

FSS Directive No. 5/2024

State Final Examinations, Final Theses and their Defences

(effective from September 1, 2024)

Pursuant to Section 28(1) of Act No. 111/1998 Coll. on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), I issue this Directive:

Article 1

Subject of regulation

This Directive further specifies the conditions and common principles for the conduct of state final examinations (hereinafter referred to as "SFE"), final theses and their defences in the Bachelor's and Master's degree programmes of the Faculty of Social Studies of Masaryk University (hereinafter referred to as "FSS MU").

Article 2

Characteristics of the SFE

1. SFE at the FSS MU is governed by the Study and Examination Regulations of Masaryk University, this Directive, the faculty schedule of SFE, departmental schedules and their implementing instructions. The state final examination always consists of the final thesis defence and other components. A student of major/minor study presents their defence only for their major study plan.
2. The timetable of the SFE, including the dates of the defences, is determined by the departments in cooperation with the study department. With the exception of interfaculty major/minor studies, the timetable shall be arranged in such a way that the examinations in the SFE courses do not clash in the combined curricula. The timetable and the composition of the examination boards are made available in the IS MU at least two weeks before the start of the state examinations in accordance with Article 22(7).

Article 3

Preparation of the final thesis and completion of the diploma seminar

1. One of the conditions for finishing the study in the study programme is preparation and defence of the final thesis. The thesis shall be written in Czech, Slovak or English.
2. The student chooses the topic and supervisor of the thesis according to the terms and conditions of the department in which the thesis is to be prepared. Departments are responsible for the publication, completeness and timeliness of these conditions.
3. If the student is unable to obtain a topic and supervisor for the thesis by the deadline announced by the department, the student shall inform the department head within three working days after the deadline. The head of the department will then assign the student a supervisor and the topic of the thesis without undue delay.

4. If obstacles arise that prevent the thesis supervisor from continuing to supervise the thesis (e.g. interruption or termination of employment at FSS MU), the head of the department, in which the thesis is being prepared, will arrange alternate supervisor without undue delay. Unless otherwise agreed, the topic of the thesis remains unchanged. In all other cases, with the exception of Article 6.3, there is no automatic entitlement to a change of topic or supervisor. Any change of topic or supervisor is decided by the Head of Department on the basis of a request from the student.
5. In the case of a major/minor study, the student shall record the diploma seminar in the major study plan.
6. Completion of the diploma seminar demonstrates the student's professional readiness to proceed to the defence. The submission of the thesis in the diploma seminar is considered to be the insertion of the text of the thesis within the scope defined by the department into the course submission room.
7. The acquisition of credits from the diploma seminar and, if applicable, other courses related to it, is a condition for fulfilling the obligations set out in the study programme and for proceeding to the last component of the SFE.

Article 4

Fulfilling the study requirements

Section 4.1

Single-subject or specialised studies

1. The student shall apply for the SFE in the Information System of Masaryk University (hereinafter referred to as "IS MU") within the period defined in the timetable set by the department, either in the semester in which he/she has fulfilled the conditions for access to the SFE of his/her programme pursuant to Article 23(1) of the Study and Examination Regulations, or in the following semester. If the student does not apply in the following semester at the latest after fulfilling the conditions of the programme, he/she will be included in all components of the SFE and will be informed of this step by electronic mail (e-mail) 14 days before the date of the SFE at the latest. In the event of applying for the SFE in a semester in which the student has fulfilled the requirements of the programme, the student may withdraw from the SFE according to the departmental timetable.
2. In the case of a regular term of the SFE, the student is obliged to take all its components within the period set for the state examinations of the semester for which he/she has applied for the state examination (Study and Examination Regulations of MU Art. 23 para. 4).
3. The fulfilment of study obligations of students registered for the SFE must be completed no later than 3 working days before the date of the SFE on the given study plan so that the study department can check them and confirm the student's admission to the SFE. A student who fulfils the conditions for joining the SFE is enrolled by the study department in the SFE courses in the IS MU, managed by the department.

Article 4.2

Major/minor studies

1. A student shall register for the SFE in the Masaryk University Information System (hereinafter referred to as "IS MU") during the period defined in the timetable set by the Department, in the semester in which he/she has fulfilled the conditions for access to the SFE of his/her programme pursuant to Article 23(1) of the Study and

Examination Regulations. The condition for applying for the regular term of the SFE on the major study plan of the combined study is the fulfilment of all requirements of the given study plan of the major/minor plan and the achievement of at least two thirds of the minimum credit value of the study. After completing each semester, a major/minor student is required to assign courses to the study plans in the IS MU.

2. The student must take the last part of the SFE (i.e. the SFE in the minor study plan) no later than in the semester in which he/she has fulfilled the conditions for access to the SFE of his/her programme according to Article 23 paragraph 1 of the SFE or in the following semester. If a student fails to register for all components of the SFE after meeting the requirements of the programme no later than the following semester, he/she will be enrolled in all components of the SFE and informed of this step by electronic mail (e-mail) no later than 14 days before the date of the SFE. In the event of applying for the SFE in a semester in which the student has fulfilled the requirements of the programme, the student may withdraw from the SFE according to the departmental timetable.
3. The fulfilment of the study obligations of students registered for SFE must be completed no later than 3 working days before the date of SFE on the given study plan so that the study department can check them and confirm the student's admission to SFE. A student who fulfils the conditions for joining the SFE is enrolled by the study department in the SFE courses in the IS MU, managed by the department.

