

TOMAS BATA UNIVERSITY IN ZLÍN

RULES FOR THE COURSE OF STUDY IN STUDY PROGRAMS IMPLEMENTED AT THE FACULTY OF LOGISTICS AND CRISIS MANAGEMENT

The Academic Senate of the Faculty of Logistics and Crisis Management, pursuant to Section 27, Paragraph 1, Letter b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, approved on 18 May 2026 the draft Rules for the Course of Studies in Study Programmes Implemented at the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín
and

The Academic Senate of Tomas Bata University in Zlín, pursuant to Section 9, Paragraph 1, Letter b), Point 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Higher Education Act), as amended, approved on June 30, 2026 the draft Rules for the Course of Studies in Study Programs Implemented at the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín, as its internal regulation.

PART ONE BASIC REGULATIONS

Article 1 Introductory provisions

- (1) The rules for the course of study in study programs implemented at the Faculty of Logistics and Crisis Management (hereinafter referred to as the "rules") constitute its internal regulation in accordance with the provisions of Section 33, paragraph 2, letter f) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), as amended (hereinafter referred to as the "Act") and in accordance with Article 5 of the Statute of the Faculty of Logistics and Crisis Management of Tomas Bata University in Zlín.
- (2) These rules regulate the specific conditions and course of study in study programs implemented at the Faculty of Logistics and Crisis Management (hereinafter referred to as "FLCM") within the meaning of the provisions of Article 1, paragraph 4 of the Study and

Examination Regulations of Tomas Bata University in Zlín (hereinafter referred to as "SER") and in this sense supplement the SER.

- (3) The provisions of this internal regulation in conjunction with the SER apply to the relevant extent to all students of full-time and combined forms of study at FLCM, to academic staff providing instruction in study programs implemented at FLCM, and to all administrative staff of FLCM.

PART TWO

PROVISIONS FOR STUDYING IN BACHELOR'S AND MASTER'S STUDY PROGRAMS

Section 1 *STUDY ORGANIZATION*

Article 2 **Academic year and time structure of studies**

Ad par. (2) SER:

- (1) In the last semester of both bachelor's and master's studies, classes normally last 10 weeks.
- (2) In professional study programs, classes are normally held for 10 weeks in the summer semester of the second year and for 8 weeks in the summer semester of the third year.
- (3) If a student has courses with a standard duration of instruction (usually 13 or 14 weeks) registered in their study plan in the last semester of studies, they are obliged to ask the teacher within two weeks of the start of classes for the possibility of completing the course at an earlier date.

Ad par. (4) SER:

- (1) Teaching in the combined form of study is organized in blocks, typically once every two weeks with a two-day concentration on Friday and Saturday.

Ad par. (5) SER:

- (1) The student enrolls in a study group independently through the study agenda information system (hereinafter referred to as "IS/STAG") according to the published instructions. Enrolment is subject to meeting the specified conditions and group capacity; in justified cases, the FLCM study department may adjust the enrolment.

- (2) In one lecture group, the number of students is usually equal to the number of students enrolled in the subject and is assigned to a classroom with the appropriate capacity. In one study group for seminars and exercises, the number of students is usually equal to the maximum capacity of the classroom. Study groups for teaching in special classrooms, especially computer and laboratory classrooms, are formed according to the capacity of the classroom.

Ad par. (6) SER:

- (1) The academic year schedule is announced by the Dean of FLCM (hereinafter referred to as the “Dean”) as an internal FLCM standard by the end of May after discussion in the Academic Senate of FLCM. This document is published in the FLCM information system.

Article 3

Study programs

(without additions or clarifications)

Article 4

Study plans

Ad par. (3) SER:

- (1) Updated study plans for the following academic year for bachelor's and master's degree programs are published on FLCM annually, usually by the end of June of the previous academic year.
- (2) The student creates a personal study plan during preliminary registration. When choosing subjects, the student is guided by the study plan of the study program and the documentation (syllabus) of the subjects published in IS/STAG.
- (3) If a course is cancelled when the study plan is changed, the Study Program Council, at the proposal of the study program guarantor, shall determine another course according to the current study program as a substitute for those students who had already registered for the course as a compulsory or compulsory elective but did not complete it. If an elective course is cancelled, the student may register for another elective course of their choice.

Ad par. (5) SER:

- (1) An application for an exemption from the general rules for compiling a study plan is submitted pursuant to Article 60 of the SER.

Article 5

Study Program Council

Ad par. (2) SER:

- (1) At FLCM, a joint Study Program Council is appointed by the Dean for all study programs offered at FLCM. The Study Program Council is governed by the Rules of Procedure of the Study Program Council, which are issued by the Dean as an internal FLCM standard.

Ad par. (3) SER:

- (1) The Study Program Council consists of the Vice-Dean for pedagogical activities, senior staff of the institutes (hereinafter referred to as "directors of institutes"), guarantors of study programs and specializations, or other experts from among the academic and scientific staff of FLCM appointed by the Dean.

Article 6

Credit system

(without additions or clarifications)

Article 7

Method of completing the subject

Ad par. (2) SER:

- (1) A subject can be re-enrolled only once, in the relevant semester of the following academic year.
- (2) If a student has already received credit for an enrolled subject and was awarded an FX grade in the exam, this credit will be recognized when re-enrolling in the subject.

Article 8

Teaching method and its provision

Ad par. (3) SER:

- (1) The weekly scope of individual consultations provided by individual teachers is standardly 2 hours. The dates of consultation hours are published by the teacher at the beginning of each semester in IS/STAG and are updated continuously in case of changes. Consultations are provided during the teaching period and during the examination period; outside the announced consultation hours, they may also take place based on an agreement between the teacher and

the student. Consultations can also be provided via means of distance communication, upon agreement with the teacher.

Ad par. (5) SER:

- (1) Attendance at lectures is recommended and may be controlled in the case of subjects profiling the basis of the study program. In such a case, the student must participate in such a range of lectures that is determined by the course guarantor and is listed in the course documentation (syllabi) in IS/STAG. In addition, the student must participate in at least 80% of the teaching scope of seminars, exercises and 100% of laboratory exercises. More detailed conditions of a specific subject are determined by the subject guarantor always before the beginning of the semester in the documentation (syllabi) of the subject in IS/STAG. In case of serious circumstances that make it impossible for the student to participate in classes with controlled participation, the student can agree with the teacher on how to compensate for the classes.

