

Directive No. 3/2017	Internal regulation of the Institute of Technology and Business in České Budějovice				
THE CURRENT ORGANISATION OF THE FINAL STATE EXAM AND THE DEFENSE OF THE QUALIFICATION WORK					
Date of issue:	20 / 02 / 2017	Valid from:	11 / 02 / 2019	Valid until:	revocation
File number:	ITB003243/2017	Pages:	8	Attachments:	3
Information on changes		Annual			
Repealed regulations	Directive No. 1/2016 State final exam of the Bachelor study and the defence of the Bachelor work Directive No.2/2016 State final exam of the follow up Magister study and the defence of the thesis Directive No.13/2013 Organisation of State final exam Measure No.25/2013 of the ITB Study and exam rules				
Superordinate regulations	ITB study and exam rules				
Related regulations	-				
Subordinate regulation	-				
Distribution list	ITB academic community				
					
Prepared by:	Bc. Tereza Lýdie Pecková, m.p.	Guarantor:	Director of Study Administration and Lifelong Learning		
Signature:		Signature:	Ing. Jaroslav Staněk , m. P.		
Formally verified by:	Bc. Eva Plochová, m. p.	Approved by:	Rector		
Signature:		Signature:	prof. Ing. Marek Vochozka, MBA, Ph.D., m. P.		

Section 1

Introductory provisions

- (1) This guideline provides the organisational principles and procedures for the final state exam (hereinafter as FSE) and for the assignment, processing, submitting and defending of the qualification work (hereinafter as QW) at the Institute of Technology and Business in České Budějovice (hereinafter as ITB).
- (2) The guideline is a special legal standard in relation to the ITB study and exam rules (hereinafter as SER) which deals with the issue of FSE and generally regulates the defence of the qualification works.
- (3) The guideline is mandatory for every study ITB programs.

Section 2

The date of SFE

- (1) The date of FSE is set by the Deputy Director of Department for Education (hereinafter as DDDE). The SFE takes place twice a year and the date is always set with respect to the exam period in the particular semester.

The SFE dates are set by the Schedule of the Academic Year.

- (2) The student signs in for the FSE via the Information system (hereinafter as IS) via the section of Student/During studies/Topic lists/Final state examinations to select his or her particular exam. The FSE packages are not limited in terms of capacity and each exam has a prerequisite that is set by the program guarantor.
- (3) The deadline to sign in for or to sign out of the FSE is announced at least 90 days prior the date of FSE.
- (4) In case the student who has signed in for or is registered for FSE fails to arrive in the due date or to provide an appropriate excuse within five days after the deadline expiry to the Director of Study Administration and Lifelong Learning (hereinafter as DSALL), he or is receives the grade 'unsatisfactory'.

Section 3

The content of FSE

- (1) The FSE consists of the subjects and parts stated by the accreditation materials of the particular program.
- (2) The defence of QW is oral. The exam in the FSE subjects is either written or oral, alternatively written and oral.
- (3) The individual FSE exams can be taken on the same date or separately.
- (4) The ranges of the exam subjects including the available sources for study are published by the appropriate faculty in the IS in the section of Documents in the particular faculty file at least 60 days before the FSE takes place. The guarantor is responsible for the confirmation of the FSE subject ranges before the deadline. The guarantor of the program is responsible for the confirmation of the ranges of FSE subjects before the deadline provided by the DDDE of a particular faculty.

SECTION 4

The course of FSE

- (1) The selection and preparation of the FSE rooms is the responsibility of the institutes involved. However, the selection of rooms is subject to approval of the ITB Bursar. The operational and technical department, i.e. Bursar's Department, is responsible for the implementation of FSE technical adjustments.
- (2) The student draws the FSE questions.
- (3) The student processes the selected FSE questions independently, without the use of unauthorized aids, and in accordance with the ITB Student's Code of Ethics. The list of approved aids is set by the guarantor of the field, and the student is acquainted with it on the FSE day by the Deputy Director of Department for Education or a person authorized by him or her.
- (4) In the event of fraudulent behaviour or detected unauthorized aids in the course of the FSE, the sheet with a drawn question is immediately removed from the student and the student is not allowed to complete the FSE. A protocol on the detected fraudulent behaviour (attachment No. 3) is subsequently written. Its veracity is signed by at least two members of the supervisory authority. Within three days of the FSE, the report on the detected fraudulent behaviour is handed over to the Director of the Department of Study Administration and Lifelong Learning, who will evaluate the student with the grade F, unsatisfactory.
- (5) If the student's fraudulent behaviour is repeated, the Director of the Department of Study Administration and Lifelong Learning submits a proposal to the Rector of ITB to initiate disciplinary proceedings and proceeds in accordance with the ITB Disciplinary Code

Section 5

FSE results

- (1) The announcement of FSE results is governed by Act No. 111/1998 Sb., On Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended (hereinafter as Higher Education Act) and the applicable Study and Exam Rules. The FSE marks are recorded in the FSE record. The result is entered into the IS by the Study Department on the basis of the record.
- (2) The study is duly completed on the day when the student has successfully completed all parts of the FSE.

