



Dean's Regulation
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**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 state examinations in Bachelor and Master study

A) EXAMINATION BOARDS FOR STATE EXAMINATIONS

1. State Examination (SE) is executed in front of the Examination Board.
2. Only university teachers in the positions of professors or associate professors (Sec. 75, Par. 1) and other experts approved by related Scientific Board [Sec. 12, Par. 1, Sub sec. D)] are entitled to examine at the state examinations; at bachelor state examinations university teachers in the position of a senior assistant (Sec. 12, Par.8) with PhD. degree are entitled to examine as well.
3. Outstanding experts in the related field from other universities, or legal persons executing research and development in the field in the Slovak Republic, or experts from entrepreneurial practice can be included in the Examination Board as well. Outstanding experts from other universities or entrepreneurial practice are included in the Board as well.
4. At least two Board members are university teachers in the position of a professor or associate professor; for bachelor state examinations at least one university teacher is in the position of a professor or associate professor.
5. The composition of the Boards is determined by the Faculty Dean from the persons approved to examine. The Board membership is not substitutable.
6. To execute the state examinations the Examination Board has the Head of the Board and at least three other members.

B) PREPARATION OF STATE EXAMINATIONS

1. State examinations proceed in dates determined by the Faculty Dean in compliance with the study schedule.
2. Examinee shall sit for two examinations. Thesis Defense is the first one. The other examination comprises two parts in determined topics within the related study programme. Both state examinations (Thesis Defense and examination in two study field parts) proceed on one date.
3. The Institute is obliged to make the list of SE topics to related study programme public **at least two months prior to SE date.**
4. Examinee applies for both SE for the academic year given via AIS no later than on the date determined by the study schedule for the related academic year.
5. Student is entitled to apply for SE only if s/he accomplishes and passes all the study programme subjects. Shall the students not submit his/her Thesis on the date determined, s/he is not entitled to apply for SE.

C) THESES

1. Bachelor Thesis is the final thesis in bachelor study programmes; and Master Thesis is the final thesis in master study programmes.
2. Topics for theses are determined by the Heads of related Institutes before the beginning of the last but one semester of the final academic year. The students no later than a week after the beginning of the last but one semester of their final academic year shall announce at their Institutes which of the topics are of their interest, or what topic beyond the list of topics already determined, they propose. After this period, the Head of the Institute is entitled to announce the topic with regard to the student's interest.
3. Thesis is assessed by its Supervisor and the Reviewer. The Supervisor as well as the Reviewer shall elaborate the related Thesis evaluation, in which they evaluate and assess it. The evaluation as well as the assessment of the Thesis are uploaded electronically to AIS. A printed and signed version of the evaluation is submitted to the Head of the Institute. The written evaluation is submitted by the Supervisor also in case of assessing the Thesis as "FX – insufficient".
4. In case the Thesis is written in other but state language, the Head of the Institute determines in what language the Supervisor's and Reviewer's evaluations shall be elaborated. The Head of the Institute is obliged to provide the student with the Supervisor's and Reviewer's evaluations no later than three days before the date of the SE date.
5. Shall the Supervisor assess the Thesis as "FX – insufficient", the student cannot take part in SE. Simultaneously, and regarding the Supervisor's proposal the Head of the Institute determines the degree of Thesis re-elaboration.
6. Shall the Reviewer assess the Thesis as "FX – insufficient", the student can take part in SE.
7. The Thesis can be elaborated and defended in other but Slovak language upon **application in writing** and Faculty Dean's approval. In such a case, the abstract shall be written in state (Slovak) language in the scope of approximately 10% of the Thesis length.

