



Ref. No.00/01218/24

Vodňany, 19<sup>th</sup> April 2024

## **Dean's Measure No. 6/2024**

### **The Course of the State Final Exams (SFE) of Bachelor's and Follow-up Master's Study Programs**

In compliance with Article 27 paragraph 10 of the Study and Examination Rules of the University of South Bohemia in České Budějovice of 22<sup>nd</sup> May 2017 (SER USB), I determine the content, form, and conditions of the State final exams in bachelor's and follow-up master's study programs and its organization.

- 1) A student is obliged to register for the SFE within the date set by the schedule for the academic year. The student must also submit the final thesis to the study office within the set deadline according to the schedule for the academic year (AY). A student who has not met all the conditions for holding the SFE by the date set in the AY schedule will not be admitted to the SFE. The student may also withdraw from the SFE by a written notice delivered to the study office of the Faculty no later than the day before the SFE, provided that the condition set out in Article 27, paragraph 5 of the SER USB is not violated.
- 2) The date of the SFE must be announced no later than 2 weeks before its holding. The announcement also includes the composition of the SFE commissions and the list of students with an indication of the expected time of examination for each student (SFE program).
- 3) A student shall be informed of the opinion of the supervisor and the opinion of the opponent at the latest 5 days before the date of the SFE. Opinions will be published via the USB information system (IS/STAG). The student's obligation is to get familiar with the opinions until the SFE takes place and to process written responses to the comments and questions contained in the opinions of the supervisor and the opponent and hand them over to the commission for the SFE on the date on which it takes place. A student who does not submit the relevant document does not have to be admitted to the SFE. The SFE commission decides on the admission / non-admission of a student to the SFE.
- 4) The State final exam takes place in front of the SFE commission which is appointed by the Dean of the Faculty in compliance with Section 53 of the Act No. 111/1998 Coll. On Universities. The examination commission consists of a chairman of the commission, a secretary, examiners from individual areas of the SFE, and possibly other members. The chairman of the commission supervises the observance of the



time schedule of the SFE and in case of a tie, he/she decides on the final classification of a student. The commission secretary takes care of introducing a student to the commission or other necessary communication with the commission recorder, the study office, and students. The secretary also supervises the course of the SFE in compliance with the FFPW USB Dean's Measure and valid rules (SER USB, Act No. 111/1998 Col., On Universities, as amended, etc.). 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 by a recorder without the right to vote. The recorder along with the commission secretary is responsible for drawing up minutes on the course of the SFE, gathering all necessary documents for the SFE and ensuring the organizational matters associated with the SFE, the necessary communication with students and the study office, signatures of the commission members on the protocols on the course of the SFE, etc.

- 5) The student will arrive at the SFE no later than 15 min. before the time specified in the SFE program. A student who does not attend the SFE and does not apologize in writing within five working days after the date of the SFE will be classified as "failed".
- 6) Before coming to the commission, the recorder verifies the student's identity according to the student's identity card or passport. A student, who does not reliably prove his / her identity by the identity card or the passport, will not have to be admitted to the SFE. Upon arrival before the SFE committee, the secretary of the commission introduces the student to the commission and briefly informs the commission about the course of the student's studies (weighted study average, final thesis topic, thesis supervisor, etc.) based on documents from the study office. The collection of information about students is in charge of the study office, the recorder is responsible for their collection and delivery to the SFE. The commission will have the following materials available for each student during the final examination: 1) a list of completed subjects from IS/STAG including evaluation of individual subjects for the entire period of study in the relevant study program -1x, 2) an evaluation (opinion) of the final thesis by the supervisor and external opponent - 1x, 3) a thesis of the final work, which is received by the members of the examination commission at least 14 days before the SFE, 4) a complete copy of the diploma thesis - 2x, 5) written preparation of answers to questions on the final thesis posed by the opponent and the thesis supervisor -1x.
- 7) After the student is introduced, the student will be invited to defend his / her final thesis. The student will briefly inform the commission of the goals, the course of the solution, and the results of the work through the PowerPoint presentation on the Faculty's templates for 10-15 minutes. Thereafter, the secretary of the



commission will acquaint the other members of the commission with the evaluation of the final thesis from the supervisor and the opponent including additional raised 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 point 4). After this part, a discussion of the commission members with the student on the topic of the final thesis will follow. The whole defense of the final thesis should not last more than 40 minutes.