Section 6

The selection of the topic of qualification work

- (1) The program guarantor selects persons who can lead the QW in cooperation with the heads of departments and the DDDE. An academic with the rank of professor, docent and professional assistant can supervise a maximum of 15 qualification works in total. The assistants can be the supervisors of a maximum of 10 bachelor works, however, they are not allowed to supervise dissertations.

- (2) The precondition to supervise the works is the mandatory participation of the QW supervisor in the training, however, the participation must always be confirmed and approved in the personnel module in accordance with a separate internal standard¹. This training is provided by the individual institute and must be attended by every QW supervisor who has not been trained so far.
- (3) The topics of the qualification works are set in the IS by DDDE of particular faculty in accordance with the valid schedule. The topics correspond to the graduate profile of the given program. The topic proposal includes the title, aim and recommended sources. The proposed topics are approved by the guarantor of the program.
- (4) The student can sign in for the QW topic after he or she has chosen the specialization of his or her studies, following the schedule of the particular academic year. The procedure to sign in for the topic is in the following manner: IS → Student → During studies-Topic lists → Bachelor/Diploma works. The student can propose his or her own topic in accordance with the Higher Education Act. The topic is submitted to the supervisor. The approval process is governed by section 7(3) and (4).
- (5) The student is obliged to contact his or her QW supervisor after the registration of the topic and arrange the first consultation regarding the topic. If the student does not contact his or her QW supervisor, the topic may be disapproved. The student is obliged to find out whether his or her has been approved. If the topic is not approved, the student chooses from the other topics on the list. The QW supervisor, after an agreement with the student, is obliged to confirm or refuse the student's registration in the IS. This confirmation is a legal register confirming that the student is registered with the particular QW supervisor and that his or her QW topic has been approved including the aim and recommended sources.
- (6) The QW supervisor has the option to sign the student out of the topic if he or she fails to fulfil the conditions set by the supervisor, such as the number of consultations, failure to respond to supervisor's calls, long-term non-cooperation or failure to process the supervisor's objections.
- (7) The QW supervisor has the option to sign the student out of the topic if he or she has not submitted the QW by the end of the standard period of study plus one extra year.

Section 7

The processing and submitting of the QW

- (1) The QW and the defence prove the student's ability to solve the given problem under the methodological guidance in writing, orally present and defend his or her own results. The supervisor provides consultations to the solver in the course of QW, gives him or her incentives, modifies the student's work, advises him on literature searches, recommends suitable methods and procedures for the application part of the work and for the successful achievement of the objective of the work. The supervisor is not responsible for the outcome of the work, as he or she is an advisor to the student-solver during applying his or her knowledge from the previous study to a specific practical assignment. The student is responsible for publishing the data in the QW. He or she should inform the parties mentioned in the QW.
- (2) The QW format is defined in the latest publication of the Methodology of Scientific Writing at ITB, which is available in the IS in the section of Documents.

- (3) If the student-solver meets the aim, completes the QW and submits the QW according to the valid schedule, he or she is obliged to attend the last part of the Final State Examination (Defence of QW) by the end of the following semester. The student submits two copies of the QW (at least one hardcover copy) to the administrator of education at the given institute by the deadline specified in the schedule for the submission of qualification works of the relevant semester, at least 50 days before the defence. If the aim has not been met (e.g. the student has insufficient data for processing), the aim can be modified in cooperation with the QW supervisor or the student can choose a new topic (see Section 6, paragraph 4).
- (4) After submitting the printed version of the QW the administrator of education of the particular institute will check the compliance of the topic and the aims of the submitted work with the approved topic and the aim in the IS. The following alternatives may be the outcome of the check:
- a) The administrator of education finds no defects.
 - b) The administrator of education of particular faculty finds certain defects, therefore:
 - i. In case of minor discrepancies in the title or the aim of the work with the version recorded in the IS the DDDE can allow adjustments and opens the archive for the student again.
 - ii. In case of a discrepancy between the printed version of the title and the aim of the work with the version recorded in the IS, the electronic version is decisive. If the student does not immediately harmonise both versions, the work will not be accepted.
 - iii. If the work shows fundamental differences in the title or the aim of the work from its assignment in the IS, the work is not accepted and the student is informed of the need to rework or select a new topic (see Section 6, paragraph 4).
- (5) On the basis of a previous successful check the administrator of education of particular faculty transfers the topic from the package and allows the archive to be opened. The student is obliged to fulfil his or her archive at least fifty days before the defence. To fulfil the archive involves the following steps:
- a) To fulfil the annotation and the key words in the writing language of the work and in English.
 - b) To select the language of the work and confirm that the printed version is identical with the electronic version.
 - c) To record the qualification work in the *.doc * or .docx format including all the attachments.
 - d) To record the graphic part of the qualification work in the *.pdf format.
- The IS automatically turns the inserted documents into *.pdf and *.txt format of the file.

