

**Directive of the Faculty of Economics and Administration, Masaryk University,
No. 8/2019**

**Due Completion of Studies in Bachelor's and Follow-up Masters' Degree
Programmes**

(in the version effective from 1 September 2024)

In accordance with Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter referred to as the "Act"), I issue this Directive:

Section 1
Subject of Regulation

- (1) The subject of regulation is the organization of final state examinations in Bachelor's and follow-up Masters' degree programmes in the context of the Masaryk University Study and Examination Regulations.

Section 2
Course of Final State Examination

- (1) The student is obliged to appear for the final state examination sufficiently in advance as determined by the examination schedule.
- (2) Total duration of final state examination is 45 minutes; the duration of individual parts is:
 - a) presentation of the thesis (student) – 15 minutes,
 - b) reviewers' reports (board) – 5 minutes,
 - c) defence and discussion of the thesis (student) – 10 minutes,
 - d) academic discussion – 15 minutes.
- (3) The chair of the final state examination board may decide on shortening or extending the above time periods if necessary or practical due to the course of the examination.
- (4) The above time periods shall be applied accordingly to double-subject inter-faculty studies or major/minor studies.

Section 3
Final State Examination Board

- (1) The final state examination board (hereinafter referred to as the "Board") is appointed in accordance with the Act and internal regulations of Masaryk University.
- (2) The chair of the Board is always an associate professor or a full professor in the given or related field.
- (3) At least one member of the Board comes from a workplace other than the department where the state final examination is held.

Section 4

Content of Final State Examination in Single-subject or Specialized Studies

- (1) The final state examination in all programmes of study comprises the following separately graded parts, unless provided otherwise herein below:
 - a) “defence of Bachelor’s thesis” in Bachelor’s academic degree programmes, “defence of final thesis” in Bachelor’s career-oriented programmes, or “defence of Master’s thesis” in follow-up Master’s programmes;
 - b) “academic discussion”.
- (2) The defence of the Bachelor’s, final or Master’s thesis as well as the examination itself is in oral form.

Section 5

Content of Final State Examination in Double-subject Inter-faculty Studies in a Field of Study Accredited at the Faculty of Economics and Administration

- (1) The final state examination comprises the following separately graded parts, unless provided otherwise herein below:
 - a) “defence of Bachelor’s thesis” in Bachelor’s degree programmes or “defence of Master’s thesis” in follow-up Master’s programmes in case the student chooses a field of study taught at the Faculty of Economics and Administration MU as a field in which he/she writes the thesis by registering the topic of the Bachelor’s or Master’s thesis;
 - b) “academic discussion”.
- (2) The defence of the Bachelor’s or Master’s thesis as well as the examination itself is in oral form.

Section 6

Content of Final State Examination in Major/Minor studies as Part of a Programme Accredited at the Faculty of Economics and Administration

- (1) The final state examination comprises the following separately graded parts, unless provided otherwise herein below:
 - a) “defence of Bachelor’s thesis” in Bachelor’s degree programmes or “defence of Master’s thesis” in follow-up Master’s programmes in case the student chooses a programme taught at the Faculty of Economics and Administration MU as the major;
 - b) “academic discussion”.
- (2) The defence of the Bachelor’s or Master’s thesis as well as the examination itself is in oral form.

Section 7

Dates of Final State Examinations

- (1) The dates of final state examinations are announced for the given academic year in the Academic Year Schedule and are held in the exam period of the spring and autumn semesters. The defence of the Bachelor’s, final or Master’s thesis and examinations in the individual subjects are held in one day, unless separate dates are expressly determined for the respective parts of the final state examination in the given programme or the field of study, as follows from the Accreditation of the relevant programme or the field of study. The concrete dates of the examinations are announced by the departments that guarantee the relevant programme or the field of study in accordance with the MU Study and Examination Regulations through the MU Information System; students are

obliged to register for the individual dates in the application in accordance with the MU Study and Examination Regulations.

- (2) The dates of resits are always planned for the period of final state examinations in the semester following the semester in which the student failed a part of the final state examination. The dates of final state examinations are announced in individual programmes or fields of study as regular and resit at the same time.
- (3) The dates of final state examinations are announced in individual programmes or fields of study jointly for single-subject, double-subject and major/minor studies.

Section 8

Fulfilment of Study Obligations Before the Final State Examination

- (1) Students of Bachelor's degree programmes are allowed to sit for the final state examination provided they have registered for the FSE in the IS MU, they have met all the requirements of the studies as prescribed by Course Catalogue, they have obtained the minimum number of credits and properly submitted their Bachelor's or final thesis. The department shall refuse to accept the Bachelor's or final thesis in case the student does not have the grading entered in the IS MU or he/she failed to complete the course Bachelor's Thesis Seminar 2 or Final Thesis Seminar 2. The requirements of the studies as prescribed by Course Catalogue must be met no later than three working days before the FSE date for which the students is registered. If the above requirements have not been met, the student shall not be allowed to sit for the FSE.
- (2) Students of follow-up Master's degree programmes are allowed to sit for the final state examination provided they have registered for the FSE in the IS MU, they have met all the requirements of the studies as prescribed by Course Catalogue, they have obtained the minimum number of credits and properly submitted their Master's thesis. The department shall refuse to accept the Master's thesis in case the student does not have the grading entered in the IS MU or he/she failed to complete the course Master's Thesis Seminar 2. The requirements of the studies as prescribed by Course Catalogue must be met no later than three working days before the FSE date for which the students is registered. If the above requirements have not been met, the student shall not be allowed to sit for the FSE.

Section 9

Interruption of studies between the dates of the final state examination in the case of students who failed the FSE and at the same time met the requirements for advancement to the next semester

- (1) If a student fails the FSE and at the same time meets the requirements for advancement to the next semester and he/she wishes to enrol in that semester, the student must apply for the enrolment through the relevant application in the IS MU.
- (2) If such a student intends to interrupt the studies until the next FSE resit, he/she must apply for such interruption no later than within five working days after the failed FSE.
- (3) If the student does not apply for enrolment in the next semester or for the interruption of studies, the dean shall use his/her right and shall interrupt the studies ex officio, regardless of the student's will.
- (4) The student must successfully complete the last part of the FSE no later than in the semester in which the double the standard duration of studies since the enrolment in the studies, increased by the time of interruption under Section 13(4) of the MU Study and Examination Regulations and a potential time for which the studies were interrupted due to serious health reasons or due to student's recognized parental period under Section 13(1b), will pass. A student who fails to

successfully complete the final state examination within this period or who unsuccessfully exhausts all dates of the final state examination shall be terminated the studies.

Section 10
Final Provisions

- (1) This Directive repeals Directive of Faculty of Economics and Administration MU No. 8/2019 in the version effective from 20 October 2021.
- (2) I authorize the Vice-dean for Full-time Studies to interpret the individual provisions hereof.
- (3) The compliance with this Directive shall be inspected by the head of the Office for Studies.
- (4) This Directive belongs to the area of methodological procedure "Academic matters and fees related to study in Bachelor's and Master's degree programmes taught in the Czech language".
- (5) This Directive shall enter into force on the date of its signature.
- (6) This Directive shall enter into effect on 1 September 2024.

Prof. Mgr. Jiří Špalek, Ph.D.
Dean
Signed electronically