Article 5

Submission of the final thesis and defence

1. The final thesis in a particular study programme may not be used for the completion of studies in another programme. In the case of concurrent studies, the student completes the final thesis of each of his/her studies. The student must submit an original manuscript as the final thesis for each course of study.
2. The final thesis must conform to the requirements defined by the department. A condition for joining the defence is the proper completion of the final thesis archive in accordance with Article 36(1) of the Study and Examination Regulations of the MU and the department's timetable.
3. If there are compelling reasons for this pursuant to Article 36, paragraph 4 of the Study and Examination Regulations of MU, the student may request via the IS MU that the entire thesis or some parts of it not be published. The extent of non-publication of parts of the thesis and the period of time for which the reasons for non-publication will expire (however, a maximum of 3 years) are determined by the thesis supervisor with the approval of the relevant vice-dean.
4. The supervisor of the thesis is obliged to check the thesis in the IS MU for similarity to other theses (plagiarism check) and to confirm the check of other parameters according to Article 36(7) of the Study and Examination Regulations of MU, no later than on the date specified in the Study and Examination Regulations of MU schedule at the relevant department.
5. The defence takes place in Czech, Slovak or English.
6. The student is obliged to monitor and actively resolve with the department any conflicts between the date of the defence and the date of the examination of the SFE courses caused by the major/minor study.
7. The student may properly excuse their absence from the defence, in accordance with Article 22, Paragraph 8 of the Study and Examination Regulations of MU, within 5 working days from the date on which the defence was scheduled. If he/she fails to do

so, he/she is graded as "failed". An acceptable excuse is, in particular, incapacity for work documented by a medical certificate attesting the student's state of health as of the date of the SFE, which explicitly shows that the medical indisposition prevents the student from participating in the SFE. The assessment of the relevance of the reasons is the responsibility of the Dean.

Article 6

Course of the defence and the SFE

1. The thesis supervisor (or an authorised employee) shall ensure that the thesis reports are entered into the IS MU. The reports must be in the IS MU and also available to the student at least 5 working days before the defence.
2. A student who receives a report or reports with a "fail" grade may defend his/her thesis before the committee. The final evaluation is entirely within the competence of the examination committee, which decides, among other things, on the basis of the student's defence. The final grade may not correspond to the proposed grade of the opponent or the supervisor of the thesis.
3. During the thesis defence, the student orally presents his/her thesis, comments on the comments of the thesis supervisor and the opponent, which are included in the thesis review, answers questions or comments of the members of the examination committee, or responds to questions from guests. The course and result of the defence is recorded in the minutes of the state final examination. If the defence of the final thesis is assessed by the examination committee as "failed", the committee will decide on further action, including possible change of supervisor or modification of the thesis topic. This decision (to change or retain the topic and supervisor) is always recorded in the state final examination record, communicated to the student immediately and is binding on the student.
4. Examinations of individual SFE subjects are conducted in writing or orally according to the instructions published by the department. In the follow-up master's programme, the final examination may be a debate on the content of the subjects of the profiling foundation and the basic theoretical subjects of the profiling foundation.
5. The course and result of the subject parts of the SFE shall be recorded or included in the form of annexes in the minutes of the SFE, which shall include the names and surnames of the chairman and members of the committee, their signatures and the date of the individual subject parts of the SFE.
6. A student who is assessed with a failing grade shall repeat the SFE in the remedial term at the earliest possible date of the SFE. A student may repeat the final examination no more than once. The student repeats only those parts of which he/she was assessed with a failing grade.
7. In accordance with Article 22(8) of the Study and Examination Regulations of MU, a student may duly excuse his/her absence from the SFE within 5 working days of the date on which the SFE was due to take place. If he/she fails to do so, he/she is graded as "failed". An acceptable excuse is, in particular, incapacity for work documented by a medical certificate attesting the student's state of health on the date of the SFE, which explicitly shows that the medical indisposition prevents the student from participating in the SFE. The assessment of the relevance of the reasons is the responsibility of the Dean.
8. The course of the examination and the announcement of the results of the examination are public (Article 22(2) of the Study and Examination Regulations of MU), with the exception of the committee's decision.

9. The Commission shall announce the results of the SFE on the day of the examination in the case of an oral examination and within 3 working days in the case of a written examination.

Article 7

Interruption of studies

1. If a student has been graded as a "fail" in any part of the SFE and at the same time has fulfilled all the requirements of the study programme and meets the conditions for advancement to the next semester, the dean shall interrupt the student's studies only at the student's request.
2. Except for the situation in Article 7.1, the Dean shall automatically interrupt the studies of students who have fulfilled the conditions of the study programme but who do not meet the conditions for advancement to the next semester and who have been assessed with a "fail" grade for any part of the SFE.
3. The reason for interrupting studies is the current disciplinary proceedings.

Article 8

Final provisions

1. I entrust the interpretation of the individual provisions of this Directive and their continuous updating to the Vice-Dean for Studies.
2. This Directive shall enter into force on the date of its publication.
3. This Directive shall take effect on September 1, 2024.
4. This Directive repeals the Directive FSS 6/2019 On State Final Examinations for Students of the Faculty of Social Studies of Masaryk University and Measure FSS 7/2012 On the Language of the Final Thesis.

In Brno, June 20, 2024

Stanislav Balík
Dean

Czech version is legally binding.