

Dean's Directive no. 2/2017

Name:	FINAL WORKS AND FINAL STATE EXAMS IN BACHELOR'S AND MASTER'S STUDY PROGRAMS			
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Article 1

Introductory Provisions

- (1) Organization of studies concerning the accredited bachelor's and master's study programs at the Faculty of Mechanical Engineering of the Technical University Liberec (hereinafter referred to as "FME TUL") is governed by the provisions of Act No. 111/1998 Coll., regarding University Education and the amendment as well as supplement of other laws (University Education Act), as it is in a version of latter regulations, and the TUL Study Order and Examination Order (hereinafter referred to as "SEO").
- (2) This Directive supplements provisions of the TUL Study and Examination Orders in Bachelor's and Diploma Thesis (hereinafter "final thesis") and final state examinations ("FSE") in bachelor and master study programs regarding study conditions at the Faculty of Mechanical Engineering TUL.

Part One Final Thesis

Article 2

Assignment, Processing and Submission of Final Thesis

- (1) A student demonstrates his/her ability of independent creative work in studies via his/her final work.
- (2) Final work must be a solution to the theoretical or practical problem, indicating achieved results.
- (3) Topic of the final thesis is selected by a student via IS STAG, regularly at the beginning of the academic year in which the study program is expected to be completed. Selection of the final work may be conditional regarding the fulfillment of all conditions set by the department where the student wants to defend the final thesis.
- (4) Student has right to propose a topic of his/her final work.
- (5) The final thesis is assigned by the Dean through the department on which the final thesis is being dealt with.
- (6) Head of the department, on which the final thesis is being dealt with, at the same time must determine a supervisor from the professors, associate professors or important faculty experts, and usually a consultant as well.
- (7) Final thesis is assigned on dates specified by the Dean.
- (8) Validity of the final thesis assignment is 18 months (the interruption of study is counted up to this period) from the date of the assignment. Within this deadline, the student must submit the final thesis and apply for the FSE according to Article 4 (3) of this Study Order.
- (9) Final work can be carried out at school or in another institution. If a student elaborates or consults the final thesis at a workplace outside the faculty, the head of the department determines his/her consultant from the employees of that particular workplace.
- (10) Student is required to proceed independently in the final thesis.
- (11) Supervisor and a consultant provide a student with consultations and regulate his/her creativity regarding the final work.
- (12) Final work is prepared in a language in which the study program is accredited, unless the Dean decides otherwise.

- (13) On the proposal of the supervisor, or the head of the department, where a student is solving the final thesis, there may be proposed a change of the assignment to the Dean during its solution. Any change in the assignment of the final thesis does not affect the date of its submission, unless the Dean decides otherwise.
- (14) Extension of the assignment validity can be decided by the Dean in exceptional cases on the recommendation of the Head of the Department.
- (15) The final thesis of B.A. and M.Sc. study programs (the range of at least 30 pages for bachelor's final work and 40 pages for diploma theses in A4 format - without attachments) is submitted in an electronic version and two copies in printed (paper) version with all attachments.
- (16) The final paper is bound in a single bundle in hard dark boards with a sufficiently contrasting print, with a glued (not spiral or ring) binding. Content and completion of the final thesis must be in accordance with the Rector's Directive 2/2014.
- (17) Deadlines for submitting the final thesis concerning particular academic year are announced by the Dean according to the schedule of lessons.

Article 3

Review of Final Work

- (1) On supervisor's proposal of the final work, Head of the Department announces an opponent from either academics or important experts from the practice.
- (2) Opponent is usually not an employee of TUL.
- (3) Opponent of the final bachelor work is not an employee of the faculty.
- (4) Supervisor and opponent of the final work have to elaborate a written report (assessment) concerning a particular final work. There are going to evaluate its content as well as formal processing and they also propose grading. The supervisor has to also take into account the student's overall approach to the final thesis. Both assessment reports include an expression of opinions whether the work meets goals of the assignment, the requirements for the award of the corresponding academic title, and whether it is recommended for the defense.
- (3) The work is assessed by grades in accordance with the Article 13 (4) e): "Excellent" (1), "Excellent minus" (1-), "Very good" (2), "Very good minus" (2-), "good" (3) and "failed" (4).
- (4) Student has the right to be acquainted with opinions of the supervisor and the opponent of the final thesis no later than 3 working days before the defense.

Part two

Negotiating Order for Final State Exams

Article 4

General Provisions

- (1) Study in the Bachelor's degree program must be duly completed by, the State Final Exam (hereinafter referred to as "FSE"), which includes defense of the bachelor's thesis.
- (2) Study in the Master's degree must be duly completed by the FSE, which includes defense of the diploma thesis.

- (3) Student registers for the FSE. The application must be submitted to the faculty study department by the deadline.
- (4) Student can take the FSE if he/she fulfills following conditions:
 - a) He/She earned a number of credits equal to 60 times the number of years of the standard study period in the composition of subjects prescribed by the study program and fulfilled all study obligations of a personal curriculum,
 - b) he elaborated assigned topic and submitted the final work within the specified deadline
- (5) If a student fails to fulfill all conditions specified in paragraph 4, the Dean rejects the application.
- (6) FSE takes place in front of the commission established under the Section 53 of the University Education Act.
- (7) FSE is composed of:
 - a) defense of the final work in accordance with Article 6 of this Code,
 - b) Expert discussions pursuant to Article 7 of this Regulation.
- (8) FSE takes place in one day and usually takes one hour.
- (9) Course of the examination is conducted by the Chairman of the Commission or, in the case of his/her absence, by an authorized member of the FSE commission within the rules laid down by this Regulation.
- (10) Organization and documentation of the FSE is provided by the secretary of the commission.
- (11) The course and announcement of the FSE results is public.

