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<p>Measure of the Vice-Rector for Educational Activities 10/2023</p> <p>Final State Examination at AMBIS University</p>		
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Art. I General provision

- (1) The study at AMBIS University (hereinafter referred to as "**AMBIS**") is duly completed by a final state examination (hereinafter referred to as "**FSE**") before an Examination Committee pursuant to Section 45(3) or Section 46(3) of Act No. 111/1998 Coll., on Higher Education and Amendments and Supplements to Other Acts (Act on Higher Education) (hereinafter referred to as "**the Act**"). The proceeding and the announcement of the result of the FSE are public. A written record of the entire course of the state examination shall be made by the Examination Committee.
- (2) The FSE consists of separately classified components:
 - a) The defence of the bachelor's thesis is part of the FSE in the Bachelor's study programme; the defence of the Master's thesis (hereinafter collectively referred to as the "**final thesis**") is part of the FSE in the follow-up Master's study programme. The final thesis shall be written in the language in which the study programme is conducted or in English. AMBIS shall establish by internal regulations the necessity to submit a request for a thesis in a language other than the language of instruction in the programme of study.
 - b) Another part of the FSE is a partial examination of subjects or groups of subjects specified in the study plan as part of the FSE (hereinafter referred to as "**FSE subjects**").
- (3) Access to the FSE is conditional on fulfilling all the requirements of a given programme as set out in the programme characteristics:
 - a) registration for FSE,
 - b) obtaining the minimum credit value of the study (180 ECTS credits for the Bachelor's degree and 120 ECTS credits for the follow-up Master's degree),
 - c) completion of all study obligations by the deadline set by the academic year schedule.
- (4) If a student does not meet the requirements for access to FSE, his/her application will not be accepted.
- (5) A condition for access to the defence of the thesis is its processing in accordance with the internal regulations of the school and its submission and publication in the thesis archive of the Student Information System (hereinafter referred to as "**IS**"). Submission of the thesis is understood as its insertion in the IS in the prescribed manner and submission of a request for acceptance of the thesis via the IS Office.
- (6) A thesis submitted pursuant to subsection (5) may not be amended until its defence.
- (7) The elaboration of the final thesis at AMBIS is governed by a special internal regulation.
- (8) At the moment of acceptance, the thesis is made available in the IS for the student, supervisor and opponent. At least five working days before the defence, the thesis is published for public viewing in accordance with Section 47b of the Act at the study department of the relevant AMBIS branch. After the defence, the thesis is published in the IS.
- (9) An opponent is appointed to examine the thesis according to the rules set out in the internal regulations of the School. If the opponent or the supervisor of the final thesis is not a member of the Examination Committee, they may participate in its deliberations, including the non-public parts, with an advisory vote. The opponent and the supervisor of the thesis shall elaborate a written assessment. The student has the right to be informed of the assessments at least five working days before the defence.

- (10) In accordance with Article 20 (7) of the AMBIS Study and Examination Regulations, the proper elaboration and submission of the thesis is a condition for the defence of the thesis. If a student submits a final thesis that does not meet the requirements for this type of qualifying thesis set out in the internal regulations, the thesis will not be admitted to the defence, as the condition of its required processing is not met.
- (11) The individual parts of the FSE are conducted orally (in person) in the school building.
- (12) The period of regular and resitting dates of the FSE for each degree programme shall be determined by the Rector in accordance with the academic year schedule. Furthermore, the rector shall set the deadline for the submission of applications for regular and resitting FSE dates for a given semester. The dates of the FSE and the composition of the Examination Committee are published in the IS before the start of the FSE in a given semester. The application deadlines for FSE are part of the academic year schedule.
- (13) The student shall excuse his/her absence from the FSE through the IS Office no later than 5 working days after the date for which he/she has registered for the FSE. The student is obliged to provide a doctor's note with the excuse. The Vice-Rector for Studies or his/her delegated officer decides on the validity of the excuse. If the student does not properly excuse his/her absence, he/she is graded as "failed" for that date. In exceptional cases for reasons other than health, the Rector or his/her delegate decides whether an excuse is accepted.
- (14) If a student is graded as "failed" in a regular date for an FSE part, he/she has the right to resit that part in two resitting dates. An unsuccessful defence of the final thesis or an unsuccessful examination in the other FSE parts may be resat at the next announced FSE date according to the academic year schedule. The defence of the final thesis may be held no earlier than two months after the unsuccessful defence, and the unsuccessful examination of the other subparts may be held no earlier than one month after the previous unsuccessful attempt.
- (15) The student must successfully complete the last part of the FSE in a given course of studies no later than two years from the first day of the calendar month following the date on which the student fulfilled the conditions for taking the FSE or part thereof. A student who does not successfully complete the FSE within this time limit or who unsuccessfully exhausts all FSE dates (one regular and two resitting ones) shall be subject to termination proceedings for failure to meet the conditions set out in the Study and Examination Regulations.