Article 9

Subject documentation (syllabus)
(without additions or clarifications)

Article 10

Study advice

Ad par. (2) SER:

- (1) At FLCM, the advisory role is fulfilled by employees of the FLCM study department, or, to the extent corresponding to their functional classification, by directors of institutes, guarantors of study programs, guarantors of relevant subjects, head teachers of grades and other academic staff.
- (2) FLCM students can also use the counselling services of the TBU Counselling Centre and the FLCM Student Support Centre.

Section 2

VERIFICATION AND EVALUATION OF STUDY RESULTS

Article 11

Study results verification

Ad par. (1) SER:

- (1) Students in study programs implemented by FLCM may obtain credits, graded credits and take examinations in the relevant academic year, usually on the dates specified in the FLCM academic year timetable and on other dates announced by the teacher. However, they must unconditionally comply with the deadline for taking credits, graded credits and examinations for the given academic year, unless they have been granted an exemption pursuant to Article 4(5) of the SER.
- (2) For continuous verification of study results in written form, it is also possible to use the LMS Moodle.

Ad par. (6) SER:

- (1) In accordance with Section 57(3) of the Act, the study report is kept in the form of an officially confirmed, verified extract from the IS/STAG and contains an overview of the student's achieved study results. The study report is issued to the student by the FLCM study department upon their request.

Article 12

Credit and graded credit

Ad par. (1) SER:

- (1) The conditions for granting credit (or credit before the exam) and classified credit are set out in the subject documentation (syllabi) in IS/STAG. The evaluation is given by the teachers of the given subject.
- (2) The student has the opportunity to obtain a credit or a graded credit in the regular and 1st or 2nd retake term. The student registers for the graded credit term via IS/STAG. The credit term and the pre-examination credit term can be entered by posting the terms in IS/STAG or directly by the examiner in the subject classification in IS/STAG without posting the term in IS/STAG.

Ad par. (3) SER:

- (1) Regular and remedial credit dates (if listed in IS/STAG) or classified credit dates are set by the examiner of the subject at least 7 days before the start of the examination period, also via IS/STAG. The examiner is obliged to list a sufficient number of credit dates (if listed in

IS/STAG) or classified credits in the regular and remedial examination period. A sufficient number of places on all dates means a number of places that corresponds to at least 150% of the number of students enrolled in the given subject. The obligation to list credit dates or classified credits in the remedial examination period is waived if all enrolled students have completed their credits or classified credits in the regular examination period.

- (2) Credit or graded credit can be obtained within the regular deadline, no later than the end of the regular examination period.
- (3) The retake exam can be taken during the regular or retake exam period.
- (4) A student has the right to withdraw from a credit or graded credit, but no later than the deadline defined in IS/STAG. An excuse for non-participation must be submitted to the examiner.
- (5) The student proves his/her identity when taking a credit or graded credit by means of a TBU student ID card.

Ad par. (8) SER

The dates and method of recording a credit or graded credit in IS/STAG are specified in Article 57.

Article 13
Exam

Ad par. (3–4) SER:

- (1) The conditions for granting the exam are set out in the course documentation (syllabus) in IS/STAG. The assessment is given by the teachers of the given course.
- (2) The student has the opportunity to take the exam in the regular and two remedial dates and registers for it through IS/STAG.
- (3) The regular and remedial examination dates are set by the examiner of the subject at least 7 days before the start of the examination period, also via IS/STAG. The examiner is obliged to list a sufficient number of examination dates in the regular and remedial examination period, depending on the number of students enrolled in the subject and with regard to the course of the examination. A sufficient number of places on all dates is understood to be a number of places that corresponds to at least 150% of the number of students enrolled in the given subject. There must be at least four dates in the regular examination period, suitably spaced out, and at least two dates must be listed in the remedial examination period. The number of places on dates in the remedial examination period must be higher than 100% of the number of students who have not yet passed the examination. The obligation to list examination dates in the remedial examination period is waived if all enrolled students have passed the examinations in the regular examination period.
- (4) The examination may be held on the regular date no later than the end of the regular examination period.

- (5) The retake exam can be taken during the regular or retake exam period.
- (6) A student has the right to withdraw from the examination, but no later than the deadline defined in IS/STAG. If a registered student does not participate in the examination without a proper excuse, withdraws from the examination after it has begun, or seriously violates the examination rules, he or she is classified with grade F (“insufficient”) on the ECTS scale. A student may also withdraw from the examination later for serious reasons, especially health reasons.
- (7) The student proves their identity when taking the exam using their TBU student ID card.

Ad par. (8) SER

- (1) The dates and method of recording a student's classification are specified in Article 57.

Article 14

Comprehensive exam

(without additions or clarifications)

- (1) The comprehensive exam is not held at FLCM.

Article 15

Classification scale

(without additions or clarifications)

Article 16

Student's average grade

Ad par. (1) SER:

- (1) The weighted grade point average is calculated rounded to two decimal places.

Section 3
STUDY PROCEDURE

Article 17
Conditions for continuing studies

Ad par. (1) SER:

- (1) The fulfilment of the conditions for continuing studies is based on the information stored in IS/STAG. Students are recommended to check the entered data during the academic year in accordance with Articles 11 to 13 of the SER. The dates for checking studies are listed in the academic year schedule.

Bachelor's degree program

- (2) The condition for continuing studies in the 2nd semester of the 1st year of the full-time form of study of the Bachelor's degree program is to obtain **at least 10 credits** by the deadline set in the academic year schedule.

- (3) The condition for continuing studies in the 2nd year of a bachelor's degree program is to obtain **at least 30 credits in the 1st year of study**. If less than 30 credits are obtained, the student will be terminated from his/her studies pursuant to Section 56, Paragraph 1, Letter b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act.

If the student meets the condition for continuing studies, he/she will enrol in all enrolled and unfinished compulsory and compulsory elective courses of the 1st year of study in the 2nd year of study. It is also recommended that the student enrol in:

- a) all compulsory and selected compulsory elective courses of the 2nd year of study,
- b) selected elective courses.

- (4) The condition for continuing in the 3rd year of a bachelor's degree program is to obtain **at least 90 credits in the 1st and 2nd years of study**.

If less than 90 credits are obtained, the student will be terminated from his/her studies pursuant to Section 56, Paragraph 1, Letter b) of the Act. The decision-making procedure in this matter is governed by Section 68 of the Act.

