**Defending a Bachelor’s Thesis (BT) and Taking the Final State Exam (FSE)**

**(Guideline of the UCC Vice-Rector for Academic Affairs)**

**1) This guideline is a supplement to the UCC Study and Examination Rules and is binding for all study programmes.** It sets out organisational principles and procedures for defending a bachelor’s thesis and the course of the final state exam.

**2) Date of the final state exam**

The deadline for submitting a binding application for the FSE and the date for sitting the FSE are set by the Chancellor in the calendar of the academic year with regard to the examination period of the particular semester. The FSE is held at least once a year (regular date), and at least one date for a retake shall also be set.

**3) Thesis defence**

Defence of a final theses is public and lasts approximately 20 minutes (including presentation, assessment and discussion). It takes place in front of a final state exam committee. The schedule for thesis defence will be published no later than 5 work days before the date of the FSE, which is set by the Chancellor in the calendar of the academic year. The FSE committee will not only evaluate the thesis itself, but also the researcher’s ability to present the work (including the quality of personal presentation), to answer the questions of the opponent and the committee, and to defend the results of the thesis. The final grade is based on both the opinions of the thesis supervisor and the opponent, as well as the evaluation of the committee members. The final grade is decided by three evaluations – the joint evaluation of the committee, the evaluation of the thesis supervisor, and the evaluation of the opponent:

𝟐 𝒙 𝑲 + 𝟏 𝒙 𝑽𝑷 + 𝟏 𝒙 𝑶 𝑲 = evaluation of the committee

 𝟒  ***TS*** = evaluation of the thesis supervisor

 ***O*** = evaluation of the opponent

**4) FSE committee**

The committee must have at least 3 members, including the chair. The members and chair of the committee are appointed by the Chancellor. The composition of the committee is subject to Section 53 of the Higher Education Act. The chair of the committee determines the scope of work of the committee members and is responsible for the activities of the committee. A report on the course of the FSE is prepared by the secretary of the committee (who is not a member of the committee and does not have the right to vote) or, as the case may be, by an authorised member of the committee.

**5) Publication of theses**

On a non-profit basis, UCC publishes theses which have been defended, including the opinion of the supervisor and the opponent, and a record of the course and result of the defence; they are published via the database of final theses in UIS. Final theses can also be viewed and borrowed for study in the UCC library building; they may not be taken away from the library. The publication of final theses is generally governed by Section 47b of the Higher Education Act, and the method of publication is decided upon by the Chancellor of UCC.

**6) Procedure and content of the bachelor’s final state exam**

The bachelor’s final state exam is made up of two parts (defence of a thesis and the exam itself). Students draw questions for the bachelor’s state final exam – the common part of the exam for all specialisations consists of state exam subjects published no later than June of the previous academic year, lasts approximately 10-15 minutes, and gives students sufficient time to prepare. Individual topics are made up of 3 sub-questions related to a common study foundation, which is based on the profile of a graduate of all UCC specialisations – this part of the BFSE is an oral exam. The specialised part consists of state exam subjects defined for the given specialisation and also lasts approximately 10-15 minutes. It takes the form of an oral interview, or a combination of an oral interview and a written test. Students draw questions
from sets of questions that are published no later than June of the previous academic year.

**7) Result of the final state exam**

The announcement of the results of the FSE is governed by Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to some other acts (the Higher Education Act), as amended. Classification of the FSE is recorded in an FSE report. The study department enters a record of the result into the electronic information system based on the report. Any students who are duly and bindingly registered for the FSE and do not present themselves at the set time shall receive the grade: *fail*. Students must pass all parts of the state exam within two years from 30 September of the year when they finish the final year of the standard study period. Studies are duly completed on the day that the student successfully completes all parts of the FSE.

 Mgr. Lukáš Novák

UCC Vice-Rector for Academic Affairs