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**Article 1**

**Introductory Provisions**

1. The rules of procedure of examination boards for state final exams (hereinafter referred to as "rules of procedure") are the internal standard of the Faculty of Logistics and Crisis Management (hereinafter referred to as "FLCM") of the Tomáš Bata University in Zlín (hereinafter referred to as "TBU"). Applies to all study programs conducted at FLCM.
2. State final examinations (hereinafter referred to as "SFE") of the FLCM are governed by Articles 26 to 30 of the Study and Examination Regulations of the Tomáš Bata University in Zlín (hereinafter referred to as "SER") and its internal regulations Rules for the course of study in study programs carried out at the Faculty of Logistics and crisis management (hereinafter referred to as the "rules"), Rector's Directive SR/12/2016 and Act No. 111/1998 Coll. "law").
3. The purpose of the Rules of Procedure is to unify:
* organization of SFE in all examination boards;
* course and timetable of examinations;
* maintenance of the test protocol.

Furthermore, the purpose of the rules of procedure is to contribute to the quality of the SFE:

* increasing the effectiveness of the examination board's proceedings;
* by eliminating the subjective preferences of examiners (i.e. preferences of some disciplines over others);
* by setting the rules for transparent assessment of students.
1. The relevant provisions of the rector's directive "Support of applicants and students with specific needs at the Tomas Bata University in Zlín" apply to the organization and course of SFE for students with specific needs.

**Article 2**

**State Final Exam**

1. SFEs are held on the dates determined by the teaching timetable at FLCM for the relevant academic year. The SFE is governed by Article 26 of the SER and the rules.

2. The SFE takes place before the examination board for the SFE (hereinafter referred to as the "examination board"), whose activities are specified in No. 27 of the SER and the rules.

3. The student conducting the SFE shall arrive at the SFE in the morning before the start of the relevant day according to the SFE schedule. Each day of SFE begins with an introduction to the students and the examination committee.

4. The SFE consists of two parts referred to in Article 26 paragraph (3) of the SER and the rules:

* first part – defense of bachelor/diploma thesis. **The student presents the basic theses and results of his work (usually 10 minutes for a diploma thesis and 7 minutes for a bachelor's thesis).** After reading the opinions of the supervisor and the opponent, a discussion follows, in which the student answers the questions of the supervisor, the opponent and the members of the committee regarding the bachelor/diploma thesis. In the absence of the supervisor or the opponent, their opinion will be read by a person authorized by the chairman of the commission;
* the second part – an oral exam on subjects that are specified in the accreditation materials of the study program. The student must be informed of the required structure and content of the exam subjects no later than 2 months before the SFE. Thematic areas for SFE are approved by the FLCM Council of Study Programs. The student draws a circle number.

**The time course of the SFE or its parts is determined so that the total time of the defense and examination is approximately 45 minutes for bachelor's and 60 minutes for subsequent master's study programs. The total duration of the SFE (including the non-public evaluation, classification and announcement of the result to the student) may not exceed 90 minutes.** This timetable is the basis for determining the SFE schedule at individual institutes. **On the given day of the SFE, a maximum of 8 students of the follow-up master's study program and 10 students of the bachelor's study program may be examined by one committee.**

1. Individual parts of SFE are classified separately. The assessment of individual parts and the overall assessment of SFE is given in Appendix No. 1 to the rules. The overall evaluation of the study is specified in Article 30 of the rules.

**Article 3**

**Proceedings of the Examination Board**

1. The proceedings of the commission are managed by the chairman or vice-chairman, their activities are governed by Article 27, paragraph (3-4) of the SER and the rules.

2. After the end of the entire exam, the examined student leaves the room.

3. After testing an individual student, the examination committee, under the guidance of the chairman or vice-chairman, consults on whether the student has successfully completed the SFE and informs him immediately.

**Article 4**

**SFE Protocol Record**

1. A protocol is kept on the course of SFE in the IS/STAG study agenda database, or in paper form (Article 26 paragraph (7) SER and rules).
2. Appendices to the protocol on SFE are the opinions of the supervisor and the opponent of the bachelor/diploma thesis with the supervisor's statement on the originality of the work (checked by the Theses.cz system). In addition, the SFE protocol includes: the student's application for SFE, confirmation of the fulfilment of the student's study obligations issued by the study department, in justified cases, a proper excuse letter, or a copy of the dean's decision to accept/reject the excuse, in the case of postponing the publication of the final thesis, a decision approved by the FLCM Dean.
3. The classification of the SFE must be entered in the protocol of the same day. The results from the protocol will be transferred to the IS/STAG study agenda without undue delay. After entering the students' classification, the secretary of the examination board prints the SFE reports and submits them to the chairman of the committee for review.
4. The chairman of the examination board will check the recorded assessment and introduce it to the members of the examination board.
5. Protocols on the progress of the SFE shall be signed by the chairman and all present members of the examination board.

**Article 5**

**Final Provisions**

This directive replaces the Dean's directive SD/01/2018 Rules of procedure of examination boards for state final examinations of 12 February 2018 as of its effective date.