If a student meets the condition for continuing his/her studies, he/she shall enrol in all enrolled and unfinished compulsory and compulsory elective courses from the previous years of study in the 3rd year of study. It is also recommended that the student enrol in:

- a) all compulsory and selected compulsory elective courses from the 3rd year of study,
- b) selected elective courses.

- (5) The condition for completing the Bachelor's degree program in the 3rd year of study is to achieve **at least 180 credits** in the prescribed composition pursuant to Article 27(1) of the SER.
- (6) If a student has not completed the Bachelor's degree program in the 3rd year of study, he/she shall enrol in all enrolled and unfinished compulsory and compulsory elective courses from the previous studies in the Bachelor's degree programme in the next year of study. The condition for continuing his/her studies in the 4th year of the Bachelor's degree programme is to obtain **at least 140 credits** in the previous three years of study in the Bachelor's degree programme.
- If less than 140 credits are achieved, the student's studies will be terminated pursuant to Section 56, Paragraph 1, Letter b) of the Act. The procedure for deciding on this matter is governed by Section 68 of the Act.
- (7) The standard period of study for a Bachelor's degree program is three years. The period of interruption of studies shall not be included in the period of study.

Master's degree program

- (8) The condition for continuing studies in the 2nd semester of the 1st year of the full-time form of study of the Master's degree program is the acquisition of **at least 10 credits** by the deadline set by the timetable of the academic year.
- (9) The condition for continuing studies in the 2nd year of study in the Master's degree programme is the acquisition of **at least 30 credits for the 1st year of study**.
- If the student achieves less than 30 credits, his/her studies will be terminated pursuant to Section 56, Paragraph 1, Letter b) of the Act. The procedure for deciding in this matter is governed by Section 68 of the Act.
- If the student meets the condition for continuing studies, he/she shall enrol in all enrolled and unfinished compulsory and compulsory elective courses of the 1st year of study in the 2nd year of study. It is also recommended that the student enrol in:
- a) all compulsory and selected compulsory elective courses of the 2nd year of study,
 - b) selected elective courses.
- (10) The condition for completing the Master's degree program in the 2nd year of study is to achieve **at least 120 credits** in the prescribed composition according to Article 27, paragraph 1 of the SER.
- (11) If a student has not completed the Master's degree program in the 2nd year of study, he/she shall enrol in the next year of study all enrolled and unfinished subjects of the current study in

the Master's degree program. The condition for continuing studies is to obtain **at least 90 credits** in the previous two years of study in the Master's degree program.

If less than 90 credits are achieved, the student's studies shall be terminated pursuant to Section 56, paragraph 1, letter b) of the Act. The procedure for deciding in this matter is governed by Section 68 of the Act.

- (12) The standard period of study in the Master's degree program is two years. The period of interruption of studies shall not be included in the period of study.

Ad par. (3) SER:

- (1) Students with any health restrictions, pregnant or breastfeeding students are obliged to report this restriction to the guarantor of the relevant subject in the case of forms of teaching that could endanger their health or the health of the foetus or the unborn child. They shall document their health status with a medical report. The guarantor of the subject, in cooperation with the student, shall establish an individual study plan (hereinafter referred to as the "ISP"), on the basis of which the student will be able to complete the subject without endangering the health of the student or the health of the child. The proposed ISP shall be approved by the dean.

Ad par. (4) SER:

- (2) In the event of justified failure to fulfil study obligations as a result of an extraordinary school state declared pursuant to Section 95a, paragraph 1 of the Act with the prior consent of the Ministry of Education, Youth and Sports, the student has the right to re-enrol in the unfulfilled study obligation in the next year of study or to change the enrolled compulsory elective and optional subject. The student submits a request with justification to the dean via IS/STAG.

Article 18

Study check

Ad par. (1) SER

- (1) Attendance control in controlled participation classes is carried out by the teacher according to the rules specified in the syllabus of individual subjects.

Article 19

Transfer between TBU study programs

Ad par. (5) and (11) SER:

- (1) A student shall apply for permission to transfer between study programmes and specializations of the same type via IS/STAG, no later than 31 January in the case of the winter semester or 31 July in the case of the summer semester. If a student transfers from another faculty, the

application shall include a statement of studies in the initial study programme confirmed by the relevant faculty. The Dean of the FLCM shall decide on the permission to transfer within 30 days and if the application is granted and the transfer to the continuing study programme is permitted, he shall also specify to the student the study obligations that must be fulfilled for this transfer and shall determine the date of enrolment in the study.

Ad par. (6) SER:

- (1) A student can request a transfer at the earliest after fulfilling the study obligations in the 1st semester of study in the initial bachelor's study program. The student must have fulfilled all study obligations for subjects that will be recognized for him in the continuing study program or specialization, while these subjects will be specified in the transfer decision.
- (2) In master's studies, transfer is possible only within the 1st year (at the latest before the start of the summer semester - 2nd semester), and exclusively before completing the specialization course included in the summer semester.
- (3) The Dean will grant a transfer request submitted by a student in the last year of the standard period of study only if there is a presumption of fulfilment of study obligations.

Ad par. (7) SER:

- (1) A student may apply for transfer between study programs and specializations only once within a bachelor's study program and only once within a follow-up master's study program.

Ad par. (8) SER:

- (1) Transfer may only be permitted within academically focused bachelor's degree programs that have the same or similar field of education.

Article 20

Enrolment in the next year of study

Ad par. (2) SER:

- (1) The organization of student enrolment for the next year of study is determined annually by the internal FLCM standard.
- (2) Enrolment of students for the next year of study and monitoring of the fulfilment of study plans is carried out through IS/STAG.
- (3) The FLCM study department checks that the registration is completed within the specified deadline and in the prescribed manner. Registration will only be allowed to those students who have met the conditions for continuing their studies.

Ad par. (3) SER:

- (1) After enrolment, a student cannot change a course once enrolled without a serious reason. He/she is thus guided to a responsible and judicious choice of courses based on all available information (course documentation (syllabus), consultation with course guarantors, etc.).
- (2) If a student is not registered for a course in IS/STAG, he/she cannot complete the course.

Article 21

Rules for creating a student's study plan

Ad par. (2) SER:

- (1) The time for creating a student's study plan is set out in the academic year's timetable. Upon enrolment in the next part of the study, the student's study plan becomes binding.
- (2) The semester information in the course documentation (syllabus) is binding. The course can only be enrolled in and completed in the semester in which it is taught.

