in the SE Report the degree of the Final Thesis re-elaboration (degree of re-elaboration less than 100%), or determine a new assignment of the Final Thesis (degree of re-elaboration 100%).
4. The Final Thesis Defence is assessed separately in the SE result.
5. If the Examination Board assigns to **re-elaborate the Final Thesis** (degree of re-elaboration less than 100%):
 - Thesis Supervisor is obliged to return the thesis to student via AIS for re-elaboration, to withdraw the Reviewer and the review no later than by the end of the SE period in accordance with the Study Schedule,
 - The original topic and the assignment of the Final Thesis may remain valid, while the deadline for submitting the Final Thesis is updated,
 - Student retakes the subject of "Final Thesis". The subject will be registered in AIS as a subject enrolled repeatedly.
 6. If Examination Board assigns elaboration of a **new thesis topic** (degree of reworking 100%):
 - Thesis Supervisor is obliged to return the thesis for re-elaboration to student via AIS, to withdraw the Reviewer and the review no later than by the end of the SE period in accordance with the Study Schedule,
 - Student must be given a new assignment of Final Thesis,
 - Student retakes the subjects of "Final Project" and "Final Thesis". Both subjects will be registered in AIS as the subjects enrolled repeatedly.
7. When assessing the State Examination results, the Examination Board also considers the student's study achievements during the entire study.
8. The overall result of the SE consisting of two components shall be determined as the arithmetic mean of the results of each component (grade of the Final Thesis Defence shall not be included). In the case of the same difference, the resulting result shall be rounded to a better grade.
9. The **overall study result** may be: Passed with Honours, Passed, and Failed.
 - a) **Student Passed with Honours if s/he:**
 - Achieved the Weighted Average Mark (WAM) of 1.00-1.50, i.e. was not graded worse than C throughout the entire study and passed the State Examinations with grade A;
 - Achieved the Weighted Average Mark (WAM) of 1.00 - 1.15 in the Master degree study programme, i.e. was not graded worse than C throughout the entire study; and passed the State Examinations with grade A.

b) Student Passed if:

The case referred to in points 9a) or 9c) has not occurred.

c) Student Failed if:

- Examination Board assessed his/her answers within either of the two components of the SE as FX-insufficient or his/her Thesis Defence as FX-insufficient.:
- S/he resigns from the SE, which is considered a failed SE and is evaluated with the grade FX, i.e. insufficient (for Doctoral studies, it is evaluated as failure),
- S/he missed the Examination without apology - in this case, the examination is evaluated the grade FX, i.e. insufficient (for Doctoral studies, it is evaluated as failure).

F. RETAKE AND ALTERNATIVE DATES OF THE STATE EXAMINATIONS

The Dean may permit a retake/alternative date of the SE performance if student has registered for SE according to points B.4 and B.5.

The Dean determines the retake/alternative dates for the SE procedure, while the permitted study length of the study programme shall not exceed its standard length by more than two years, including the procedure of the State Examinations.

The Dean shall notify the student of the date and related obligations in writing after the end of the SE in accordance with the Study Schedule for the current academic year. The exact schedule of the SE procedure shall be notified to the student by the workplace at which the student sits for the SE.

Retake date of the State Examinations:

Student may retake the State Examinations **just once**, namely in the following academic year, in the term specified in the Study Schedule. The student retakes those components of the SE, where s/he was graded FX – insufficient, or failed in the SE for Doctoral studies.

The Dean may permit the retake date of the SE procedure if the student:

- a) was assessed as FX-insufficient in at least one of the two components of the SE,
- b) his/her the Final Thesis Defence was assessed as FX - insufficient,
- c) s/he resigned from the SE and was therefore assessed as FX-insufficient,
- d) if s/he did not attend the SE on the specified date without delayed apology.

Alternative date of the State Examinations:

The Faculty Dean may determine an alternative day for the State Examinations upon a student's written request. The Dean may determine an alternative term of the SE procedure for the student **just once**, namely in the following academic year, according to the Study Schedule.

The Dean determines an alternative date of the SE if the student:

- a) Is unable to attend the SE for serious reasons and s/he apologizes in writing no later than five days before the term of the SE,
- b) Did not appear on the specified date for the SE performance or a component thereof for the reason of a sudden incapacity for work or other serious obstacle on the part of the student, while the student apologized without delay.

