



Dean's Regulation
No. 1/2020 - UD
11 February 2020

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

Elaborated by:

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Dean's Regulation on preparation and course 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 following Regulation is issued by the Faculty Dean.

I. Instructions for the State Examinations in the Bachelor and Master degrees

A) *EXAMINATION BOARDS FOR STATE EXAMINATIONS*

1. State Examinations (further on SE) are executed before the Examination Board.
2. Only university teachers working in the positions of professors and associate professors (Sec. 75 Par. 1) and other experts approved by the relevant Scientific Board [Sec. 12 Par. 1, letter d)] are entitled to examine in SE; in the case of Bachelor degree study programmes, also university teachers in the position of senior assistant (Sec. 75 Par. 6)) with the third degree higher education.
3. Members of Examination Boards for the performance of SE are appointed by the Faculty Dean out of the persons authorized to examine. Membership in the Examination Boards is not substitutable.
4. Examination Boards for the SE performance (Art. 63 Sec. 4) 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 university professors or associate professors; in the case of Bachelor degree study programmes, at least one university professor or associate professor.**
5. To execute the SE, there are at least three other members in the Examination Board 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.
2. Student takes two State Examinations. Examination 1 is the Final Thesis Defence of; Examination 2 comprises two parts determined based on the knowledge content demanded within 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 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:**
 - Take all the subjects enrolled within the study programme in the prescribed manner,
 - Upload the final thesis into the Academic Information System (AIS) and submit a printed copy to the relevant department,
 - Agree with making the final thesis available to the public through a signed license agreement.
6. Having failed to meet the conditions stated in point 5, the student cannot register for the SE.

C) FINAL THESIS

1. Bachelor thesis is the final thesis within the Bachelor study programmes; Master thesis is the final thesis within the Master study programmes.

2. Topics of the final theses are proposed by theses Supervisors, and then submitted for approval by the study programme guarantor. The topics approved by the guarantors are announced to students in AIS no later than the first week of the winter semester in the current academic year.

3. Master thesis Supervisor may be either a third-degree university teacher, a third-degree university researcher, or a second-degree practitioner.

Reviewer of Master thesis may be either a third-degree university teacher, a third-degree researcher, or a second-degree practitioner.

4. Bachelor thesis Supervisor may be either at least a second-degree university teacher, at least a second-degree researcher, or a second-degree practitioner, or a doctoral student.

Reviewer of Bachelor thesis may be either at least a second-degree university teacher, at least a second-degree researcher, or a second degree practitioner, or a doctoral student.

5. Student signs for the topic of thesis by the end of the third week of the winter semester in the current academic year at the latest. After expiry of this period, the guarantor of the study programme is entitled to assign the student a topic of the 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 comments and pose questions. The thesis Supervisor and Reviewer shall elaborate an evaluation/review of the final thesis even if the latter is assessed as insufficient (FX).

7. Upon the **student's written request** and the Dean's consent, the final thesis may be elaborated and defended in a language other than the state one. In the case of a thesis written in a language other than the state one, the evaluation of the thesis Supervisor and review of the Reviewer shall be written in the language of the thesis.

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 Reviewer of the final thesis assesses the final thesis as FX - insufficient, the student can attend the SE.

9. The evaluation of the Supervisor and review of the Reviewer must be elaborated and uploaded into the AIS by the deadline determined in the academic year schedule. The signed evaluation of the thesis Supervisor and review of the Reviewer shall be subsequently delivered to the Director of the Institute or to a person designated by him.