Ad par. (3) SER:

- (1) Students in the first year of study are required to register for IS/STAG during the preliminary registration period and confirm their choice of compulsory, compulsory elective and optional subjects in the study plan.
- (2) If the enrolment for the first year of study took place after the preliminary enrolment period set out in the academic year timetable, the winter semester subjects will be added to the IS/STAG by the FLCM study department. Students are required to enrol in the summer semester subjects in accordance with the study programme documentation in the IS/STAG.

Article 22

Preliminary registration

Ad par. (1) SER:

- (1) The student is obliged to register for IS/STAG during the preliminary registration period and choose all courses according to the study plan (compulsory, compulsory electives and electives) for the following semester. The procedure for preliminary registration is determined annually by the internal FLCM standard.
- (2) During preliminary registration, the student is recommended to check whether the composition of the subjects in his/her study plan is in accordance with the structured list of subjects of the relevant study program for the given semester.

- (3) The student is solely responsible for the correct choice of individual subjects in the study plan.

Ad par. (2) SER:

- (1) The minimum number of students for opening a course is usually set at 10. If the required number of students is not reached during preliminary registration, the course will not be opened. The FLCM Study Department will publish this fact on the website. Students who have registered for an unopened course during preliminary registration in IS/STAG will come to the FLCM Study Department, which will register them in another chosen course in IS/STAG free of charge. In exceptional cases, individual (block) teaching may be allowed if the minimum number of students registered in the course is met. The maximum number of students for opening a course is not limited.

Article 23
Study interruption

Ad par. (1) SER:

- (1) The student submits a request for interruption of studies to the Dean via IS/STAG.
- (2) During the period of interruption of studies, no exams may be taken or any other study obligations may be fulfilled at FLCM.

Ad par. (2) SER:

- (1) At the time of interruption of studies, the person is not a student, therefore he/she is obliged to submit a student ID card and a confirmed "Protocol on settlement of obligations towards FLCM TBU in Zlín".

Article 24
Change of study form

- (1) A student shall submit a request for a change in the form of study to the Dean in accordance with Article 60. The request must be duly justified.

Article 25
Study abandonment

Ad par. (1) SER:

- (1) A student shall inform the TBU of the decision to abandon his/her studies by submitting a request to the TBU pursuant to Article 60, or a natural person with interrupted studies shall notify the TBU by submitting a signed written notification of abandonment of studies. Simultaneously with the notification of abandonment of studies, it is possible to submit a request for the issuance of a document on completed exams or a certificate of studies.
- (2) When leaving the studies, the student is obliged to submit the student ID card and the completed "Protocol on settlement of obligations to FLCM TBU in Zlín" to the FLCM Study Department.
- (3) The date of completion of studies is the date of delivery of a written notification from a student or natural person with interrupted studies about abandoning studies.

Article 26
Recognition of part of the study

Ad par. (1) SER:

- (1) For the recognition of the completed parts of the study or individual credits, classified credits and exams completed within the framework of the previous study outside FLCM, the student shall attach to the application:
 - a) a complete overview of achieved study results confirmed by the study department of the relevant university,
 - b) documentation (syllabi) of completed subjects.
- (2) Application for recognition of a part of the study (individual subjects), including the attachments listed in paragraph 1 letter a) and b) must be submitted no later than October 31 for the winter semester, no later than February 28 of the given academic year for the summer semester.
- (3) A credit, graded credit or exam can only be recognized if the date of completion of the study obligation in the relevant subject is no older than 5 years.

Ad par. (5) SER:

- (1) An application for recognition of a course is submitted to the Dean by filing in accordance with Article 60, who will decide considering the statement of the guarantor of the study program and, if applicable, the guarantor of the course. In the event that a student requests

non-standard recognition of a course completed within the framework of previous studies, i.e. recognition of the course in a different term than that specified by FLCM, this action will be charged in accordance with the internal standard of TBU. The entry in the study documentation will then be made by the FLCM study department.

Ad par. (6) SER:

- (1) The following provisions apply to students who apply for recognition of part of their studies completed abroad as part of mobility:
 - a) the student must be informed of all conditions relating to the recognition of foreign studies before leaving for the study stay,
 - b) if the student did not complete and properly complete the subjects that are part of his/her current study plan within the study program during his/her studies abroad, he/she is obliged to complete and properly complete these subjects upon his/her return,
 - c) if the number of credits for comparable subjects in the relevant FLCM study program and the study program at the foreign university differs, the credit evaluation valid in the relevant FLCM study program shall be taken as authoritative.

Section 4

PROPER COMPLETION OF STUDY

Article 27

Conditions for proper completion of study
(without additions or clarifications)

Article 28

State final exam

Ad par. (1) SER:

- (1) A student may take the state final exam (hereinafter referred to as the “SFE”) provided that, in accordance with the approved timetable for the academic year:
 - a) he/she has fulfilled the obligations specified in Article 27, paragraph 1, letters a) to c) of the SER,

- b) he/she has submitted the bachelor's thesis (hereinafter referred to as the "BT") or diploma thesis (hereinafter referred to as the "DT") for defense within the specified deadline,
- c) he/she has registered for the SFE.

The deadlines for registering for the SFE are set in the timetable for the academic year. (The timetable for the relevant academic year (Article 2, paragraph 6 of the SER) specifies the dates for holding state final exams at FLCM. The schedule of students for holding SFE will be published by the director of the relevant institute well in advance, no later than 3 days before the SFE, on the FLCM website. The directors of the institutes, where individual guarantors of study programmes work, are entrusted by the dean with the content and organizational aspects of the preparation and course of SFE. All administrative requirements associated with the submission of bachelor's and master's theses, their defenses and the course of SFE are managed by designated employees of the institutes. SFE consists of two parts:

- a) the first part - defense of BT or DT. The student presents the basic thesis and results of his work (standard 7 minutes for bachelor's theses and 10 minutes for master's theses). After reading the opinions of the thesis supervisor and opponent, a discussion follows, in which the student answers the questions of the opponent and the committee members regarding BT or DT. In the absence of the thesis supervisor or opponent, their opinion is read by a person authorized by the chairman of the committee.
- b) the second part - oral examination from the areas that are set out in the accreditation materials of the study program. The student must be familiar with the required structure and content of the examination subjects no later than 2 months before the state final examination.

The thematic areas for the state final examination are approved by the Council of the FLCM study program. The areas are developed in connection with the mandatory and selected mandatory elective subjects included in the state final examination and correspond to the content of the relevant accreditation file of the study program. Their structure is based on theoretical and professional foundation subjects and serves to verify the student's knowledge, skills and competencies in accordance with the graduate profile.

