



**Dean's decision No. 8/2011**  
**Course of the State Final Exam (SFE) of the Bachelor and**  
**Follow-up Master Study Programs**

In compliance with Article 30 paragraph 8 of the Study and Examination Rules of the University of South Bohemia in Ceske Budejovice, I determine the content, form and conditions of the state final exam and its organization.

1) A student is obliged to register for the state final exam within the time-limit set by the time schedule for the academic year. Within the set time-limit according to the time schedule for the academic year, the student must also turn in the final work to the study department.

2) The date of the SFE must be announced at least 2 weeks before it takes place. Also the composition of the commissions of the SFE and the list of students' names stating the anticipated time of the exam for each student (SFE program) is part of the announcement.

3) A student may de-register from the SFE for serious reasons by filing an application for de-registration until the program of the SFE is announced at the latest (see paragraph 2). The vice-dean for study affairs responds to the application and if an application is rejected, he will submit it to the dean for final decision. If the application is not satisfied and the student does not arrive at the SFE, the student will be classified as "failed". After the program of the SFE is announced, students will be excused from the SFE for serious reasons only (health or family reasons).

4) Before the SFE takes place, the study department of the Faculty of Fisheries and Protection of Waters will inform the student of the opinion of the head of the work and the opinion of the opponent within 5 days before the date of the state final exam. The student's obligation is to get familiar with the opinions until the SFE takes place and process written responses to the remarks and issues contained in the opinions of the head of the work and of the opponent and hand them over to the commission for the state final exam on the date on which it takes place.

5) The state final exam takes place in front of the commission of the state final exam appointed by the dean of the faculty in compliance with Section 53 of Act No. 111/1998 Coll., on Universities. The commission consists of a chairman, a professional member of the commission, examining persons of the individual subjects of the SFE or other members. The chairman of the commission certifies, by his signatures, the result of the SFE, supervises the observance of the time schedule of the SFE and in case of a tie, he decides on the final classification of a student. The commission also has a secretary. The commission secretary takes care of introducing a student to the commission or other necessary communication

between students and the commission. The secretary also supervises the course of the SFE in compliance with a decision of the dean for the Faculty of Fisheries and Protection of Waters and other valid rules (Study and Examination Rules of the University of South Bohemia, Act No. 111/1998 Coll., on Universities, as amended). The secretary of the commission cannot, at the same time, be the chairman of the commission for the SFE. The SFE commission can have four up to seven members. Alongside the commission, the SFE is participated in by a recorder. The recorder along with the commission secretary is responsible for drawing up a record on the course of the SFE and gathering all necessary documents for the SFE and ensures the organizational matters associated with the SFE, the necessary communication with students and the study department, signatures of the chairman of the commission and the examining members of the commission, etc.

6) The student will arrive at the SFE at the time stated in the time schedule of the SFE at the latest. If a student fails to appear in time, he/she will be classified as “failed”.

7) Before a student meets the commission, the recorder will verify the identity of the student based on the identity card (passport). The student who fails to prove his/her identity by a valid identity card or passport does not have to be allowed to sit for the SFE. After the student meets the SFE commission, the commission secretary will introduce the student to the commission and will briefly inform the commission of the course of the student’s study (weighted study average, topic of the final work, head of the final work, etc.) based on the documents from the study department. The gathering of information on students is the responsibility of the study department while the recorder is responsible for its collection and delivery for the SFE. During the SFE, the commission will have the following materials on each student at its disposal: 1) statement of study (index), 2) list of the subjects passed by the student including the evaluation for the entire study period in the respective study field – 1x, 3) evaluation (opinion) of the final work by the head of the work and the external opponent – 1x, 4) thesis of the final work to be received by the members of the SFE commission at least 14 days before the SFE takes place, 5) complete copy of the diploma thesis – 2x, 6) written copy of the answers to the questions on the final work asked by the opponent and the head of the work – 1x.

8) After the student is introduced, the student will be invited to defend his/her final work. The student will briefly inform the commission of the goals, course of the solution and results of the work through the PowerPoint presentation on the faculty templates for 5-10 minutes. Thereafter, the secretary of the commission will read the evaluation of the final work by the head of the work and the opponent including supplementary questions. The student will answer the questions orally. The student’s answers to the questions from opinions should be consistent with the written answers (see paragraph 4). After this part, a short discussion of the commission members with the student on the topic of the final work will follow. The whole defence of the final work should not last more than 20 minutes.

