

## **Defence of the Final Theses (BFT) and the course of the SFE (BSFE)**

### **Directive of the Vice-Rector for Student Affairs**

This directive is a supplement to the VŠKK (PSCC) Study and Examination Regulations 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 (BFT) and the course of the Bachelor's State Final Examination (BSFE).

#### **1) BSFE Date**

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.

#### **2) BSFE Commission**

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

#### **3) Course and Content of the BSFE**

If required by the curriculum and the content of the accredited study program, the defence of the BFT is also part of the BSFE in that study program. In that case, the Bachelor's Final State Examination consists of two parts (the defence of the BFT and the BSFE itself). For study programs in which the thesis is replaced in the accreditation by a bachelor's project carried out during the final semesters of regular study, the thesis defence is omitted, and the student takes only the final state examination itself.

Students draw questions for the final state examination from a pool of questions that are published no later than the beginning of the relevant academic year in the publicly accessible section of the school's website.

The student draws one question for the so-called common section, which is common to all specializations and relates to the common core curriculum, and one question for the specialization (or field-specific) section. Each section lasts approximately 10–15 minutes, and the student is given sufficient time to prepare. The common section of the BSFE takes the form of an oral exam.

The specialization component consists of state examination subjects designated for the given specialization and takes the form of an oral interview or, in some cases, a combination of an oral interview and a written test.

#### 4) Result of the BSFE

The announcement of BSFE results is governed by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements of Other Acts (the Higher Education Act), as amended.

The classification of BSFE is recorded in the protocol of BSFE. The result is recorded in the electronic information system by the Study Department on the basis of the protocol.

In the event that a student duly and bindingly registered for BSFE fails to appear on the set date without prior excuse, he/she is evaluated at BSFE 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 BSFE.

#### 5) BFT 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 State Final Examinations Committee. The schedule of students for the defence of the final thesis is published no later than 5 working days before the date of the BSFE, which is set by the Rector in the Academic Year Schedule.

The BSFE 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:

$$\frac{(O + S) / 2 + 2 \times C}{3}$$

C = assessment by committee  
S = assessment by supervisor  
O = assessment by opponent

#### 6) Publication of final theses

VŠKK (PSCC) publishes, on a non-profit basis, theses that have been defended, including the supervisor's evaluation, the opponent's evaluation, and a record of the defence proceedings and outcome, via the thesis database in UIS. The publication of theses is generally governed

by Section 47b of the Higher Education Act; the method of publication is determined by a decision of the VŠKK Rector.

### **7) Postponement of the publication of theses**

The VŠKK (PSCC) may postpone the publication of the BFT for the duration of the obstacle to publication (e.g., Act No. 121/2000 Coll., on Copyright, Rights Related to Copyright, and Amendments to Certain Acts, as amended; Act No. 412/2005 Coll., on the Protection of Classified Information and Security Clearance, Sections 504, 2976, and 2985 of the Civil Code), but for no longer than 5 years.

A request to postpone the publication of a thesis must be delivered to the Vice-Rector for Studies no later than the thesis submission deadline specified in the relevant Academic Year Schedule. The Vice-Rector for Studies will issue a decision on whether to approve or deny the postponement of the thesis publication within 5 business days. This decision is then filed, together with the request, in the student's file at the Study Department. Once a year, the Study Department of PSCC will review non-public theses and include those for which the deferral period has expired in the public collection. Information regarding the deferral of publication must be recorded in the UIS along with the justification.

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