Article 5

Examination Committee

- (1) Only professors, associate professors and experts approved by the Scientific Council have the right to examine at FSE.
- (2) Committee for the FSE (examination committee) has six members at least.
- (3) At least two members of the Examination Committee for Bachelor's degree programs are different persons from the TUL academic community.
- (4) At least half of the FSE members in the follow-up Master's program, or more precisely Master's degree programs are different from the TUL academic community.
- (5) The Chairman (or the Vice-Chairperson) and members of the Commission of Professors, Associate Professors and Experts approved by the Scientific Council are appointed by the Dean.
- (6) The Examining Board is a quorum if at least 5 members of the Commission, including the Chairperson, are present.

Article 6

Defence of Final Thesis

- (1) The defense is managed by the chairman or a member of the commission appointed by him/her. The defense has to be processed in accordance with Article 14 (7).

- (2) During the defense, there is assessed: quality concerning meeting conditions of the assignment, the quality level of the thesis/work submitted, accuracy of knowledge contained in the thesis, the quality level of student's performance and his/her ability to defend results and his/her own opinions.

Article 7

Expert Discussion

- (1) Professional/expert debate with the candidate is managed by the Chairman (Vice-Chairperson) or a member of the Commission appointed by a Chair.
- (2) During professional discussion, there is assessed student's knowledge, skills and abilities to apply the acquired knowledge, the level of his/her performance and the ability to defend his/her own views on the issue discussed.

Article 8

Overall Assessment of the Final State Exam

- (1) After the professional debate, a non-public meeting of the Commission is held in the presence of all their members, where commission discusses the FSE evaluation.
- (2) At the public session, the opponent (opponents) and supervisor may also be present.
- (3) Result of the FSE is decided by votes of all present members of the Commission. A simple majority must be obtained for a successful completion of the FSE. In the event of equality of votes, the Chair's vote decides about the final result.
- (4) Commission first determines whether a student has passed or has not. If she/he has succeeded, it is decided about grading: the "Excellent" (1), "Excellent Minus" (1), "Very Good" (2), "Very Good Minus" (2-), "Good" (3). The grade is proposed by the chairman, especially a defense of the final thesis, professional/expert debate and the overall result of the FSE.
- (5) If at least one of the parts of the final state examination, i.e. the final thesis and its defense or expert discussion, is classified as "failed" by the Commission, then the overall classification of the state final examination is "not successful - failed".
- (6) After the meeting, the Chair informs student whether he/she has successfully passed the FSE.
- (7) A detailed assessment of the individual parts of the FSE will be presented by the Chairman at the conclusion of the commission meeting in the presence of all the students who have undergone the FSE that day.
- (8) If the result of the vote was "failed", commission is going to decide about the reasoning of a denial in a closed session as well as the decision concerning further procedures. This notice shall be communicated to the applicant in writing through the Study Department.
- (9) FSE may be repeated only once, not later than in the immediately following academic year after the first date of its organizing. The student repeats only those parts of the FSE in which the grade was not successful.
- (10) If the student fails to complete the FSE even within this deadline, he / she will not meet defined requirements of the study program and according to § 56 par. b) of the Act the study is terminated. Decision is made pursuant to Section 68 of the Act.

Article 9

Overall Study Result

- (1) The overall result of studies at university is evaluated after the FSE according to the weighted average for the whole study and the final grade of the FSE:
 - a) "passed with honor",
 - b) "passed"
 - c) "failed"
- (2) Student passes with honor if he / she has achieved a weighted study average of 1.50 during studies at the university and the result of FSE is "excellent".
- (3) The weighted study average regarding the entire study period is calculated as the sum of products of final marks and credit scores of the respective subjects, divided by the sum of the achievable credits from the enrolled subjects completed by the exam during the evaluated period.
- (4) Student of the (followed-up) Master's degree program, who successfully passes the FSE, obtains the academic title "Engineer" (Ing. in Czech), it means Master of Science M.Sc. pursuant to Section 46 (4) of the Act.
- (5) Student of the Bachelor's degree program, who successfully passes the FSE, obtains the academic title "Bachelor" (Bc.) pursuant to Section 45 (4) of the Act.
- (6) There is an elaborated report called "Final State Examination Statement" regarding the course and the overall result of the FSE signed by all members of the Commission. The record is written in the language in which the degree program accredited is and must be forwarded to the Study Department by the Secretary of the Commission.

Article 10

Publishing and Making Available Bachelor and Master Works

- (1) Conditions for publishing and making available bachelor final works and diploma thesis are defined in the Study and Examination Order TUL.
- (2) Final works submitted to the defense, which do not defer publication, must be published at least five working days before the defense for the public consultation at the place where the defense is going to be held. Everyone who is interested can get excerpts, abstracts or copies at his own expense from the final work.
- (3) The department records persons who have used the possibilities to look into the final work. The list of these persons, signed by the Head of the Department, will be sent to the Study Department. The list has to indicate the name, surname, place of residence of the person and names of the requested final works.
- (4) Postponement of the publication of the final thesis or a part of it may be approved only by the Dean upon the request (see Annex No. 1 of this Directive) submitted by the supervisor of the final thesis with the approval of the head of the department where the final thesis is being dealt with. The marking of the postponement concerning publication of the final thesis in the IS STAG can only be followed by the approval of the Dean.

Part three

Final Provisions

Article 11

This regulation comes into force and becomes effective on the date of publication. This regulation abolishes the set of actions concerning bachelor and master study programs, which are realized by the Faculty of Mechanical Engineering of Liberec, from 31st December, 2013.