9) After the defence of the final work, the commission has the right to decide on the result of the defence without the student being present and inform the student of the evaluation through the chairman of the commission. If the commission does not make use of such right and

proceeds directly to examining the SFE subjects, it means that the student successfully passed the defence. The student will be informed of the own evaluation of the defence later after the SFE commission takes a decision.

10) The final classification of the defence of the final work will be determined by the SFE commission based on the evaluation (opinions) of the head of the work, the opponent and the course of the defence. The commission decides on the result of the evaluation through majority voting of the present members of the commission. During the voting and at any time during the SFE, at least 3 members of the commission and, at the same time, at least a half of the members of the appointed commission must be present. If the student is evaluated as “failed” during the defence of the final work, the other part of the SFE will not follow. Otherwise, the examination of the SFE subjects will continue.

11) The examination of the SFE subjects is performed, in particular, by the members of the commission appointed in advance. If a member of the commission is not present, another expert in the respective area from the members of the commission may ask a question. The examining member of the commission will select one topic from the respective SFE subject from the circle of the subjects to which the respective SFE relates. The student will talk about the topic for 5-7 minutes. If the student does not understand a question, he/she has the right to ask the examining person to clarify the question. The examining person can also discuss the respective topic with the student. The examining persons take care that the questions asked during the SFE do not repeat within one day. One member of the commission may be the examining person in two SFE subjects maximum. According to the time possibilities, also the other members of the commission can ask supplementary questions.

12) After the questions of all SFE subjects are answered, the commission will determine the final classification of the individual SFE subjects based on the proposal of the persons examining the respective subjects and under the rules described in paragraph 10. If the commission does not notify the student of the result of the defence of the final work, the classification of this part of the SFE will be determined in a similar way. The way of classifying the SFE subjects and the defence of the final work is described in the valid Study and Examination Rules of the University of South Bohemia. After the discussion among the commission members takes place, the student can be informed by the chairman of the commission of the final evaluation or, in particular for time reasons, the student can just be informed whether he/she passed the state final exam successfully or not. In such case, the final evaluation will be notified to all students at the end of the respective day of the SFE.

13) A record on the course of the SFE is drawn up on the prescribed forms. The record states some personal data of the student, the data on the program and the field of study, the course of the defence of the final work, the questions asked in the examination of the SFE subjects or the course of the examination, the composition of the SFE commission, the SFE result, etc. Accuracy of the record is certified by the signature of the chairman of the commission. The persons examining the SFE subjects certify, by their signature, the question asked the student or the course of the examination in the respective subject. The record on the SFE along with 1) the evaluation (opinions) of the final work by the head of the work and the external

opponent and 2) the answers to the questions on the final work provided by the student are archived.

14) If the state final exam is repeated in case the final work is not defended successfully, the student will defend the re-worked final work newly evaluated by the head of the work and the opponent and will sit for the exam on the respective SFE subjects. If the student fails during the oral exam on any subject of the state final exam, he/she will repeat only this part of the SFE. If the student does not pass any part of the SFE on a new date, his/her study will be terminated without the right to obtain the bachelor or master degree.

15) The state final exam can be repeated in 3 months after the unsuccessful state final exam at the earliest. The dates of the SFE are solely within the competence of the management of the Faculty of Fisheries and Protection of Waters.

16) All members of the commission are entitled to the remuneration for the membership in the commission. The external members will be paid according to the valid rate schedule of the Faculty of Fisheries and Protection of Waters of the University of South Bohemia for external workers. Alongside the transportation fees, the external members of the commission are entitled to be paid the accommodation or meals for the necessary period. The remuneration for the internal members is determined by the dean of the faculty.

This Dean's decision comes into effect on 30 May 2011.

This decision was approved by the dean's committee on 7 June 2011 and discussed in Academic Senate of the Faculty (ASF) on 23 June 2011.



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Chairman of the ASF of the FFPW



Prof. Dipl. - Ing. Otomar Linhart, DSc.  
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