

# **Dean's directive for diploma thesis and the comprehensive final examination in Bachelor's and Master's programs at the FEE at CTU (SD\_2015\_02)**

## **Art.1 Introductory provision**

1. The comprehensive final examination at CTU FEE is a subject to Articles 21 to 23 of the Study and Examination Regulations for the Students of CTU in Prague.
2. Students complete their studies by taking the comprehensive final examination in their programs. The comprehensive final examination tests whether the student acquired comprehensive knowledge and skills required by the curriculum of their study program and whether he or she is able to use these while solving problems in real life.
3. The comprehensive final examination consists of two parts:
  - a.) Bachelor's, or Diploma thesis defense (hereinafter final examination)
  - b.) examination of theoretical knowledge and professional issues of the student's field of study. There are thematic fields established by the study program for the examination.
4. A student can take the comprehensive final examination after accumulating at least 180 credits in the subjects in Bachelor's program, or 120 credits in the subjects in Master's program including the Bachelor's, or Diploma thesis as the study plans for Bachelors or Masters programs prescribe.

## **Art. 2 The board of examiners for the comprehensive final examination**

1. The board of examiners for the comprehensive final examination must agree with the Article 21, paragraph 2 of the Study and Examination Regulations for the Students of CTU. The minimum amount of members of the board of examiners is five, including the chairman.
2. The board has a quorum of an absolute majority of members and Chairman or deputy chairman. The proceedings of the board are chaired by its chairman or deputy chairman. In the case of an equal number of votes, the chairman's vote decides.
3. The right to examine at the comprehensive final examination is held only professors, docents, and specialists approved by the FEE board of scientific counselors and specialists nominated by MEYS. There

should be members of at least two different departments of the faculty in the committee, and at least one external member.

4. The student will defend in front of the board of the department, which provides the relevant field of study (the department of thesis defense). If there are more departments providing for the field then the guarantee for the study plans will be proposed by the department of thesis defense.

### **Art. 3 Diploma thesis**

1. Through the diploma thesis a student shows the ability of independent creative work in the completed field of study. The diploma thesis can be written in Czech, Slovak or English languages.
2. Diploma work topics are offered by departments in Czech, Slovak, or English languages during the first months following the beginning of the teaching period each term. Students are required to choose a topic during the teaching period in the term preceding the term of their expected graduation in the field of study, at the latest.
3. The Dean approves diploma work topics based upon the proposal of the head of the department and students will receive them from the department of thesis defense in a prescribed form by the end of the term which precedes the term in which the student expects to register for the subject Bachelor's thesis, or Diploma thesis, at the latest. The validity of the proposed topics is limited to the period of the following three terms. If the student does not submit the Diploma thesis within this period, the Dean will then decide, based upon the proposal of the head of the department which proposed the diploma thesis, if the validity of the topic can be exceptionally extended, or if the student will receive a new topic for the Diploma thesis.
4. Based upon the proposal of the head of the department the Dean will name the guarantor of the diploma thesis out of the tutors and relevant staff of practitioners. The head of the department of thesis defense will, after consultation with the guarantor of the field of study, name the opponent from independent experts. If, in exceptional cases, the opponent of the Diploma thesis were to be an employee of the same department as a guarantor of the Diploma thesis or a person related to the guarantor of the Diploma thesis, or a student submitting a Diploma thesis, the head of the department asks the Dean for approval of the appointment. At least one of the pair guarantor-opponent should be a tutor at FEE. To clarify certain problems the guarantor of Diploma thesis, with the agreement of the head of the department, can name a consultant of the Diploma thesis.
5. Based upon the proposal of the guarantor of the Diploma thesis the head of the department of thesis defense can offer the Dean a change in the assignment of the Diploma thesis during its resolution; possible

changes in the final thesis assignment do not affect the deadline for its submission.

6. The student enrolls in the subject "Bachelor thesis" or "Diploma thesis" in the semester in which he/she assumes the successful completion of his/her study program. A student regularly consults his/her work with the guarantor, including comments on the emerging text. The Diploma work must be submitted within the prescribed period to the department of thesis defense. The Diploma work must meet the formal requirements, specified in the Deans directives, as well as the standards of the department of thesis defense, and last but not least it must comply with the ethical requirements for the Diploma thesis by Guideline no. 1/20 (the most serious violations of these requirements are mainly intentional plagiarism or other illegal ways of working with information resources). After checking the requirements according to Art. 3, par.10, the guarantor will decide on the granting or withholding of credit. Enrollment of the credit into the system is done by either the guarantor of the Diploma thesis or a member of staff authorized by the head of the department of thesis defense.
7. Students are obliged to submit the final work in the semester in which they register for the subject of the Bachelor thesis, or Diploma thesis. If the student is unable to deliver the final work within the set time, the Dean of the faculty may, upon the student's request, in exceptional cases, set an alternative date for submitting the final thesis. An application along with proper justification and a statement by the head of department of thesis defense as well as the guarantor of the Diploma thesis must be received by the Vice-Dean through the Study Department before the original deadline. If the student does not submit the Diploma thesis in the alternative set time even in the following term, he/she may register for the subject Bachelor thesis, or Diploma thesis again.
8. Conditions for the alternative date for submission of the diploma thesis and for the second registration of the bachelor, or diploma thesis, are set by Article 21, para. 4, if the Study and Examination Regulation for CTU students in Prague. If a student fails to submit a final work even after the second registration of the bachelor, or diploma thesis, will have their studies terminated in accordance with § 56 par. 1 point. b) of the Act.
9. A student registers for the final state exam within the dates of the state final exam set by the Dean via KOS during the dates specified in the academic year schedule. The Dean determines the date of the final state exam for students who in the semester:
  - a. submitted the application for the final state examination in due time
  - b. fulfilled the study plan at least three working days before the first day of the date of the final state examination.
10. A diploma thesis (usually in the range of 20 to 50 pages for a bachelor's thesis, or 40 to 80 for diploma thesis in A4 format (no attachments) printed on both sides, usually in font 11 and bound into one part in a soft board with cardboard board ( not spiral) must contain:
  - a. Contents, including a list of possible attachments
  - b. Entry form