D) COURSE OF STATE EXAMINATION

1. Board Chair is responsible for as well as manages the course of state examinations.
2. SE can proceed by the presence of **at least four Examination Board members**.
3. **Presence of the Examination Board Chair is inevitable in the assessment of SE results.**
4. For administration purposes the Examination Board has a Secretary who is not the member of the Board and has no right to vote.
5. SE start with the Examinee's Thesis Defense. Within the Thesis defense the examinee shall make the Board acquainted with the Thesis content and results, and after reading the Thesis Supervisor's and Reviewer's evaluations respond to the question recorded in the evaluations as well as to the questions asked by the Board members.
6. After the Thesis Defense the SE consisting of two parts is carried out. The board chooses one topic from the first part of SE (from the list of topics made public). The student replies immediately without written preparation, while the Board can ask questions related to the topic given. As soon as the first part of SE is completed, the Board chooses the topic from the other part of SE, and the examinee replies similarly as in previous part of SE.

7. If the examinee's Thesis Supervisor or Reviewer are not the Board members, they can be invited (they are recommended to take part in the Thesis Defense) having the right to ask questions and make the Board acquainted with their evaluation of the examinee's replies.
8. Examination Board's Decision on SE achievements is executed on the closed Examination Board session.
9. The course of SE as well as the achievements announcement are open to public.
10. From the course of SE – **Report on State Examination** is elaborated, and it is signed by the Chair and other Board members and Secretary **only once at the end of the Report (last page)**.
11. In case of the Thesis elaborated in other but state language, the Thesis Defense is executed in the language of the Thesis. The Examination Board Chair makes the decision in what language the discussion to the Thesis will be carried out.

E) ASSESSMENT OF STATE EXAMINATION RESULT

1. SE are assessed by a grade in compliance with Art. No. 16, Par. 2 of STU Code of Studies. The evaluation follows the assessment scale comprising six grades:
 A - excellent (outstanding achievements) = 1
 B - very good (above average achievements) = 1.5
 C - good (average achievements) = 2
 D - satisfactory (acceptable achievements) = 2.5
 E - sufficient (achievements meet only the minimum criteria) = 3
 FX - insufficient (achievements do not meet even the minimum criteria) = 4
2. The result is decided by the Examination Board by acclamation, in case of equality of votes, the vote by the Examination Board Chair is decisive.
3. The SE result of Thesis Defense is assessed by an independent grade.
4. Thesis defence is assessed by the Board with regard to the Thesis assessment by their Supervisor and Reviewer. Shall the Thesis not be defended (assessed as „insufficient“ – FX), the **Board shall state** the degree of Thesis re-elaboration **in the Report on SE**, or state the new assignment of the Thesis (the degree of re-elaboration – 100%).
5. If the examinee is asked to **re-elaborate the Thesis**, the original topic as well as the specified assignment remain the same, only the deadline for the Thesis changes, the student is obliged to retake the subject Thesis. The subject will be recorded in Academic Information System as a repeatedly recorded. The supervisor is obliged to return the Thesis for re-elaboration in AIS.
6. Shall the student be given a **new assignment of the Thesis** (the degree of re-elaboration – 100%), the new Thesis assignment shall be elaborated and the student is obliged to retake the subjects of Thesis Project and Thesis. Both subjects shall be recorded as retaken subjects in Academic Information System. The Supervisor is obliged to return the Thesis for re-elaboration in AIS.
7. The assessment of SE consisting of two parts is calculated as an arithmetic average of grades in these parts. In case of the same difference the grade is rounded up to the better grade. The assessment of SE takes into consideration the study achievements of student's entire study as well.
8. **The student graduated with the overall study result – “Graduation with Honours”, if:**
 a) in Bachelor study programme achieved Grade Point Average 1.00-1.50, and in the course of the whole study was not graded worse than by “D” grade and passed the State Examinations with “A” grade.

b) in master study programme achieved Grade Point Average 1.00-1.15, and in the course of the whole study was not graded worse than by “C” grade and passed the State Examinations with “A” grade.

9. **Student graduated with the overall study result “Pass”**, if the requirements mentioned in Par. 8 and Par. 10 of the Article “E” are not met.
10. **Student graduated with the overall study result “Fail”**, if the Board assessed the answer of some of the SE parts by “FX-insufficient” grade, or if the assessment of the Thesis Defense was “FX-insufficient”.