D) COURSE OF THE STATE EXAMINATION

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 course on the current day and determines the time of the announcement of the SE results.
2. SE may proceed if **at least four members** of the Examination Board are present.
3. **Presence of the Chair of the Examination Board is inevitable when assessing the SE results.**
4. For administrative purposes, the Examination Board shall have a secretary, who 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 makes the Board acquainted with the content and results 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. If the final thesis is written in a language other than the state one, the the Final Thesis Defence, including the answers to the questions of the Supervisor, Reviewer and the Board members shall also be delivered in the language of the thesis.
6. Besides the evaluation of the thesis defence, the Board shall also express their opinion of the degree of thesis originality, based on the data from the protocol of originality of the final thesis in the Central Register of the Final Theses (CRZP), as well as the opinions of the Supervisor and the Reviewer of the thesis. If considering the degree of the 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. After The Final Thesis Defence, the SE consisting of two parts takes place. The Board will select one topic/task from the first part of the State Examinations (from the publicised list of topics). The student responds immediately without written preparation, while the Board may ask questions related to the topic. Then the second part of the State Examinations proceeds in the same way.
8. If the thesis Supervisor or the Reviewer, or both, are not members of the Board, they may be 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.
9. The course of the SE as well as announcement of the SE results are open to public. The process of assessing the SE results shall be held in a closed session of the Examination Board.

10. The **State Examination Report** elaborated on the SE course shall be signed by the Chair and other members of the Board **just once, at the end (in the last 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

1. 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 by the Chair of the Examination Board is decisive.
2. 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 by Supervisor and Reviewer of the final thesis. If assessing the Final Thesis Defence as FX-insufficient, the Examination Board **is obliged 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%).
3. The result of the SE regarding the Final Thesis Defence is assessed separately.
4. If the Examination Board assigns **re-elaboration of the final thesis** (degree of re-elaboration less than 100%) to student:
 - the thesis Supervisor is obliged to return the thesis for re-elaboration through the AIS, to withdraw the Reviewer and the review no later than by the end date of the SE in accordance with the Study Schedule,
 - the original topic and the assignment of the final thesis may remain valid, and the deadline for submitting the final thesis is updated,
 - the student retakes the subject of "Final Thesis". The subject will be registered in AIS as a subject enrolled repeatedly.
4. If the Examination Board assigns elaboration of **a new thesis topic** (degree of reworking 100%) to student:
 - the thesis Supervisor is obliged to return the thesis for re-elaboration through the AIS, to withdraw the Reviewer and the review no later than by the end date of the SE in accordance with the Study Schedule,
 - the student must be given a new assignment of the final thesis,
 - the student retakes the subjects of the "Final Project" and "Final Thesis". Both subjects will be registered in the AIS as subjects enrolled repeatedly.

5. In the assessment of the State Examination, the Examination Board also considers the study results achieved by the student during the entire study.
6. **The overall result of the SE** consisting of two components shall be determined as the arithmetic mean of the results of the components (grade of the Final Thesis Defence shall not be included). In the case of the same difference, it shall be rounded to a better grade.
7. Student graduates with the **overall study result**: Passed with Honours, Passed, and Failed.
 - a) **Student Passed with Honours** if he/she:
 - achieved the Weighted Average Mark (WAM) of 1.00-1.50 in the Bachelor degree study programme; was not graded worse than D 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; 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:
 - the 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.

2. **RETAKE AND ALTERNATIVE DATES OF THE STATE EXAMINATIONS**

The Dean may permit a retake/alternative date of the SE if the student has registered for the SE according to points B4) and B5).

The Dean determines the retake/alternative dates for the SE course, 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 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 course shall be notified to the student by the workplace at which the student takes the SE.

Retake date of the State Examinations:

The student may retake the State Examinations **just once** namely in the following academic year, in accordance with the term specified in the Study Schedule. The student retakes those components of the SE, where he was graded FX - insufficient.

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) he/she receded from the SE and was therefore assessed as FX-insufficient,

d) if he/she did not attend the SE on the specified date and did not apologize without delay. An unexcused absence of the student from the SE is indicated in the AIS as an FN - absence from the exam.

Alternative date of the State Examinations:

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

The Dean shall determine an alternative date of the SE if the student:

- a) is unable to attend the SE for serious reasons and he/she apologizes in writing no later than 5 days before the term of the SE,
- b) did not appear on the specified date for the SE performance or a component thereof, while the reason for his/her absence is a sudden incapacity for work or another serious obstacle on the part of the student, and the student apologized without delay.

