

## **ANNEX 1**

### **RULES OF PROCEDURE FOR FINAL-STATE-EXAMINATION BOARDS AND RULES ON ORGANIZING FINAL STATE EXAMINATIONS**

#### **Article 1**

##### **Introductory provisions**

1. Final state examinations (FSE) at Brno University of Technology (BUT), Faculty of Business and Management (FBM) are governed by Articles 23 to 27 of the BUT Study and Examination Rules (SER).
2. These Rules of Procedure for FSE's (Rules of Procedure) have been issued pursuant to Article 24, Paragraph 2 of SER for final state examinations in Bachelor's and follow-up Master's degree programmes offered at FBM.
3. The purpose of the Rules of Procedure is to consolidate:
  - the organization of FSE's in all examination boards,
  - the examination timetables,
  - the rules and ways of grading, voting, and deciding,
  - the writing of examination reports.
4. Next the Rules of Procedure should help improve the FSE quality:
  - by making examination board sessions more efficient,
  - by eliminating the personal preferences of examiners (i.e., preference of some fields and branches to others),
  - by setting the rules of transparent student grading.

#### **Article 2**

##### **Final State Examination**

1. Final State Examinations take place on regular and resit dates announced by the Dean in the Academic Year Time Schedule. A student graded with an F on a regular FSE date may take another examination on a resit date of the academic year.
2. A student must register for an FSE via the VUT Studis information system on the dates set by the Academic Year Time Schedule.
3. A student who fails to appear for an FSE must send a written excuse to the Dean of the faculty within 3 days of the FSE date or of the date on which the circumstance ceased to exist that prevented an excuse, stating the reasons for failing to appear for the examination. If a student fails to do so or if the Dean does not approve the excuse as justified, he or she will be graded by an F (SER, Art. 26, Par. 4).

#### **Article 3**

##### **Examination Board**

1. The chairs, vice-chairs, and members of examination boards are appointed by the Dean of FBM.
2. Examination board members without an academic degree of prof. or doc. must be approved by the FBM Scientific Board.
3. An examination board must consist of at least 5 members. The board is headed by its chair, who is conducting its sessions. In the event of an equal vote, the chair will have a casting vote.
4. A board will have a quorum if at least 3/5 of its members are present.
5. The chair or vice-chair must always be among those 3/5 of the board members.
6. If the chair is absent, the session of the board will be conducted by the appointed vice-chair, who will then take on the chair's rights and duties.

#### **Article 4**

##### **Examination board session**

1. Based on the below framework, the chair (or vice-chair) will conduct each session of the examination board. In particular, he or she will:

- open the session by giving information about the numbers of students taking the examination and about further facts needed for their work,
  - check whether the documents needed for the examination are available to the board members such as a document listing for each student to be examined his or her study results, evaluations by the supervisor and reviewer of the bachelor/master thesis, and the bachelor/master theses to be defended, groups of questions to be asked in the oral part of the FSE, a system of overall grading of study,
  - remind the board members of the FSE procedures:  
defending of the bachelor/master thesis, oral part of FSE,
  - appoint examiners for each group of FSE questions to be asked so that such an examiner has the required expertise unless this was decided by the director of the institute when appointing the board members,
  - welcome the students taking the FSE informing them shortly about FSE and its organisation.
2. An FSE starts with the defending of a bachelor/master thesis followed immediately by an oral part of the examination regardless of the result of the defending.
  3. If in a programme taught in Czech, a bachelor/master thesis is submitted in English as approved by the thesis supervisor, the language of the defending will be Czech.
  4. All board members may ask additional questions during the defending of a bachelor/master thesis.
  5. The chair will terminate the defending of the bachelor/master thesis and the oral part of the examination while respecting the time schedule.
  6. The chair will see to it that questions have been asked concerning all areas according to the accreditation material of a particular degree programme (branch of study).
  7. After the examination is terminated, the student examined will leave the room. In a closed session, the board headed by its chair will discuss the student's grading of both FSE parts (defending and oral part). Board members will submit their proposed grading of the bachelor/master thesis, the examiners then their proposed grading of the oral part.
  8. If no agreement is reached on the grading of the defending and that of the oral part, the grading will always be put to the vote with the result recorded in an FSE protocol.
  9. After the closed session, the chair (vice-chair) will announce to the student whether he or she has passed both FSE parts.
  10. Students failing a particular FSE part may be announced the result of the examination immediately after FSE with such students not having to attend the final announcement.
  11. At the end of the day (after all students have been examined), in the presence of the students who have passed an FSE, the chair (vice-chair) will announce the results of the examinations with their grading. As the last step, the chair will check the FSE reports for completion.