Art. II

Examination committee

- (1) Each part of the FSE shall be held before an Examination Committee. The members of the Examination Committee shall be professors, associate professors and other experts appointed by the Rector based on approval by the Academic Council of AMBIS pursuant to Section 53(2) of the Act, while the Ministry of Education, Youth and Sports (hereinafter referred to as the "**Ministry**") may appoint additional members of the Examination Committee from among the eminent experts in the relevant field.
- (2) Members of the examination committee shall be appointed for each academic year. If necessary, the Academic Council may also approve additional members of the committee during the academic year. Members of the committee appointed by the Rector may be removed by the Rector with the approval of the Academic Council.
- (3) The Rector shall appoint the Chairperson of the Examination Committee from among the members of the Examination Committee approved by the Academic Council of

- AMBIS. The Chairperson shall preside over its meetings and be responsible for its activities.
- (4) The Chairperson of the Examination Committee for the FSE in Bachelor's studies has to be an academic staff member and has to have at least a research degree obtained by completing a doctoral programme in the relevant field or fields of study. The members of the committee shall have a minimum of a Master's degree in the relevant field or fields of education.
 - (5) The chairperson of the Examination Committee for the FSE in the follow-up Master's programme must be an academic who has been appointed as a professor or associate professor in a field corresponding to the field or fields of study. The members of the Committee shall have completed at least a Master's degree in the relevant field or fields of study. A majority of the members of the committee (including the chairperson) shall hold at least a doctoral degree in the field or fields of study concerned.
 - (6) In a professionally oriented study programme, a member of the FSE Examination Committee may include a practitioner with relevant experience in the last 5 years related to the study programme with at least a completed master's degree. In an academically oriented study programme, only academic staff may be members of the Examination Committee.
 - (7) As a rule, the Examination Committee shall be composed of three members and shall be able to hold a quorum if the chairperson of the Committee and at least one other member of the Committee are present. The Examination Committee shall act by an absolute majority of the members present. In the event of an equality of votes, the chairman's vote shall be decisive in deciding the result.
 - (8) The coordination and staffing of the Examination Committee are provided by the heads of the relevant departments. A recorder(s) is (are) appointed for each board, who fills in a protocol in the IS for the course of a given FSE date for each student. The protocol is checked, approved and electronically signed by all Committee members, including the chair of the Committee for the given term.
 - (9) The Committee recorder normally invites students to the examination room, organises the selection of questions by the student and assists the student with the projection of the presentation for the defence of the final thesis.
 - (10) Students are assigned to a specific date within the range given by the academic year schedule and to a specific Committee by the study department. The specific FSE date to which a student is assigned will be posted for the student no later than 7 calendar days prior to the start of the FSE term as per the AY schedule. The composition of the Examination Committee is published in the IS for the student at least one day before the FSE.

Art. III

Procedure of the FSE

- (1) The aim of the FSE is to verify whether the student has acquired the knowledge and skills required by the study programme and the graduate profile and is adequately prepared for their application in practice. The FSE is a comprehensive examination of the knowledge that the student has acquired throughout his/her studies.
- (2) At AMBIS, the examination scopes of topics for FSE subjects are designed to verify the mastery of the skills required for the profession, which are supported by the necessary theoretical knowledge.