The total duration of the SFE (including private assessment, grading and announcement of the result to the student) must not exceed 90 minutes. The recommended duration is 45 minutes for bachelor's degree programmes and 60 minutes for master's degree programmes. Detailed methodological instructions are specified in the internal FLCM standard.

Ad par. (7) SER:

- (1) A protocol is kept on the course of the SFE in IS/STAG. The protocol is kept by the secretary of the SFE committee according to the instructions of the chairman of the examination

committee. The chairman of the examination committee is responsible to the dean for the correctness and completeness of the entry in the protocol.

The protocol includes:

- a) the course and classification of the BT or DT defense, including the questions and answers asked,
- b) the course and classification of the second part of the SFE, by subjects, including additional questions and answers,
- c) in the case of a classification of “insufficient” (F) the justification according to Articles 30 and 31 of the SER,
- d) the overall classification of the SFE according to Article 31 of the SER,
- e) the overall assessment of the duly completed studies (Article 32, paragraph 1 of the SER).

The annexes to the protocol are the assessments of the BT or DT supervisor and opponent with the supervisor’s statement on the originality of the work.

Article 29

Examination committees for state final exams

Ad par. (1) SER:

- (1) The members of the examination committees for SFE from among experts are approved by the Scientific Council of the FLCM upon the proposal of the Dean.

Ad par. (2) SER:

- (1) The examination board for SFE in the bachelor's degree program shall consist of at least three members, of which the chairman must have the rank of professor or associate professor. For SFE in the master's degree program, the examination board shall consist of at least five members, of which the chairman and vice-chairman must have the rank of professor or associate professor. A member of the board may also be a practicing expert in the given field.

Ad par. (3–4) SER:

- (1) The Dean appoints and dismisses the Chairman, Vice-Chairman and members of the Examination Board on the proposal of the Study Program Council.
- (2) The Dean shall convene the Examination Board meeting in writing and in sufficient advance.

- (3) The Dean shall appoint the Secretary of the Board, based on the proposal of the Director of the Institute, who shall ensure the organizational and administrative activities of the Examination Board.
- (4) The Chairman of the Examination Board shall be responsible to the Dean for the activities of the Board.
- (5) The proceedings of the Examination Board shall be conducted by the Chairman or Vice-Chairman, who shall assume the rights and obligations of the Chairman in his absence.
- (6) The Examination Board shall have a quorum if at least three-fifths of its members, but at least three, are present. Among these three members, the Chairman or Vice-Chairman must always be present.
- (7) The chairman or vice-chairman:
 - a) begins the work of the examination committee by briefly introducing the number of students being examined and necessary information on the course of the examination committee's work,
 - b) checks whether the members of the examination committee have the SFE documents at their disposal, i.e. a list of students being examined with their academic performance, the BT or DT that will be defended, the opinions of the supervisors and opponents of the final theses,
 - c) presents the principles of the SFE procedure to the members of the committee: the student draws a number by lot, the examination is conducted in the form of a debate, the course of the BT or DT and SFE defense is recorded in the SFE protocol in the IS/STAG study agenda information system,
 - d) begins and ends the BT or DT defense and the SFE subject examination while respecting the given time frame.
- (8) Individual SFE subjects are examined by designated members of the examination committee. All members of the examination committee may ask additional questions during the BT/DT defense.
- (9) The committee decides on the classification of individual examinees either immediately after the end of the SFE or after the examination of a group of students at a closed session. The committee members submit their proposals for the classification of the BT or DT defence, and the examiner then submits proposals for the classification in the individual subjects that are being discussed. If the committee does not reach an agreement, the classification and the result of the BT or DT defence are decided by a simple majority vote of the committee members present at the time of the vote. In the event of a tie (even number of committee members), a conciliation procedure will be held with a subsequent new vote. The result of the vote (ratio of votes) is recorded in the SFE protocol.

- (10) If a student is proposed an assessment of the grade “insufficient” (F), the result is always voted on and the result (number of votes) is recorded in the SFE protocol. In this case, the examination committee also decides on the justification, which it will include in the SFE protocol and with which the student is familiarized.
- (11) The result of the SFE will be announced publicly by the chairman of the examination board, or vice-chairman, on the day of the SFE (Section 53 of the Act).

Article 30 **Bachelor or diploma thesis**

Ad par. (1) SER:

- (1) The student is fully responsible for the content and quality of the BT or DT. BT or DT are written. Their scope and form are determined by the internal TBU standard, which is supplemented by the internal FLCM standard¹.
- (2) Plagiarism detected is dealt with within the framework of disciplinary proceedings.

Ad par. (2) SER:

- (1) The directors of the FLCM institutes are responsible for publishing the thesis topics for the following academic year. The list of thesis topics is published annually in IS/STAG no later than April 15. Their minimum number is determined by the number of students who complete their SFE studies in a given academic year.
- (2) Students in the penultimate year of a bachelor's or master's degree program register for thesis topics via IS/STAG after preliminary discussion with the thesis supervisor no later than May 15 of the relevant academic year. In the final year of study, in which the student will defend his thesis, the student shall supplement the assigned topic in IS/STAG with additional necessary information no later than October 31 of the relevant academic year.
- (3) If a student wants to develop his own thesis topic, he shall submit an electronic application via IS/STAG no later than March 15 in the penultimate year of study. The application shall include the title of the topic, an annotation, and the name of the expected thesis supervisor.
- (4) At the student's request and with the approval of the thesis supervisor, the study program guarantor may, in exceptional cases, change the assignment during the course of its completion.

¹ *Rules for the assignment and processing of bachelor's and master's theses, the organization, course and evaluation of state final exams at the Faculty of Logistics and Crisis Management of the TBU in Zlín.*

- (5) The official BT or DT assignment is submitted to the student on the date set by the academic year's timetable.

Ad par. (7) SER:

- (1) The assessments of the supervisor and opponent of a BT or DT are published in IS/STAG no later than 3 days before its defense.
- (2) A BT or DT that has been assessed by the supervisor or opponent with the classification level “insufficient” (F) is accepted for defense. In such a case, the assessor who gave this assessment participates in the defense.

