

*Dean's Directive No. 8/2019*

**on Due Completion of Studies in Bachelor's, Follow-up  
Master's, and Master's Degree Programmes**

*Pursuant to section 28 (1) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some other acts (The Higher Education Act), as amended by subsequent regulations (hereinafter The Higher Education Act), I am issuing the following directive:*

**Article 1**  
**Subject of Amendment**

1. The Directive amends the organization of final state examinations in Bachelor's, follow-up Master's, and Master's Degree Programmes in the context of provisions specified in the Study and Examination Regulations of Masaryk University.

**Article 2**  
**The Content of the Final State Examination**

1. The student is obliged to arrive to the place of the final state examination in sufficient advance of the time specified in the particular examination schedule.
2. The total duration of the final state examination is 45 minutes; duration of each part is:
  - a) presentation of the thesis (student) – 15 minutes;
  - b) reviews on the thesis (examination board) – 5 minutes;
  - c) the thesis defence and discussion about the thesis (student) – 10 minutes;
  - d) academic discussion – 15 minutes.
3. Chairman of the examination board may decide in individual cases to shorten or extend the above mentioned time limits if this is necessary or expedient due to the course of the examination.
4. The above given time limits should be applied adequately in the case of the final state examination in Double-Subject-Inter-Faculty studies or Associated studies.

### **Article 3 The Examination Board**

1. The examination board for final state examinations (hereinafter "the Board") is determined in accordance with The Higher Education Act and with the internal regulations of the Masaryk University.
2. The Chairman of the Board must be associate professor or professor in the given or related field.
3. At least one member of the Board is a member of a different department than the department where the final state examinations are taking place.
4. Member of the Board can also be a visiting expert and supervisor of the defended thesis.

### **Article 4 The Content of the Final State Examination of Single-Subject Studies or Studies with Specialization**

1. Unless stipulated otherwise, the state examination in all programmes or fields of study consists of the following separately assessed parts:
  - a) "Bachelor's Thesis Defence in Bachelor's Degree Programmes or "Master's Thesis Defence" in Master's Degree Programmes and in follow-up Master's Degree Programmes;
  - b) subject "Academic discussion".
2. Both Bachelor's and Master's thesis defence as well as examination in subject are done orally.
3. For students who have already begun the final state examination before the academic year 2019/2020, the passing of the final state examination remains the same, consisting of the following components:
  - a) "Bachelor's Thesis Defence" in Bachelor's Degree Programmes or "Master's Thesis Defence" in Master's Degree Programmes and in follow-up Master's Degree Programmes;
  - b) "Subject economics";
  - c) one or more specialist subjects determined by the Accreditation of the field of study.
  - d) For the field of study Administration Publique, the final state examination consists of parts "Master's Thesis Defence", "Economics" and "Public Administration", taken in Czech language, and "Administration Publique", taken in French language.
4. Both Bachelor's or Master's thesis defence as well as examinations in individual subjects are done orally.

## **Article 5**

### **The Content of the Final State Examination of Double-Subject Inter-Faculty Studies in a Field of Study Accredited at the Faculty of Economics and Administration**

1. Unless stipulated otherwise, the final state examination consists of the following, separately assessed parts:
  - a) "Bachelor's Thesis Defence" in Bachelor's Degree Programmes or "Master's Thesis Defence" in Follow-up Master's Degree Programmes if the student chooses a field of study at the Faculty of Economics and Administration for the thesis by registering a topic of the bachelor's or master's thesis;
  - b) Subject "Academic discussion".
2. Both Bachelor's and Master's thesis defence as well as examination in individual subject are done orally.
3. For students who have already begun the final state examination before the academic year 2019/2020, the passing of the final state examination remains the same from these components:
  - a) "Bachelor's Thesis Defence" in Bachelor's Degree Programmes or "Master's Thesis Defence" in Follow-up Master's Degree Programmes if the student chooses a field of study at the Faculty of Economics and Administration for the thesis by registering a topic of the bachelor's or master's thesis;
  - b) "Subject economics";
  - c) one or more specialist subjects determined by the Accreditation of the double subject combination.
4. Both Bachelor's or Master's thesis defence as well as examinations in individual subjects are done orally.