- c. Annotation English language
  - d. Statement of separate processing work in accordance with the methodical guideline no. 1/20
  - e. proper citation of sources (in accordance with methodical guideline no. 1/20)
  - f. Initial analysis of a given topic
  - g. A description of the resolution of the assigned task
  - h. Final evaluation of results
  - i. Bibliography.
11. The diploma thesis is to be submitted in two copies: in paper, or printed version and in an electronic form (see details in the instructions for submitting the diploma thesis <https://www.fel.cvut.cz/cz/education/vlozeni-prace.pdf>).
  12. The guarantor of the diploma thesis will make an evaluation of the thesis and propose classification after submission of the diploma thesis. The opponent will draw up a report for the thesis and suggest classification. The evaluation of the guarantor also considers the student's overall approach to the preparation of the thesis. The opponent's report evaluates mainly the professional and technical level of the thesis.
  13. The faculty ensures the the student is able to know the results of the evaluation of the guarantor and the report of the opponent at least 5 calendar days before the date of the final examination.
  14. Committee members, examining students, supervisors and opponents are invited to the thesis defense. The committee members receive electronic versions of the thesis and reports no later than 3 working days before the day of the thesis defense. Invitations to the defense are made public.

#### **Art. 4. The process of the final state exam**

1. The State Exam begins with the defense of the diploma thesis. During the defense a student first briefly presents the work, and then the committee is apprised of the assessment of the guarantor and with the opponents' report. Students will then comment on the comments of the opponent and the guarantor of the diploma thesis and answer questions from committee members and guests.
2. After the thesis defense an examination on theoretical foundations and professional problems from the field of study takes place.
3. The State Exam will be held on the same day and usually does not last longer than one hour.
4. The process and declaration of the results of final examinations are public. The committee chairman can allow the opponent and the guarantor of the diploma thesis to take part in the closed session of the committee.

5. The process of the state final examination is documented and signed by the chairman or vice chairman along with all the members of the committee present, and head of the department of defense.

## **Art. 5. The classification**

1. The classification of the final state examination is discussed in Article 17 of the Study and Examination Regulations for Students of CTU in Prague.
2. Individual parts of the state final examination, as well as the state final examination as a whole, are classified on a scale according to Article 11, para. 1, of the Study and Examination Regulations for Students of CTU in Prague.

excellent	very well	good	satisfactory	sufficient	failed
A	B	C	D	E	F

3. If at least one of the two parts of the state final examination, meaning:
  - a. the diploma thesis and its defense
  - b. or an exam of the theoretical foundations and professional issues
4. is classified by the state examination committee with a mark of F, then the overall classification of the state final examination is also F.
5. If a student fails to come on the set date to the final state examination and does not give a written explanation of the reasons within five days of
6. the term of the exam, he/she is classified with the degree F. The failure of the five-day period may be excused by the Dean for particularly serious reasons, especially health.
7. For students who properly excuse themselves the Dean may set a new date for the final state exam, conditions for retaking the exam are regulated by Article 6 of this directive.
8. The state final exam may not be repeated more than once. The conditions for its repetition are specified in Art. 6 of this directive.
9. The total result of studies is evaluated as either "passed with merit", "passed", or "failed".
10. Conditions for graduating with the assessment of "passed with merit" are provided by Article 18, para. 2, of the Study and Examination Regulations for Students of CTU in Prague.

## **Art. 6. State Exam on an alternative date or re-sit**

1. The conditions for determining an alternative date of the state final exam are set by Article 17, paragraph 3, of the Study and Examination Regulations for Students of CTU.
2. Conditions for retaking the state final exam are set by Article 17, paragraphs 4-6, of the Study and Examination Regulations for Students of CTU in Prague.
3. The state final exam, including possible different date and time or repeat, must be taken by the student no later than one and half years from the date of fulfillment of all other requirements of the study program. The day of fulfillment of all other requirements of the study program is the last day of the examination period of the last semester in which a student registered for courses.
4. Maximum duration of study in a bachelor's program as set by Art. 3, paragraph 8, of the Study and Examination Regulations for Students of CTU, including completion of bachelor final state examination, should not exceed six years. Maximum duration of study in the master's program as set by Article 3, paragraph 8, of the Study and Examination Regulations for Students of CTU, including the completion of the master's final state examination, should not exceed four years.
5. A student who was assigned an alternative date for the state final exams or a term for its repetition, may at the initiative of the Dean under the terms of Article 13, para. 5c, of the Study and Examination Regulations for Students of CTU in Prague interrupt their studies until the next term of this exam.

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