

BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY

Date of issue:	6 June 2018
Effective from:	6 June 2018
Responsibility:	Vice-Deans for Education of the FIT BUT
Binding for:	Students and employees of the FIT BUT
Issued by:	Dean of the FIT BUT
Repealing:	Decision of the Dean of the FIT No. 31/2008: Guideline of the Dean of the Faculty of Information Technology – Composition of the Examination Committees for the State Final Examinations of 9 June 2008
Supplementing:	Guideline No. 3/2017: Rules on Organisation of Studies at the FIT
Number of pages:	2
Number of annexes:	0

GUIDELINE No. 11/2018
RULES OF STATE FINAL EXAMINATIONS
IN BACHELOR'S AND MASTER'S STUDIES AT THE FIT BUT

Article 1

Introductory provisions

1. This guideline lays down rules for organisation and course of the State final examinations for Bachelor's and Master's studies at the FIT and the Rules of Procedure of Examination Committees and the manner of their convening, by which it complements Articles 11 and 12 of the Guideline No. 3/2017: Rules on Organisation of Studies at the FIT of 12 September 2017.

Article 2

Organisation and Course of the State Final Examination

1. The relevant Vice-Dean for Education is responsible for the organisation of State final examinations.
2. The regular date of the State final examinations is the month of June.
3. A substitute date of the State final examination, which is intended primarily for students who were unable to attend the regular date of the State final examinations (for example due to health reasons or a study stay abroad) is in August.
4. Students submit applications to be allowed to take the State final examination on a substitute date to the relevant Vice-Dean for Education. Students shall be notified of the decision on the request via the FIT IS.
5. Students who have failed the oral part of the State final examination held on the regular date or who have failed to defend their Bachelor's or Master's thesis, where the Examination Committee decided that said thesis had to be supplemented, may also apply to be allowed to take the State final examination on a substitute date.

Article 3

Composition of Examination Committees

1. The composition of Examination Committees for the State final examinations is proposed by the relevant Vice-Dean for Education.
2. Examination Committees are appointed by the Dean of the FIT by his/her decision.
3. Students are informed of the composition of the Examination Committee through the FIT IS at least three days prior to the State final examination.

Article 4
Rules of Procedure of Examination Committees

1. Meetings of the Examination Committees shall be directed by their chairpersons or a vice-chairperson in case the chairperson is absent.
2. An Examination Committee shall have a quorum if at least three fifths of its members are present.
3. Neither the secretary nor substitutes are counted amongst the members for the purpose of determining whether the Examination Committee has a quorum.
4. A substitute shall be assigned as a regular member of the Examination Committee in lieu of an absent member only if the Examination Committee would otherwise not have a quorum.
5. In case both the defence of a Bachelor's or Master's thesis and the oral part of the State final examination are scheduled to take place on the same date, the defence of a Bachelor's or Master's thesis shall precede the oral part of the State final examination.
6. During the defence of a Bachelor's or Master's thesis, a student will first deliver his/her presentation. Then, the Committee will hear the reviewer's and the supervisor's reports and the student will answer the reviewer's questions, if any. This is followed by a discussion in which everyone present can participate.
7. During the oral part of the State final examination, a student of a Bachelor's programme will be assigned one topic; a student of a Master's programme will be assigned two topics. The student will be allowed one minute for preparation before the beginning of the discussion (regardless of the number of topics assigned).
8. The discussion is followed by a non-public evaluation of the examination (the student and the public shall leave the examination room). The supervisor, consultant and reviewer of the thesis, as well as the Dean, Vice-Deans, the programme guarantor and heads of departments or their deputies may attend the non-public part, without having the right to vote. In case the conclusions of the Examination Committee regarding the evaluation of the State final examination or any of its parts are not unanimous, a decision on the proposed grades is made through a vote, where the secretary of the Examination Committee shall not vote. In the event of an even number of voters, the Chairperson of the Examination Committee shall have two votes. A proposal is adopted if it obtains a majority of votes.
9. After a decision on the grade is adopted, the Examination Committee shall invite the student back into the room and the Chairperson of the Examination Committee will announce the result.

prof. Dr. Ing. Pavel Zemčík

Dean of the FIT BUT in Brno