Ad par. (12) SER:

- (1) The deadline for submitting a BT or DT is stated annually in the academic year timetable.
- (2) If a student, for serious reasons (especially documented health reasons), does not submit a BT or DT by the deadline set in the academic year timetable, he/she may request the Dean to postpone the submission of the BT or DT. The request for postponement of the submission of the BT or DT must be submitted to the Dean before the specified submission deadline and with a statement from the supervisor who assigned the BT or DT. A student who does not submit a BT or DT by the specified deadline without an excuse, or a student whose excuse was not accepted by the Dean, is classified in this part of the SFE with the grade “insufficient” (F).

Ad par. (15) SER:

- (1) A student shall submit a request for postponement of publication of the thesis or dissertation through IS/STAG no later than 60 days before the due date for submission of the thesis. The request must contain a detailed justification for the postponement of publication of the thesis, including a statement from the thesis supervisor.

Article 31

Evaluation of the state final exam

Ad par. (1) SER:

- (1) The evaluation of the SFE is discussed in Article 31 of the SER and Annex No. I of these rules.
- (2) Individual parts of the SFE are classified separately. Their classification, as well as the evaluation of the overall result of the SFE, is decided by the examination board in a closed session. The classification scale according to Article 15 of the SER is used for classification. The evaluation is proposed by the chairman of the examination board, considering the opinions of the members of the examination board, the level of the defended BT/DT and the course of

its defense, the level of knowledge that the student demonstrated during the oral examination. The proposed evaluation is accepted if more than half of the members of the examination board present agreed with it. In the event of a tie, the chairman of the examination board decides, or in his absence, the deputy chairman of the examination board. The overall classification of the SFE is subsequently determined by calculation according to the procedure specified in Annex No. I, Table 3 of these rules.

- (3) The result of the SFE will be announced publicly by the chairman of the examination board, or vice-chairman, on the day of the SFE (Section 53 of the Act).

Article 32

Overall study evaluation

Ad par. (3) SER:

- (1) Characteristics of excellent study results:

The overall study assessment "Passed with distinction" will be awarded to a student who meets the following criteria:

Bachelor's study program:

- a) the weighted average for the entire study in an accredited study programme does not exceed 1.40,
- b) S with an overall grade of "excellent" (A) or "very good" (B),
- c) SFE completed for the first time on time.

Master's study program:

- a) the weighted average for the entire study in an accredited study programme does not exceed 1.30,
- b) during the course of study, no examination or graded credit is assessed with the grade "E - sufficient",
- c) SFE with an overall grade of "excellent" (A) or "very good" (B),
- d) SFE completed for the first time on time.

PART THREE

PROVISIONS FOR STUDYING IN DOCTORAL STUDY PROGRAMS

Section 1

ORGANIZATION AND IMPLEMENTATION OF THE DOCTORAL STUDY PROGRAM

Article 33

Doctoral Study Program

(without additions or clarifications)

Article 34

Time structure of the study

Ad par. (2) SER:

- (1) The date of the vacation is determined by the supervisor in agreement with the student of the doctoral study program (hereinafter referred to as the “doctoral student”). The doctoral student is obliged to inform the Department of Science and Research of the FLCM in writing about the date of the vacation. The length of the vacation in the doctoral study program (hereinafter referred to as the “DSP”) is set at six weeks.
- (2) A full-time doctoral student of the DSP is obliged to perform study and research duties in the scope of at least 20 hours per week at the workplace designated by the supervisor, in accordance with the study program and individual study plan (hereinafter referred to as the “ISP”), and after agreement with the supervisor, part of these duties may also be fulfilled outside this workplace (e.g. in the field or during an internship).
- (3) A doctoral student of the combined DSP is obliged to carry out a consultation with the supervisor or other study activity in physical form at the relevant workplace at least twice each semester; after agreement with the supervisor, this obligation may also be fulfilled by a meeting held outside the workplace or using means of distance communication.

Article 35

Study forms

Ad par. (2) SER:

- (1) If a doctoral student does not complete his/her studies within the standard period of study, he/she may, with the consent of the supervisor and the opinion of the Doctoral Program Board, request the Dean in writing to advance to the next year of study. The application for

advancement to the next year of study and any change in the form of study must be submitted before the standard period of study expires via IS/STAG.

Article 36

Doctoral Program Board

Ad par. (6) SER:

Where necessary, the Chair of the Doctoral Program Board may request the members of the Doctoral Programme Board to express their opinion by correspondence. If the nature of the matter under consideration or the need to respond to an opinion so requires, the meeting of the Doctoral Program Board may also be conducted by means of remote communication.

Article 37

Supervisor

Ad par. (2) SER:

- (1) If the supervisor of a doctoral student is an external collaborator of FLCM, a consultant shall be appointed for the doctoral student from among the academic or research staff of FLCM. The proposal for the appointment of the consultant shall be submitted by the Vice-Dean responsible for the Doctoral Study Program (DSP), in cooperation with the external supervisor, and the consultant shall be approved by the Doctoral Program Board.

Article 38

Individual Study Plan

Ad par. (2) SER:

- (1) Within FLCM, a doctoral student is assigned to the institute (workplace) at which their supervisor is based; this assignment corresponds to the academic focus of the dissertation.
- (2) At the supervisory workplace, the results of the doctoral student's research activities are recorded and entered into the Personal Bibliographic Database (hereinafter referred to as the "PBD").
- (3) Internal regulations of FLCM governing the recording of attendance at the workplace, as applied by individual institutes, shall apply to doctoral students in full-time form of the

Doctoral Study Program (DSP). A doctoral student is considered a member of the relevant institute.

- (4) A doctoral student in full-time study shall carry out their study and research duties, as a rule, at the TBU/FLCM workplace, in a scope of at least 20 hours per week, in accordance with the study programme and the Individual Study Plan (ISP).
- (5) The performance of study and research duties outside the TBU/FLCM workplace is, in full-time form, generally not permitted, except during an approved placement, mobility period, or field research. In such cases, prior written consent of the supervisor and the responsible Vice-Dean is required, and shall be recorded at the Research and Development Office of FLCM.
- (6) During their studies, the doctoral student is also required to fulfil additional study obligations that complement their academic and personal development and support the achievement of the objectives of the ISP. These obligations include in particular:
 - a) participation in regular doctoral seminars at FLCM or TBU, during which the doctoral student continuously presents the progress and results of their research and receives feedback,
 - b) completion of courses in research methodology, academic writing, and research ethics,
 - c) development of academic communication skills in a foreign language, in particular English, with a focus on presenting and publishing research results in an international environment,
 - d) active participation in professional workshops and interdisciplinary colloquia organised by FLCM or TBU,
 - e) submission of an annual report on the fulfilment of the ISP within the specified deadline,
 - f) participation in an internal discussion on the dissertation topic, usually held after the second year of study,
 - g) compliance with the principles of research ethics, good publication practice, and protection of intellectual property.