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

- 1. The STU Rector grants the **Rector's Award**, the Faculty Dean grants the **Dean's Award** for outstanding achievement attained during the entire academic study.
- 2. **Dean's Honourable Mention** is granted for excellence in the final thesis.
- 3. Proposals for granting the Dean's Honourable Mention for excellence in the final thesis are submitted to the Faculty Dean through the Registrar's Office by the Directors of the Institutes based on the reports of the Chairs of the SE Boards. Proposals are submitted in two copies on the headed paper of the Department and signed by the Director of the 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 program 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 the Institute bears responsibility for the number of proposals for the final thesis awards.

H) BUILDING A GOOD SOCIAL ATMOSPHERE

The Faculty Institute and the Examination Boards must contribute to the **observance of protocol and dignified procedure** of the SE: opening, welcoming, introduction of 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:

- Placing the optimum number of students to a Board per day:
 - Master study: 8 students max.,
 - Bachelor study: 11 students max.

- Duration of examining a student in SE:
 - Master study: 1 hour max.,
 - Bachelor study: 45 minutes max.
- Examination room equipment; each room for SE must be equipped with a PC and a data projector.
- Aesthetic environment and a student-friendly and dignified atmosphere in the SE premises, highlighting the significance of the act.
- Announcement of the SE date and venue of the SE to each student through the AIS, and indication of the relevant rooms in the Institute.
- Strict adherence to the ban on serving alcoholic beverages to teachers and students in the course of the State Examinations.

4. **ORGANISATION AND ADMINISTRATION OF THE STATE EXAMINATION**

1. Director of the Institute and Secretary of the relevant SE Board are responsible for the organization of the SE in the workplace. During the SE, Secretary shall fill in the SE Record, which shall be signed by the Chair and other members of the Examination Board only once, at the end of the SE Record (on the last page).
2. The Secretary is obliged to continually announce to the Registrar's Office names of the students who did not succeed in the SE.
3. The Secretary is obliged to announce to the Registrar's Office the name of the student who did not appear on the specified date of the SE. The Registrar's Office will remove the student from the Board in the AIS, or rearrange a date for the student in agreement with the workplace.
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 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 the SE at the latest.

II. Instructions for State Examination on the Doctoral study degree

The Dissertation Exam and the Dissertation Thesis Defense are the components of the State Examinations in the Doctoral study degree. The preparation and procedure of the State Examinations in the Doctoral study degree are regulated in the legislation of the Higher Education Act, Sec. 54, Sec. 62a, Sec. 63 and in the STU Code of Studies 4/2013, Articles 16, 18, 19, 36 to 43. The State Examinations are performed in compliance with the Study Schedule approved for the current academic year.

Based on **the written student's request** and upon the review of the Reviewer and the Faculty Dean's consent, the Dissertation Offprint or Dissertation Thesis may be written in a language other than the state one.

In the case of the Dissertation Offprint or Dissertation Thesis written in a language other than the state one, the reviews of Reviewers will also be written in the language of the thesis, and the same concerns the discourse on the Dissertation Offprint or a scientific discourse on the Dissertation Thesis.

Defence of Dissertation Thesis:

When proposing reviewers, the Chair of the Study Field Commission is recommended to propose to the Faculty Dean to appoint a Faculty employee working in the given field to be one of the opponents.

When proposing members of the Examination Board, the Chair of the Study Field Commission is recommended to propose a maximum of 6 members of the Examination Board.

The Reviewer of the Dissertation Thesis shall elaborate the review report and deliver it to the Chair of the Study Field Commission at least two weeks before the defence takes place. If the review is not delivered to the Faculty by this deadline, the Dissertation Thesis Defence cannot take place on the proposed date.

Approved by the Scientific Board on 11 February 2020

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