#### **Article 5** **Grading of FSE parts**

1. If the defending of a bachelor/master thesis is graded by an F, the entire FSE is graded by an F as well. In such an event, the board will decide whether the bachelor/master thesis should be extended, rewritten or a new one written on a different subject. The board will include this decision in the report and inform the student accordingly (SER Art. 25, Par. 7).
2. If the defending of a bachelor/master thesis is graded by with an F, the student may continue the FSE by taking its oral part, but the overall FSE grading will be an F.
3. The oral FSE part may consist of several problem areas given by the relevant degree programme with each area being graded separately. At least one question must be posed concerning each area with each answer being graded separately. The oral part as a whole is then graded as follows:
  - a) with an F, if at least one of the areas is graded with an F;
  - b) in all other cases, the grading with A, B, C, D, and E will be put to the vote; in the event of a tie, the chair will have a casting vote (SER Art. 26, Par. 1).
4. If the FSE oral part is graded by an F, a student, when resitting, must be examined for all the problem areas of which the FSE oral part consists.
5. If the overall FSE grading is an F, the board will agree on a justification to be included in the report and announced to the student (SER Art. 26, Par. 3).

**Article 6**  
**FSE Report**

1. The faculty secretary will record the events of a student's FSE in an FSE report posted in the BUT Apollo IS. The report must be written in the language for which the relevant programme has been accredited.
2. While recording the FSE events, the faculty secretary will be guided by the chair. The chair will be responsible for the report to be complete and correct.
3. In its part concerning the defending of a bachelor/master thesis, the report will include references to questions in the supervisor's and reviewer's opinions and a characteristic of the student's answers. The part concerning the discussion will include name, surname, the questions posed by the chair or members of the board, and a characteristic of the student's answers.
4. If the defending is graded with an F, the report will include a justification of such grading, the board's decision as to whether the bachelor/master thesis should be extended, rewritten or a new one written on a different subject.
5. Concerning the FSE oral part, the report will include the question posed for each problem area, and its ECTS grading. If more than one question are posed for a problem area, the overall grading must be included for the area.
6. If an area is graded with an F, the entire oral FSE part will be graded with an F and the student will have to resit the entire FSE oral part, not just the one in which he or she was graded with an F.
7. In the event of an F grading, the board will agree on a justification to be included in the FSE report and announced to the student.
8. The report may also include the board's proposal for and justification of an award to be given to the student.
9. After the grading of the students in a particular part of the day is recorded in the reports, the board secretary will print out these FSE reports submitting them to the chair for approval.
10. The chair will check the grading recorded announcing it to the board members.
11. The FSE reports will be signed by the chair and all board members present.
12. Finally, the secretary will print out a grading table (summary of the results for the entire board) to be signed by the board chair (vice-chair) and secretary.
13. The secretary is responsible for the correctness of the data posted on the BUT IS.

**Article 7**  
**FSE Time Schedule**

**1. For bachelor programmes**

**Time reserved for one student: 40 minutes**

7 minutes – student's introductory word on the bachelor thesis

5 minutes – supervisor's and reviewer's opinions on the bachelor thesis being read, and the student answering the supervisor's and reviewer's questions

8 minutes – debate on the bachelor thesis

15 minutes – oral part with questions posed for FSE problem areas

5 minutes – board deciding (the student being absent)

**2. For follow-up master programmes**

**Time reserved for one student: 50 minutes**

10 minutes - student's introductory word on the master thesis

5 minutes - supervisor's and reviewer's opinions on the bachelor thesis being read, and the student answering the supervisor's and reviewer's questions

10 minutes - debate on the bachelor thesis

20 minutes - oral part with questions posed for FSE problem areas

5 minutes - board deciding (the student being absent)

**3. The above times are approximate, however, they cannot be significantly reduced for the below parts:**

- student's introductory word on the bachelor/master thesis;
- supervisor's and reviewer's opinions on the bachelor thesis being read, and the student answering the supervisor's and reviewer's questions;

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- debate on the bachelor thesis;
- oral part with questions posed for FSE problem areas.