- (6) The administrator of education of the given faculty accepts the electronic version of the QW and subsequently confirms it. At this moment the possibility for the student to change anything in his or her IS archive ceases to exist. The administrator of education of particular institute informs the QW supervisor about the submitted works.
- (7) The supervisor checks the QW using the “Egg for Egg” function in the IS to ensure the obeying of Copyright Act. If the QW supervisor decides that the QW is not a plagiarism, (according to the applicable internal standard) he or she prepares an assessment. The form of the Supervisor's assessment of the qualification work is accessible in the IS and the work is evaluated according to the criteria given in the form and in the given rating scale including the verbal assessment of strengths and weaknesses. The overall rating within the assessment is not an average of the partial evaluations of the above mentioned criteria. It depends on the assessor's personality and which criteria he or she considers more important. The QW supervisor prints out the completed form from the IS and delivers it signed to the administrator of education of the given institute by the date specified in the schedule of QW submission for the relevant semester.
- (8) The supervisor gives the student credit from the subject of Bachelor work in case of a Bachelor study; the credit is given on the basis of meeting the requirements of the course annotation. In case of a Magister study the credit is given on the basis of meeting the requirements defined in the annotation of the subject of Diploma Work. The subject of Bachelor Work is a prerequisite for the FSE – the Defence of Bachelor Work. The supervisor gives credit for the subject of Bachelor or Diploma Work only when he or she suggests an assessment other than F (paragraphs 9, 10).
- (9) If the QW supervisor evaluates the submitted work with the grade F, the student does not get credit for the subject of Bachelor or Diploma Work. The work is not passed on to the opponent or recommended for defence, and this work must be revised in the light of the identified defects.
- (10) The second evaluator of the QW is the opponent. The expert with practical experience becomes an opponent who, on the basis of his or her education and professional experience, guarantees objective and professional evaluation of the work. In case the QW is focused on a legal subject, the opponent may be an ITB lawyer. The opponent is elected by the Division of foreign relations from the Register of Opponents. The Register of Opponents is maintained and managed by the Division of foreign relations. The opponents must have at least a Bachelor's degree in case of assessing a Bachelor work and at least a Magister's degree in case of assessing the diploma work. The opponent may be an employee of one of the ITB departments, but not a docent or professor. The form for the evaluation of QW opponent is available in the information system. The opponent evaluates the work according to the criteria given in the form and the rating scale including the verbal assessment of strengths and weaknesses. The overall evaluation within the assessment is not an average of the partial evaluations of the above mentioned criteria; it depends on the personality of the opponent who finds certain criteria more important the others. The opponent prints out the completed form from the IS and delivers it signed to the administrator of education of the given faculty by the date specified in the Schedule of QW submission for the relevant semester. The assessments must be published in the IS eight working days, at most, before the defence.

- (11) The publishing of the QW is governed by section 47b, the Higher Education Act.
- (12) The student may request to postpone the publication of the qualification work or a part thereof through the Document Office in the IS for the duration of the obstacle to publication pursuant to Section 47b (4), the Higher Education Act; however, for a maximum of 3 years. The information on the postponement of publication must be published together with the justification at the same place where the works are published, i.e. in the ITB IS. After defending the qualification work which is subject to the postponement the ITB will send, without undue delay, one copy for the preservation at the Ministry of Education, Youth and Sports of the Czech Republic.
- (13) The student puts the presentation for the defence into a document server, which is accessible to all students who have registered for the subject of Bachelor Work in case of Bachelor study or Diploma Work in case of Magister study; it is supposed to be done at least 3 working days before the commencement of the final state exam week in the following form: Surname_Name.pps / ppsx / ppt / pptx / pdf. If the student does not insert the presentation by the prescribed date, he or she will defend the QW without using computer technology. The student is obliged to bring a valid student identification card to the place of defence.
- (14) The validity of the recorded work and the validity of the assessments (from the supervisor and the opponent) are always set to the end of the following semester. If the student fails to defend the work within the prescribed time period, the archive, including testimonials, will be erased on the basis of the DDDE'S command and the student will automatically be registered for the subject of #_r (# = DIS, BAP, BAK, N_DPL, N_DIP); in case of the second failure to defend the work within the prescribed time period the student will automatically be registered for the subject of #_r2 (# = DIS, BAP, BAK, N_DPL, N_DIP).
- (15) The process of the QW creation and submission is depicted in a graph form in the attachment No.1.