G. PROPOSAL FOR AWARDING A FINAL THESIS WITHIN A STUDY PROGRAMME

1. **Rector's Award** granted by the STU Rector and **Dean's Award** granted by the Faculty Dean are awarded for outstanding achievements attained during the entire academic study.
2. **Dean's Honourable Mention** is granted by the Faculty Dean for excellent Final Thesis.
3. Proposals for granting the Dean's Honourable Mention for excellent Final Theses are submitted to the Faculty Dean by the Registrar's Office based on the opinion of Directors of Institutes and reports of the SE Boards Chairs. Proposals are submitted in two copies on the headed paper of the Department and signed by the Director of Institute.
4. Number of the proposals submitted for awarding the Final Theses must not exceed the ratio of the number of successful graduates of the study programme versus the value of 25 rounded up to the whole number (the number thus determined includes all successful graduates of the given programme, both full-time and part-time students). Director of Institute bears responsibility for the number of proposals for the Final Thesis awards.

H. BUILDING A GOOD SOCIAL ATMOSPHERE

The Faculty Institutes and the Examination Boards must support the observance of **protocol and dignified procedure** of the SE: opening, welcoming, introducing the Board members, students, evaluation criteria as well as public announcement of overall results after the State Examinations.

Director of the Institute bears responsibility for:

1. **Allotting the optimum number of students to a Board per day:**
 - Master degree: 8 students max. for a Board,
 - Bachelor degree: 11 students max. for a Board.
2. **Duration of examining 1 student:**
 - Master degree: **1 hour max.,**
 - Bachelor degree: 45 minutes max.
3. **Examination room equipment**
Each room for SE must be equipped with a PC and a data projector.
4. **Aesthetic environment** and a distinguished student-friendly atmosphere in the SE premises, highlighting the significance of the act.
5. **Announcement of the SE date and venue** to each student through the AIS, and indicating the relevant rooms in the Institute.
6. **Strict adherence to the ban of serving alcoholic beverages to teachers and students in the course of the State Examinations.**

Organisation and administration of State Examinations

1. *Director of Institute and Secretary of the relevant SE Board bear responsibility for the organization of the SE in the workplace.* During the SE, Secretary continuously uploads the SE Record in AIS, prints the Record after the SE are finished and presents the Record to be signed by the Chair and other members of the Examination Board.
2. *The Secretary is obliged to continuously report the names of students who did not succeed in the SE to the Registrar's Office.*
3. *The Secretary is obliged to report to the Registrar's Office the names of the students who did not appear on the specified date of SE. The Registrar's Office will then delete in AIS the*

student's name from the list of the examinees in the Board, or rearrange a date for the student in agreement with the Institute Director.

4. Comprehensive documentation, including the statistics on successful/unsuccessful graduates in particular study programme as well as other documents shall be prepared by the Institute Deputy Director for Pedagogy (or other staff member authorized by the Institute Director). The Secretary shall submit the documents together with the SE Record to the Faculty Registrar's Office within three working days from the end of SE at the latest.

II. Instructions for State Examination in the Doctoral degree study

Besides the instructions for SE described in the previous section, the preparation and procedure of the State Examinations in the Doctoral degree study are regulated in the legislation of the Higher Education Act, Sec. 54, Sec. 62a, Sec. 63 and in the STU Code of Studies 7/2023, Articles 18, 19, 33 to 39, and performed in compliance with the approved Study Schedule for the academic year.

In the case of the Dissertation Offprint or Dissertation Thesis written in English language, the evaluation of Supervisor and reviews of Reviewers will also be written in English language, and the same concerns the discourse on the Dissertation Offprint or a scientific discourse on the Dissertation Thesis. Professional characteristics of the doctoral student shall be also elaborated in English.

The duty of the Board Secretary during the dissertation examination or Dissertation Thesis Defence is performed by a doctoral student studying at the relevant institute/workplace where the dissertation examination and the Dissertation Thesis Defence take place.

Final provisions

This Regulation approved by the STU MTF Management on 06/02/2024 becomes valid and effective on the day of approval by the STU MTF Management.

The approval of the Regulation cancels the Dean's Methodology Guideline 1/2020-UD on the preparation and procedure of State Examinations at the STU MTF in Trnava.

Trnava on 06 February 2024

Prof. Ing. Miloš Čambál, CSc.
MTF STU Dean