Further study obligations may be specified in the student's ISP with regard to the nature of the dissertation research.

- (7) As part of the study obligations in the DSP, the student shall complete at least one of the following activities:

- a) a study stay at a foreign institution of a minimum duration specified in the Rector's Directive Standards of Study Programs at TBU, valid at the time of enrolment (currently 1 month), during which the student conducts research in line with the focus of their dissertation, no earlier than in the second year of study,
- b) participation in an international research project with results published abroad.

No later than one month after completion of the international activity, a final report containing information on the content of the activity shall be submitted to the Research and Development Office of FLCM. Minimum requirements for the results of the doctoral student's research activities are defined by an internal regulation of FLCM.

(8) Internal discussion:

As part of the internal quality assurance system of doctoral studies at FLCM, an internal discussion on the dissertation topic is held, usually after the second year of study. The aim of the internal discussion is to assess the doctoral student's academic preparedness, the level of progress of the research, the formulation of research objectives and hypotheses, and their ability to defend them in academic discussion. The internal discussion serves as an internal evaluation tool and does not constitute an examination or part thereof.

- (9) ISP and annual doctoral student evaluation (ADE) forms are available on the FLCM website. The supervisor shall submit the ISP to the Doctoral Program Board for discussion and approval within two months from the commencement of DSP studies. The ISP and its amendments are approved by the Doctoral Program Board. The annual doctoral student evaluation (ADE), in which the supervisor assesses the fulfilment of the ISP and the student's research activities for the previous academic year, is submitted by the supervisor to the Doctoral Program Board. After discussion by the Doctoral Program Board, the ADE is forwarded to the Research and Development Office of FLCM, no later than one month after the end of the assessed academic year.

Article 39

Course within the Doctoral Study Program

Ad par. (1) SER:

- (1) Courses within the Doctoral Study Programme (DSP) are compulsory and elective-compulsory.
- (2) The doctoral student shall take examinations in all compulsory courses and in one elective-compulsory course. Detailed information on individual DSP courses, in particular their content focus, scope, conditions and methods of completion, requirements for successful completion,

and designation of instructors/examiners, is set out in the course documentation (syllabi) of the study program; see Article 9.

Ad par. (5) SER:

Teaching in the Doctoral Study Program (DSP) is based on an individual approach to the student, carried out under the supervision of the supervisor in accordance with the approved Individual Study Plan.

The form of instruction is predominantly based on consultations and seminars, supplemented by colloquia, workshops, and methodological meetings that support the students' independent research activities. Consultations and seminars are always conducted in direct cooperation with the guarantor of the relevant course, who provides academic guidance and methodological support to students. Within these activities, students continuously present the results of their research, discuss methodological approaches, and share experience from professional practice.

Article 40
Doctoral Study Program Course Exam

Ad par. (2) SER:

- (1) The supervisor and/or consultant usually participates in the examinations of the subjects/courses of study of their doctoral student, but does not play the role of an examiner; however, if the supervisor is the guarantor or teacher of the subject being examined, he is obliged to act as an examiner (or co-examiner) in this examination. A consultant may be an examiner only if he is also the guarantor or teacher of the subject in question.
- (2) The result of the examination is entered in IS/STAG, see Art. 57.

Article 41
Evaluation and control of the implementation of the Individual Study Plan

Ad par. (1) SER:

- (1) At least once each semester, the doctoral student shall submit information on the fulfilment of study and research obligations and on the progress of work on the dissertation to the meeting of the institute in which he/she is assigned; this information shall be submitted under the guidance of the supervisor.
- (2) Once a year, the doctoral student shall submit supporting documents for the evaluation of the fulfilment of the ISP using the "Annual Evaluation of the Doctoral Student" (ADE) form; at the same time, the doctoral student may submit summary information on his/her activities for

the past academic year at the meeting of the institute.

- (3) No later than August 31, the doctoral student shall submit to the supervisor a report on the results of solving creative tasks, publishing activities and other activities essential for the evaluation of studies for the previous academic year, broken down according to the “Annual Evaluation of the Doctoral Student” (ADE) form, which is available on the FLCM website and at the FLCM Department of Science and Research; this report is one of the supporting documents for the evaluation of the doctoral student.
- (4) If the supervisor proposes to the subject council that the doctoral student not continue his studies due to failure to fulfil study obligations, the dean may, based on the opinion of the Doctoral Program Board, decide to terminate the doctoral student's studies pursuant to Section 56, Paragraph 1, Letter b) of the Act; the procedure for making decisions in this matter is governed by Section 68 of the Act.

Article 42

Study interruption in a Doctoral Study Program (without additions or clarifications)

Article 43

Study abandonment in a Doctoral Study Program (without additions or clarifications)

Article 44

Recognition of part of the study in a Doctoral Study Program

Ad par. (1) SER:

- (1) A doctoral student may apply for recognition of courses from a previous doctoral study, a concurrent doctoral study or a study within the framework of mobility.
- (2) Courses completed within the framework of another doctoral study or mobility may be recognized a maximum of 5 years after their successful completion.

Section 2
DISSERTATION AND ITS DEFENSE

Article 45
Dissertation

Ad par. (3) SER:

- (1) A proposal for the appointment of a consultant for a specific dissertation may be submitted simultaneously with the proposal for the dissertation topic, or at any time during the course of the study. The proposal is usually submitted by the supervisor and approved by the relevant departmental board. The proposal is accompanied by a characteristic documenting the professional competence of the proposed consultant.
- (2) A proposal for the appointment of an external supervisor is submitted by the vice-dean responsible for doctoral study programmes. The proposal is accompanied by a characteristic documenting the professional competence of the proposed external supervisor.
- (3) Proposals are submitted on the form published on the FLCM website.

Article 46
Application for dissertation defense

Ad par. (1) SER:

- (1) Before submitting the application for the defense of the dissertation, the prepared documents will be presented at a public meeting of the relevant institute (hereinafter referred to as the “internal defense”). Minutes of the meeting are taken. The minutes of the internal defense are submitted by the doctoral student together with the application for the defense of the dissertation.
- (2) The Application Form for the Defense of the Dissertation is published on the FLCM website.
- (3) The rules and deadlines associated with the defense of the dissertation are specified in the “Dissertation Defense Schedule”, which is available on the FLCM website.