Section 8

FSE the defence of the qualification work

- (1) The student may participate in the defence of a qualification work if he or she has fulfilled all the requirements entitling him or her to complete the FSE within eight working days before the FSE (complete all the subjects, obtain credits according to the recommended study plan and successfully pass the FSE in case of the Bachelor study, etc.) The Study Department confirms the eligibility of the students to register for the FSE QW Defence to the faculties on the basis of the control of their studies in the IS, the students are allowed to defend their QW.
- (2) The timetable with the order of students participating in the Defence of the QW and the specific place will be published no later than 5 working days before the FSE.

- (3) The defence of the QW takes place before the examination board. The members of the committee and its chairman are appointed by the Academic Council of the Institute on the proposal of the director of the faculty. Section 53, the Higher Education Act is applied to the composition of the board. The chairperson of the board sets the work of the board members, directs the course of the defence, is responsible for the activity of the board and informs the student about the result of the examination. The Secretary of the committee is always present at the defence, who ensures administration and has no voting right. The secretary of the committee arranges the treatment of the QW prints (on the day of the defence he or she collects them at the given faculty and after the defence brings the printed works back to the student) and prepares the Minutes of the SFE. The chairman and the members of the committee confirm the accuracy of the Minutes by their signatures. The DDDE collects the student's file with all essentials on the day of the defence at the Head of the Study Department and returns it duly completed after the defence.
- (4) The events of defence are public events; therefore the right to participate applies to either the supervisor or the opponent and any other person. The assessment of the SFE QW Defence is made by the committee on the day of the defence. Not only do they assess the work itself, but also the ability of the solver to present the work, answer questions and defend its results. The final assessment is based on the opinions of the supervisor and the opponent, as well as the evaluation of the members of the committee based on the defence.
- (5) The resulting grade is based on three evaluations – the mutual evaluation of the committee, the supervisor's evaluation and the opponent's evaluation.
- If the committee evaluates the defence with the grade F, the QW Defence is finally assessed as F regardless the evaluation of the supervisor and the opponent.
 - If the letter a) is not valid, the chairman of the committee places the three grades into the formula for the calculation of the resulting assessment of the QW Defence:

$$\frac{2 \times K + 1 \times VP + 1 \times O}{4}$$

where K is committee evaluation,

VP is evaluation of the supervisor,

O is evaluation of the opponent.

evaluation	A	B	C	D	E	F
Numerical value	1	1,5	2	2,5	3	4
interval	1,0–1,24	1,25–1,74	1,75–2,24	2,25–2,74	2,75–3,49	3,5–4

- (6) In case the student has failed to defend the QW and received the final assessment of F, the following procedure is prescribed:

- a) Until the student chooses another topic, the original topic, task and QW supervisor remain in place. In this case, the student returns to the point of the Processing of QW including consultations.
 - b) The student wants to choose a new topic and returns to the very beginning of the process.
 - c) In the both above mentioned processes the student is automatically registered in a new optional subject of #_r (# = DIS, BAP, BAK, N_DPL, N_DIP).
 - d) If the student registered in the subject of #_r (# = DIS, BAP, BAK, N_DPL, N_DIP) fails to defend the QW, he or she is registered in the subject of #_r2 (# = DIS, BAP, BAK, N_DPL, N_DIP) in the next semester. If the student registered in #_r2 (# = DIS, BAP, BAK, N_DIP, N_DPL) fails to successfully defend the QW, his or her study is terminated.
- (7) The information about the electronic records of the QW in the ITB IS:
- a) If the supervisor suggests the grade F, the DDDE orders to completely erase the student's archive (see Section 7 paragraph 5).
 - b) The IS archive records the QW with the resulting assessment FSE Defence A-E.
 - c) If the student failed to attend the defence and did not apologize for his absence within five days after the expiry of the DASLLE deadline, the FSE Defence of the QW is graded F. If the student apologizes, his or her archive, together with the copies and assessments in the original version, remains ready for the next defence date, however, that must not be later than at the end of the following semester (see Section 7, paragraph 14).
 - d) If the student delivered two copies of the QW to the administrator of education of the particular faculty, failed to arrive at the defence without apology, he or she is obliged to collect these copies from the administrator of education within 30 days after the date of the QW defence. If he or she fails to do so, the work and the evaluations will be shredded.
 - e) If the student delivered two copies of the QW to the administrator of education of the particular faculty, attended the defence and defended his or her work, he or she receives the QW copies after the end of his or her defence; or the student is obliged to collect the copies at the administrator of education within 30 days after the date of the defence.
- (8) The process of the defence is depicted in the graphic form in the attachment 2.

Attachments:

[Attachment No.1 – The creation and submission of the QW](#)

[Attachment No.2 – QW Defence](#)

[Attachment No.3 – The record of the fraudulent behaviour](#)