- 8) After the defense of the final thesis, the commission has the right to decide on the result of the defense 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 the examination of the SFE subjects, it means that the student successfully passed the defense of the final thesis. The student will be informed of his/her evaluation of the defense later after the SFE commission takes a decision.
- 9) The final classification of the defense of the final thesis will be determined by the SFE commission based on the state and quality of the thesis, the actual course of its defense, or opinions on the final thesis. The commission decides on the result of the evaluation through a 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 half of the members of the appointed commission must be present. If the student is evaluated as "failed" during the defense of the final thesis, the other parts of the SFE will not follow. Otherwise, the examination in the SFE areas will proceed.
- 10) The examination in the SFE areas 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 who is authorized by the chairman of the SFE commission may ask a question. The examining member of the commission will select one topic from the respective SFE area from the circle of the subjects to which the respective SFE area 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 examiner to clarify the question. The examiner can also discuss the respective topic with the student. The examiners take care that the questions asked during the SFE do not repeat within one day. One member of the commission may be the examiner for a maximum of two SFE subjects. According to the time possibilities, also the other members of the commission can ask supplementary questions from any area of the SFE. Examining from the SFE areas should not take longer than 20 minutes.



- 11) After examining the SFE areas, 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 9. If the commission does not notify the student of the result of the defense of the final thesis, the classification of this part of the SFE will be determined similarly. The way of classifying the SFE subjects and the defense of the final thesis is described in the SER USB. After the discussion among the commission members takes place, the student can be just informed by the chairman of the commission of the final evaluation or, in particular for time reasons, whether he/she passed the SFE successfully or not. In such cases, the final evaluation will be notified to all students at the end of the respective day of the SFE.
- 12) The minutes from the course of the SFE are taken and are entered directly into the relevant form in IS/STAG. In case of technical problems, the minutes can be taken in another way, but they must be entered into IS/STAG in a machine-readable form no later than the next working day after the exam, or its part. The minutes state some personal data of a student, the data about the program and the field of study, the course of the defense of the final thesis, the questions asked in the examination of the SFE subjects, the course of the examination, the composition of the SFE commission, the SFE result, etc. The minutes are submitted to all members of the commission for review and possible additions before being stored in IS/STAG. The recorder is responsible for the entered part of the minutes and inserted classification. The minutes from the SFE along with 1) the evaluation (opinions) of the final thesis by the supervisor and the external opponent and 2) the answers to the questions on the final thesis provided by the student are archived. The minutes from the course of the defense of the final thesis and the opinions of the evaluators of the final thesis are archived and published in IS / STAG following the relevant Measure of the Rector.
- 13) If the SFE is repeated in case the final thesis is not defended successfully, the student will defend the reworked final thesis newly evaluated by the supervisor and the opponent and will sit for the exam in the respective SFE subjects. If the student fails during the oral exam in any subject of the SFE, he/she will repeat the whole part of the SFE (examinations of SFE subjects). 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 a bachelor's or master's degree.
- 14) The State Final Exam or its part can be repeated at the earliest 3 months after the unsuccessful attempt and at the latest by the end of the following AY. The dates of the SFE are exclusively in the competence of the management of the FFPW USB.



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University of South Bohemia  
in České Budějovice  
Czech Republic

15) All members of the commission are entitled to the remuneration for their membership in the commission. The external members will be paid according to the valid rate schedule of the FFPW USB for external workers. Alongside the transportation fees, the external members of the commission are entitled to be paid for the accommodation or meals for the necessary period. The remuneration for the internal members is determined by the Dean of the Faculty.

This Measure comes into force on 19<sup>th</sup> April 2024.

This Measure was approved by the Dean's Collegium on 18<sup>th</sup> March 2024 and was discussed in the Academic Senate of the FFPW USB on 19<sup>th</sup> April 2024.

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