## **Article 6**

### **The Content of the Final State Examination in programmes with associated studies in program Accredited at the Faculty of Economics and Administration**

1. Unless stipulated otherwise, the final state examination consists of the following, separately assessed parts:
  - a) "Bachelor's Thesis Defence" in Bachelor's Degree Programmes or "Master's Thesis Defence" in Follow-up Master's Degree Programmes if the student chooses as a main study plan the program at the Faculty of Economics and Administration.
  - b) Subject "Academic discussion".
2. Both Bachelor's or Master's thesis defence as well as examinations in individual subjects are done orally.

## **Article 7**

### **Dates of Final State Examinations**

1. The period for setting state examination dates is specified for a given academic year by the Academic Year Calendar within the exam periods of the spring and autumn semesters. A Bachelor's or Master's Thesis defence and exams in individual subjects take place on the same day unless the Accreditation of a given program or field of study stipulates that individual parts of the state examination shall be taken on different days. In accordance with the Study and Examination Regulations of Masaryk University, dates of individual examinations are set by departments guaranteeing particular programs or fields of study via the MU Information system; students are obliged to register for individual dates in the IS MU in compliance with the Study and Examination Regulations of Masaryk University.
2. Resit examinations always take place after the final state examinations carried out in the ensuing semester after the semester in which the student failed a part or the state examination. Dates for state examinations in individual programmes or fields of study are offered both as regular and repeat.
3. Individual dates of final state examinations in all programmes or fields of study are posted for single-subject, double-subject and associated studies together.

## **Article 8**

### **Fulfilment of requirements prior to the state examination**

1. Students of Bachelor's Degree Programmes are only allowed to take the state examination if they have registered for the state examination in the Information System (IS MU), if they have fulfilled all the requirements of their studies specified by the Course Catalogue, if they have accomplished the minimum credit value of the given studies, and if they have duly submitted their Bachelor's Thesis. The Department shall not accept the Bachelor's Thesis, if some of student's grades have not been entered or if the student has failed to complete Bachelor's Seminar 2 course. Requirements of the given studies specified by the Course Catalogue must be fulfilled three days before the date of the state examination the student has registered for at the latest. If the aforementioned conditions are not met, the student will not be allowed to take the state examination.
2. Students of Master's and Follow-up Master's Degree programmes are only allowed to take the state examination if they have registered for the state examination in the Information System (IS MU), if they have fulfilled all the requirements of their studies specified by the Course Catalogue, if they have accomplished the minimum credit value of the given studies, and if they have duly submitted their Master's Thesis. The Department shall not accept the Master's Thesis, if some of student's grades have not been entered or if the student has failed to complete Master's Seminar 2 course. Requirements of the given studies specified by the Course Catalogue must be fulfilled three days before the date of the state examination the student has registered for at the latest. If the aforementioned conditions are not met, the student will not be allowed to take the state examination.

### **Article 9**

#### **Interruption of studies between individual dates of the state examination for students who failed the state examination but met conditions for enrolment in the following semester.**

1. Should students fail the state examination but, at the same time, meet conditions for enrolment in the following semester and want to enrol in the semester, they have to ask for enrolment via the IS MU.
2. If, in the aforementioned case, students intend to interrupt their studies till the resit date of the state examination, they are obliged to request that their studies should be interrupted within five days of the unsuccessful attempt at the state examination.
3. Should students fail to ask for either enrolment in the following semester or interruption of studies, the Dean exercises his/her right and authority and interrupts students' studies.
4. Should a student exceed double the standard length of studies, his/her studies will be closed despite the fact that under normal they would have the right to repeat the state exam, interrupt their studies or enrol in the following semester.

### **Article 10**

#### **Final provisions**

1. This directive cancels and replaces Directive 8/2017 in its entirety.
2. The Vice-Dean for Studies is in charge of interpreting individual provisions of the directive.
3. Compliance with the directive is inspected by the Head of the Study Department.
4. The directive comes into effect on the day of publication.

In Brno, 9. 10. 2019

prof. Ing. Antonín Slaný, CSc.  
Dean