Article 47
Dissertation defense committee

Ad par. (1) SER:

- (1) The Committee is appointed "ad hoc".

Article 48
Dissertation opponents and their reviews

Ad par. (4) SER:

- (1) The dissertation defense will take place even if one of the opponents has not recommended the dissertation for defense, if the doctoral student insists on defending the submitted thesis.

Article 49
Dissertation defense

- (1) If one of the opponents does not recommend the dissertation for defense, the doctoral student has the right to declare that he/she will not appear for the defense without an excuse. This declaration is submitted via IS/STAG no later than 10 days before the defense date. Based on such a declaration, the defense will be classified as "failed".

Ad par. (14) SER:

- (1) If the Dean accepts an excuse from the planned defense of the dissertation, the Chairman of the committee will propose a new defense date.

Section 3
PROPER COMPLETION OF STUDIES IN THE DOCTORAL STUDY PROGRAM

Article 50
Conditions for proper completion of studies
(without additions or clarifications)

PART FOUR PROVISIONS FOR RIGOROUS PROCEDURE

Articles 51 to 56 of the SER without additions and clarifications, rigorous procedure at FLCM is not accredited.

PART FIVE COMMON PROVISIONS

Article 57 Study documentation

Ad par. (1) a (2) SER:

- (1) The maintenance of study documentation at FLCM complies with the internal regulations and standards of TBU in accordance with the TBU Filing Rules.
- (2) The student is recommended to check the accuracy and completeness of the recording of his/her study results in IS/STAG.
- (3) The examiner is obliged to record the award of a credit, classified credit or examination in IS/STAG no later than 7 calendar days from the date of the credit, classified credit or examination. The student has the right to ask the examiner to correct an incorrect entry in IS/STAG no later than 14 calendar days from the date of the credit, classified credit or examination. In the third calendar week from the date of recording the classification in IS/STAG, only the FLCM study department and the vice-dean for pedagogical activities are authorized to make changes with the examiner's consent.
- (4) Employees of the department secretariat or the FLCM study department may not interfere in any way with the IS/STAG records without the teacher's consent. The timeliness of the records of credits and exams is randomly checked by the Vice-Dean for Educational Activities.

Article 58 Settlement of liabilities (without additions or clarifications)

Article 59 Delivery method (without additions or clarifications)

Article 60

Submission to TBU

(without additions or clarifications)

Article 61

Graduation day

(without additions or clarifications)

Article 62

Praise and awards

Ad par. (2) SER:

- (1) The Dean awards commendations associated with material or monetary rewards to students who have achieved extraordinary success in their studies or have successfully represented FLCM.
- (2) The Dean usually awards:
 - a) to students for the best study results,
 - b) to authors of the best bachelor's, diploma and dissertation theses,
 - c) for significant representation of FLCM in the field of science, sports and culture.
- (3) Other awards may be awarded by companies and institutions outside TBU.

Article 63

Proceedings to declare the completion of a state examination or part thereof invalid

(without additions or clarifications)

PART SIX

TRANSITIONAL AND FINAL PROVISIONS

Article 64

Transitional provisions

(without additions or
clarifications)

Article 65

Validity and effectiveness

- (1) These rules shall come into force on 1 September 2026.
- (2) On the date of coming into force of these rules, the rules of 15 September 2021 shall be repealed.

Ing. Jan Strohmandl, Ph.D., signed
AS FLCM Chairman

Prof. Ing. Zuzana Tučková, Ph.D., signed
FLCM Dean

Ass. Prof. Ing. Martin Sysel, Ph.D., signed
AS TBU Chairman

Prof. Mgr. Milan Adámek, Ph.D., signed
TBU Rector

Appendix No. I to the Rules

Assessment of the State Final Exam

Assessment of Part 1 of the SFE

The assessment of the defended Bachelor's or Master's thesis considers the evaluation of the supervisor and the opponent, the opinions of the members of the examination board, the quality of the defended thesis, and the course of its defence. The examination board shall classify the thesis using the grading scale in accordance with Article 15 of the Study and Examination Regulations (SER).

If the student fails to defend their Bachelor's or Master's thesis, the examination board shall decide whether the student must completely revise the thesis, supplement it, or prepare a thesis with a different assignment. The justification for this decision shall be recorded in the SFE report.

Assessment of Part 2 of the SFE

Table 1: Individual subjects of Part 2 of the SFE are assessed using the grading scale in accordance with Article 15.

ECTS grade	Verbal classification	Numerical value
A	excellent	1
B	very good	1.5
C	good	2
D	satisfactory	2.5
E	sufficient	3
F	fail	—

The arithmetic mean is calculated from the grades of individual subjects. If one or more subjects are graded “fail” (F), the overall result of Part 2 of the SFE is “fail” (F). The overall assessment of Part 2 of the SFE is determined according to the calculated arithmetic mean and the ranges specified in Table 2:

Table 2: Overall assessment of Part 2 of the SFE

	Verbal classification	Range of arithmetic mean
A	excellent	1.00 – 1.25
B	very good	1.26 – 1.75
C	good	1.76 – 2.25
D	satisfactory	2.26 – 2.75
E	sufficient	2.76 – 3.00
F	fail	–

Overall assessment of the SFE

After both parts of the SFE have been evaluated, the arithmetic means of the assessment of Part 1 of the SFE and the overall assessment of Part 2 of the SFE is calculated. The overall assessment of the SFE is determined by this calculated arithmetic mean according to the scale set out in Table 3:

Table 3: Overall assessment of the SFE

	Verbal classification	Arithmetic mean
A	excellent	1.00
B	very good	1.25 or 1.50
C	good	1.75 or 2.00
D	satisfactory	2.25 or 2.50
E	sufficient	2.75 or 3.00
F	fail	–

Note:

- If one of the two parts of the SFE is assessed as “fail” (F), the overall result of the SFE is “fail” (F).
- The student shall repeat those parts of the SFE in which they are assessed as “fail” (F).
- If the student is assessed with “fail” (F) in at least one subject in Part 2, they shall repeat the entire Part 2 of the SFE.
- If the student is assessed as “fail” (F) in both parts, they shall repeat both parts of the SFE in a retake session.

- In all of the above cases, the examination board shall state the justification for its decision in the SFE report, and the student shall be informed of this justification.