F) RETAKE AND ALTERNATIVE DATE OF STATE EXAMINATIONS

1. Faculty Dean can permit to **retake the state examination** on the basis of student’s application in writing. The student can retake the state examination only once in the following academic year.
2. The Dean determines the of SE retake :
 - a) if s/he did not stand for SE in the date given and did not apologize him/herself without delay. The absence of the student at SE is recorded in AIS by “FN” – absence at the examination.
 - b) if the student was assessed at SE at least in one subject “FX-insufficient”,
 - c) if the student did not defend his/her thesis at SE – assessed “FX-insufficient”,
 - d) if the student ceded from SE – assessed “FX-insufficient”.

The student retakes SE in those parts in which s/he was assessed “FX-insufficient”.

3. The Dean can permit an **alternative date of SE** on the basis of student’s application in writing. The Dean can grant the alternative date of SE to the student only once and in the following academic year.
4. The Dean is entitled to permit an alternative date of SE to the student:
 - a) if the student did not stand for SE, or its part, on the date given and apologized without a delay,
 - b) if the student cannot stand for SE due to serious reasons and applied for an alternative date of SE in writing no later than 5 days prior to the given date of SE.
5. The date of SE or the alternative date of SE is determined by the Dean and it is announced to the examinee no later than 30 days prior to SE execution, while the permitted duration of the related study programme shall not exceed its standard length by more than two years, including SE execution.

G) PROPOSALS FOR AWARDING THE BEST THESIS OF THE STUDY PROGRAMME

1. The best students can be awarded by the Rector – “**STU Rector’s Award**”, by the Dean “**STU MTF Dean’s Award**” and for outstanding thesis the Dean can award “**STU MTF Dean’s with Honours**”.
2. Proposals for STU MTF Dean’s With Honours for an excellent Thesis shall be submitted by Institutes Heads regarding the recommendations of State Examination Board Chairs. The Institute Heads are liable for the number of theses, so that it does not exceed the quotient of study programme graduates number and the value of 25, where this quotient is rounded up to a whole number (applies for part-time students as well).

H) BUILDING STUDENT-FRIENDLY AND ENCOURAGING ATMOSPHERE

The Faculty Institute as well as the Examination Boards shall contribute to the building of friendly and encouraging working environment at SE.

The head of the Institute is responsible for:

- inclusion of an optimal number of students to one Board per day:
 - 5 at minimum and 8 at maximum for Master (engineering) SE,
 - 5 at minimum and 11 at maximum for Bachelor SE.
- length of SE for one examinee: Master study – approx. 1 hour, Bachelor study – approx. 45 minutes.
- equipment of examination room: each room determined for SE shall be equipped with PC and data projector.
- preparation of aesthetic environment and encouraging working atmosphere in the venue of examinations, so that the seriousness of examinations is emphasized and the examinee could answer in a relaxed way.
- making the date and venue of SE public for all students via AIS and bulletin/notice at the Institute related.
- strictly following the restriction to serve the teachers and students with spirits in the course of SE.

I) ORGANISATION – ADMINISTRATION OF STATE EXAMINATION

1. The Secretary of the Examination Board is responsible for the organisation of SE at the workplace related. In the course of SE the Secretary fills in the Report (on the form determined) on the course of SE. The Report is signed by the Examination Board Chair and members. Simultaneously, the Secretary reports the Registrar's Office with the names of students who did not succeed at SE.
2. Statistics as well as other papers on the forms determined and filled in completely for each study programme at the Institute shall be elaborated by the Institute Deputy for Pedagogy (or other person mandated by the Head of the Institute) and shall submit it within 3 days from SE accomplishment to STU MTF Registrar's Office.

II. Instructions for state examinations in doctoral study programmes

Dissertation Examination and Defense of Dissertation Thesis are the State Examinations at doctoral study. The Preparation and course of SE at doctoral study are modified legislatively by Act on Universities, Sec. 54, Sec. 62a, and Sec. 63 and by STU Code of Studies 4/2013, Articles 16, 18, 19, 36-43. SE are executed in compliance with the study schedule approved for the current academic year.

Approved by Faculty Management on 31 March 2016

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