

Defence of the FT (BT) and the course of the SFE (BSFE)

(Directive of the Vice-Rector for Student Affairs)

1) This directive is a supplement to the Study and Examination Regulations of UCC and is binding for all Bachelor's degree programmes. It sets out the organizational principles and procedures for the defence of the Bachelor's final thesis and the course of the Bachelor's State Final Examination.

2) Date of the Final State Examination

The deadline for submitting a binding application for SFE and holding SFE is set by the Rector in the academic year schedule with regard to the examination period in the given semester. SFE is held at least once a year (regular date), at the same time at least 1 re-sit date is always set.

3) Thesis defence

Thesis defences are public and last approximately 20 minutes (including presentations, reviews and discussions). The defence of the final thesis takes place in front of the Examination Board for the State Final Examinations. The schedule of students for the defence of the final thesis will be published no later than 5 working days before the date of the SFE, which is set by the Rector in the schedule of the academic year. The SFE committee evaluates not only the thesis itself, but also the ability of the researcher to present the work (including the quality of his/her own presentation), to answer the questions of the opponent and the committee and to defend the results of the final thesis. The basis for the final grade is both the reviews of the supervisor and the opponent as well as the evaluation of the committee members. The final grade is based on three evaluations – the joint evaluation of the committee, the evaluation of the supervisor and the evaluation of the opponent:

3 x C + 1 x S + 1 x O C = evaluation of the committee
5 S = Supervisor's Evaluation
 O = opponent's evaluation

4) Commission for SFE

The Commission has at least 3 members, including the Chairman. The members of the committee and its chairman are appointed by the Rector of the UCC. The composition of the committee is governed by section 53 of the Higher Education Act. The Chairperson of the Commission determines the job description of the members of the Commission and is

responsible for the activities of the Commission. The protocol on the course of SFE is prepared by the secretary of the committee (who is not a member of the commission and does not have the right to vote), or by an authorized member of the commission.

5) Publication of final theses

The UCC publishes the final theses of which the defence has been carried out on a non-profit basis, including the assessment of the supervisor, the opponent and a record of the course and result of the defence, through the database of final theses in UIS. Final theses are also available for viewing and on-site loan in the library of the UCC. The publication of final theses is generally governed by section 47b of the Higher Education Act, the method of publication is determined by the Rector of the UCC.

6) Postponement of the publication of theses

The UCC may postpone the publication of the Bachelor's thesis for the duration of the obstacle to publication (e.g.: Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts, as amended; Act No. 412/2005 Coll., on the Protection of Classified Information and on Security Clearance, Sections 504, 2976 and 2985 of the Civil Code), but for a maximum period of 3 years. A request for postponement of the publication of the Bachelor's Thesis is delivered to the attention of the Vice-Rector for Student Affairs no later than the deadline for the submission of the Bachelor's Thesis set out in the schedule of the relevant academic year. The decision on approval/disapproval of the postponement of the publication of the bachelor's thesis will be issued by the Vice-Rector for Student Affairs within 5 working days – this is stored together with the application in the student's file at the study department and a copy is handed over to the staff member of the UCC library, where copies of the bachelor's thesis are archived. Once a year, the UCC Library will check non-public theses – final theses whose period for postponing publication has expired will be classified as public. Information on the postponement of publication must be recorded together with the justification in the UIS (*Final Thesis application*). After the defence of such a Bachelor's thesis, the higher education institution will always send one copy to the Ministry of Education, Youth and Sports of the Czech Republic for keeping.

7) Course and Content of the Bachelor's State Final Examination

The Bachelor's State Final Examination consists of two parts (the defence of the Bachelor's final thesis and the Bachelor's final examination itself). The questions for the Bachelor's state final examination are drawn by the students – the common part for all specializations consists of state exam courses, which are published no later than in June of the previous academic year, take approximately 10 – 15 minutes and the student is given enough time to prepare. Individual questions are made up of sub-questions that relate to the common study basis, which is based on the profile of a graduate of all specializations of the ICC – this part of the BSZZ takes the form of an oral exam. The specialization (or field) part consists of state exam subjects defined for the given specialization and lasts approximately 10 – 15 minutes. It takes

the form of an oral interview, or a combination of an oral interview and a written test. The student draws lots from a range of questions that are published no later than in June of the previous academic year.

8) Result of the State Final Examination

The announcement of SFE results is governed by Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendment of Other Acts (the Higher Education Act), as amended. The classification of SFE is recorded in the protocol of SFE. The result is recorded in the electronic information system by the Study Department on the basis of a protocol. In the event that a student duly and bindingly registered for SFE fails to appear on the set date without prior excuse, he/she is evaluated at SFE with the grade: failed. The student must pass all parts of the state examination within two years from 30 September of the year in which he/she completed the last year of the standard period of study. The study is duly completed on the day when the student has successfully completed all parts of the SFE.

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