- (3) The FSE consists of a thesis defence and an oral final examination of the subjects specified in the characteristics of the programme of study.
- (4) The Examination Committee shall determine the order of the subparts of the FSE for a particular student.
- (5) Defence of the final thesis::
 - a) The Examination Committee shall allow the student to comment on the assessments of the supervisor and the opponent of the thesis.
 - b) The proper defence shall consist of an introduction by the student (defence speech), comments on the assessments and a follow-up debate on the thesis.
 - c) The student's opening speech usually includes:
 - o the factual justification for the choice of topic
 - o the progress of the thesis, with particular emphasis on the stated aims, the research questions, the chosen methods and the contribution of the thesis,
 - o the conclusions and recommendations reached by the student.
 - d) The length of the student's introduction should not exceed 10 minutes; after the introduction, attention should be paid in particular to the answers to the questions of the supervisor and the opponent of the thesis. Later in the defence, the student will answer additional questions from the members of the Examination Committee.
 - e) In the event of an unsuccessful defence, the Committee shall record in the minutes the exact reasons and instructions for any reworking of the thesis. This protocol will be stored in the thesis archive in the IS no later than the day after the given FSE deadline.
- (6) Oral examination of the subjects according to the given study programme:
 - a) The student will randomly draw 1 scope of topics from each FSE subject. If any examination scope is already selected in the morning/afternoon block of the FSE, it will be removed from the list for that block.
 - b) The student has the right to prepare for this part of the FSE in a designated area (normally 10 minutes per FSE subject).
- (7) The Chair of the Examination Committee will inform the student of the FSE partial marks and the overall result immediately after the FSE term.

Art. IV Assessment of FSE

- (1) For each subpart of the FSE, the Examination Committee decides on its result. The result of each sub-part of the FSE shall be graded according to a grading scale determined in accordance with the conditions set out in the School's Study and Examination Regulations.
- (2) The overall result of the FSE shall be evaluated by the Examination Committee after the completion of the last part of the FSE by one of the grades according to the conditions specified in the School's Study and Examination Regulations:
 - a) „excellent“,
 - b) „very good“,
 - c) „good“,
 - d) „failed“.

- (3) Assessment criteria:
- a) Excellent - the student answers the question coherently, independently places the topic in a broader context in the introduction, lists all the subparts of the topic and organizes them systematically. The student is able to independently report in detail on each selected sub-question. The student responds vividly to all supplementary questions from the examiner.
 - b) Very good - the student answers the question coherently, places the topic in a broader context in the introduction, introduces all subtopics and organises them systematically. The student reports on the selected subquestion with partial inaccuracies or ignorance. The student is able to respond to approximately 75% of the examiner's supplementary questions
 - c) Good - the student answers the question, with minor lags or partial inaccuracies in their responses at the stage of placing the topic in a wider context. The student states most of the subparts of the topic. The student is able to respond to at least 50% of the examiner's supplementary questions.
 - d) Failed - the student is ignorant of the broader context of the topic or provides less than 75 % of the subparts of the topic. The student is unable to report on a selected subquestion or fails to respond to more than 50 % of the examiner's supplementary questions.
- (4) The overall result of the study is determined by the study results achieved and the final grade of the FSE as a whole. The assessment may be "passed with distinction", "passed" or "failed".
- (5) A student who has achieved an average passed mark of 1.5 or better for the entire course of studies, has been awarded a grade of "good" in no more than two subjects and has a final FSE grade of "excellent" shall be awarded the grade "passed with distinction".
- (6) The overall result of the duly completed studies is indicated in the university diploma.
- (7) A graduate of a Bachelor's programme shall be awarded the academic degree of "Bachelor" (abbreviated "Bc." before his/her name) pursuant to Section 45(4) of the Act, and a graduate of a further Master's programme shall be awarded the academic degree of "Magister" (abbreviated "Mgr." before his/her name) pursuant to Section 46(4)(a) of the Act, depending on the type of study programme

Art. V Final provision

In this regulation, the gender-neutral masculine is used to refer to the persons involved. This internal regulation is published in the AMBIS information system.

Art. VI Distribution list

- (1) Copy No. 1 Administrator's copy
- (2) Copy No. 2 loan copy.