



GUIDELINES OF THE VICE-DEAN RULES OF PROCEDURE FOR THE STATE FINAL EXAMINATION FOR BACHELOR AND MASTER PROGRAMMES FJFI CTU IN PRAGUE

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Overview of changes

Provision	Detailed specification of the change and justification compared to the previous version
Entire document	Numbering
Article 2	Clarification of the wording: "The student may then make use of the opportunity for preparation lasting 5 to 15 minutes (according to the customary practice of the department) for one subject."
Article 4	Addition of paragraph 4.6: "The student responds to both reviews."

List of annexes

No annexes

List of related documents

No related documents

Guidelines of the Vice-Dean Rules of Procedure for the State Final Examination for Bachelor and Master Programmes FJFI CTU in Prague

Čl. 1 Introductory Provisions

- 1.1 The contents and course of the State Final Examination (hereinafter referred to as "SFE") are governed by the Higher Education Act (in particular Par. B Sec.3, Par. 46 Sec.3), Par. 53, and Par. 55), the Study and Examination Regulations for Students of the Czech Technical University in Prague (in particular Arts 16–18), and the Bachelor's and Follow-up Master's Study at FNSPE CTU in Prague (in particular Arts 7 and 10).
- 1.2 Pursuant to these Regulations, the Examination Board shall have at least five members (a Chair, a Vice-chair, and Board Members). The Supervisor and the Reviewer of the Bachelor Project or the Master Thesis are not members of the Board; however, they may participate in all parts of the Board's proceedings without having voting rights. In justified cases, the Supervisor or the Reviewer (if they are not Board Members) may participate in the Board's proceedings online. If the Bachelor Project or the Master Thesis thesis is graded F (either by the Reviewer or the Supervisor), the presence of both the Reviewer and the Supervisor at the respective SFE is mandatory. The Vice-Dean for Student Affairs may grant an exception to this rule based on a substantiated request submitted to the Faculty's Student Office.
- 1.3 The Board's proceedings are chaired by the Chair; in their absence, by the Vice-chair. The Board has a quorum if a majority of its members are present. The Chair or Vice-chair must be among the members present. A majority of the Board members must therefore be present throughout the entire duration of the SFE.
- 1.4 The State Final Examination is conducted in a single day. The defence of the Bachelor Project or the Master Thesis precedes the examinations in individual subjects. For the Project or the Thesis defence and for each individual subject examination, the Board awards grades according to the CTU grading scale (Study and Examination Regulations for Students of CTU, Art. 11 par. 1). The Board then determines the overall grade for the State Final Examination, and—taking into account the student's academic performance throughout the entire period of study—assigns the overall academic standing according to the Study and Examination Regulations for Students of CTU.
- 1.5 The term of the SFE is set by the Head of the relevant Department in accordance with the Academic Year schedule applicable to the entire Faculty. Once announced, the date of the examination may be changed only with the consent of the Dean of the Faculty (e.g., in response to unforeseen external circumstances such as natural disasters, transportation strikes, technical failures in the building, etc.). If a student is registered for the examination and fails to attend, procedures follow the Study and Examination Regulations for Students of CTU, Art. 16 par. 8 and Art. 17. Proceedings of the Board follow the scheme set out below, which consists of a public part (items 1–14, 17–19) and a non-public part (items 15–16).
- 1.6 Sufficiently in advance of the State Final Examination (i.e., at least one month before the SFE date), the current Examination questions for each subject shall be made available on

the Faculty website. On the Examination day, one of these questions will be drawn for the actual Examination. The contents of the Examination questions is selected exclusively from the FSE topics listed in the valid accreditation documentation of the respective study programme. An Examination question may also be composed of topics from multiple SFE areas. The recommended number of Examination questions per subject is 10 to 20.

Čl. 2 Preparatory Part of the SFE

- 2.1 The State Final Examination (or the Examination component of the SFE) is preceded by a preparatory part during which the student prepares for the subject Examinations. This preparatory part begins with the drawing of Examination questions for each subject. The student may then prepare for a period of 5 to 15 minutes for each subject (according to departmental practice). The drawn Examination question is intended to begin the Examination. The board may ask additional and follow-up questions covering the entire scope of the Examination topics.

Čl. 3 Addendum Regarding Potential Unethical Conduct by the Student during the SFE

- 3.1 If, during the SFE or its preparatory part, the student engages in conduct that is contrary to the valid CTU Code of Ethics, the Board shall assess the degree of the violation and reflect it in the assessment of the examination, and, potentially, also in the overall grade of the FSE. In the event of a proven attempt to cheat or to use unauthorized aids (particularly electronic devices), the entire FSE is graded F.

Čl. 4 Itemized Course of the State Final Examination

- 4.1 The Chair of the Board introduces the examinee, the Bachelor Project or Master Thesis Supervisor, and the Reviewer (if present), and opens the Examination. The Chair reminds the Board that a majority of its members must be present for the entire duration of the SFE.
- 4.2 Within the allotted time, the student presents the results of their Project or Thesis to the Board.
- 4.3 The Project or Thesis Supervisor presents the conclusions of their review and reiterates the proposed grade.
- 4.4 The Project or Thesis Reviewer presents the conclusions of their review and reiterates the proposed grade.
- 4.5 In the absence of the Supervisor or the Reviewer, the Chair (or a Board member designated by the Chair) reads the essential parts of their review.
- 4.6 The student responds to both reviews.
- 4.7 The Chair conducts a general discussion on the defended Project or Thesis. The recommended duration of the discussion is 15 minutes.

- 4.8 A break may be declared between the Project or Thesis defence and the Examination part of the SFE.
- 4.9 The Chair opens the Examination part of the SFE and moderates it.
- 4.10 Only Board Members may act as Examiners for the subjects.
- 4.11 The Examination is oral (viva voce). The approximate time allocated for the Examination of one subject is 15 minutes.
- 4.12 The subject Examinations must not exceed a total duration of one hour.
- 4.13 If required by special circumstances (e.g., specific student needs), the Examination part may be temporarily interrupted.
- 4.14 The student answers questions from the Examiner (and possibly other Board members) in the individual subjects.
- 4.15 The Chair closes the public part of the Examination proceedings.
- 4.16 The non-public part of the proceedings is attended only by the Chair, Vice-chair, Board Members, and the Project or Thesis Supervisor and Reviewer.
- 4.17 In the non-public part, the Board discusses the proposed grades for the Project or Thesis defence, the examined subjects, and the overall State Final Examination. Voting may be used if necessary. In the event of a tie, the Chair's decision is final.
- 4.18 All outcomes of the proceedings, including the wording of the Examination questions, are recorded in the minutes of the State Final Examination, signed by the Board Members present.
- 4.19 If the Dean has approved a postponement of the publication of the Bachelor Project or Master Thesis (in accordance with the Study and Examination Regulations for Students of CTU), this fact is recorded in the minutes of the State Final Examination.
- 4.20 The Board publicly announces the results of the State Final Examination, typically after completing the selected half-day or full-day Examination block within the same Study Programme or its Specialization.