



**BRNO UNIVERSITY OF TECHNOLOGY
FACULTY OF INFORMATION TECHNOLOGY**

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GUIDELINE No. 2/2023

RULES OF STATE FINAL EXAMINATIONS IN BACHELOR'S AND MASTER'S STUDIES AT THE FIT BUT

Article 1

Introductory provisions

1. This guideline, in accordance with articles 11 and 12 of Guideline no. 13/2018 (Rules for organisation of studies at FIT), sets the rules for the organisation and course of the final state examinations. It also sets the rules of procedure for the examination committees and the way these committees are established.
2. In addition to this Guideline, Final state examinations are governed by the following rules and regulations
 - Act No. 111/1998 Coll., on higher education institutions (University education act), especially Paragraph 53, and
 - Study and Examination Rules of BUT, especially Articles 23 through 27.

Article 2

Organisation and Course of the Final state examination

1. The relevant Vice-Dean for Education is responsible for organisation of Final state examinations.
2. The regular date of the Final state examinations is the month of June.
3. A substitute date of the Final state examination, which is intended primarily for students who were unable to attend the regular date of the Final state 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 Final state examination on a substitute date to the relevant Vice-Dean for Education. Students shall be notified of the decision on the request via the BUT 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

Establishment and composition of the examination committees

1. The composition of Examination Committees for the Final state examinations is proposed by the relevant Vice-Dean for Education.
2. Examination Committees are appointed by the Dean of FIT by his/her decision.
3. Students are informed of the composition of the Examination Committee through the BUT IS at least three days prior to the State final examination. If it becomes apparent, that the examination committee cannot function, the dean can appoint a different committee. In this case, the three day notification period between the appointment of the committee and the examination does not have to be kept.

Article 4

Rules of Procedure of Examination Committees

1. In case both the defence of a Bachelor's or Master's thesis and the oral part of the Final state 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 Final state examination.
2. Everyone present can participate in the discussion on the Bachelor's Master's thesis.
3. A student has one minute for preparation before the technical debate about a topic or topics independent on the number of topics. Everyone present can participate in the technical debate.
4. Technical debate 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-Dean of the appropriate study programme, the programme guarantor and heads of departments or their deputies may attend the non-public part, without having the right to vote.

prof. Dr. Ing. Pavel Zemčik, dr. h. c.

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