

RULES FOR THE ORGANISATION OF STATE EXAMINATIONS

**at the Faculty of Forestry of TU in Zvolen, which implements the provisions
of Article 16 (7) of the Study Regulations of TU in Zvolen No. R-
1799/2016**

as amended in the academic year 2021/2022

Material for the hearing
of the Academic Senate of the Faculty of Arts
organization of the...
on 20.4. 2022

Motion for Resolution:
Rules of the

are approved

- with comments
- no comments

It shall be submitted on the basis of
§ 27(1)(a)
of the Higher Education Act

Submitted by: prof. Ing. Marek Fabrika, PhD. , Dean of the Faculty

Rules for the organisation of state examinations at the Faculty of Forestry TU in Zvolen, which implements the provisions of Article 16 (7) R-1799/2016 as amended in the academic year 2021/2022

Číslo:

Article 1

Introductory provisions

- (1) The Faculty of Forestry of the TU in Zvolen, pursuant to Article 26, paragraph 3, letter a) of the Statute of the Faculty of Forestry of the TU No. R-12657/2013 (hereinafter referred to as the "Statute of the Faculty of Forestry"), may issue the Study Regulations of the Faculty of Forestry, in which it will modify the Study Regulations of the TU in more detail on its own terms. Until the new Study Regulations of the Faculty of Arts are issued and approved, the Faculty of Arts will be governed by the Study Regulations of the TU in Zvolen.
- (2) These rules for the organization of state examinations at the Faculty of Arts of the TU are issued to implement the provisions of Article 16 (7) of the Study Regulations of the TU in Zvolen No. R-1799/2016 approved by the Academic Senate of the TU in Zvolen on June 3, 2013, as amended and supplemented.
- (3) These rules for the organisation of state examinations at the Faculty of Forestry of the TU in Zvolen regulate the content, organisation and course of state examinations in study programmes carried out in the first and second cycle of study at the Faculty of Forestry of the TU in Zvolen in the academic year 2021/2022.

Article 2

State examinations

- (1) State examinations in bachelor study programmes consist of the defence of the final thesis and the state examination from the professional thematic units selected according to the focus of the study programme and the bachelor thesis. Both state examinations are held on the same date.
- (2) The assessment of the state examination is carried out in accordance with the ECTS grading scale.
The final grade of the state examination is based on the evaluation of its individual parts.
- (3) The thematic units in the Bachelor's degree will be prepared by the beginning of the summer semester of the third year of Bachelor's studies at the latest by the guarantors of the study programmes in cooperation with the authorised staff of the departments. The thematic units will be approved and published by the dean's office within 10 working days of the beginning of the summer semester.
- (4) As a rule, the duration of the state examination of the Bachelor's degree shall not exceed 50 minutes, of which the defence of the Bachelor's thesis shall normally take 25 minutes.

- (5) State examinations in engineering study programmes consist of the defence of the final thesis and the state examination of professional thematic units selected according to the focus of the study programme and the thesis. Both state examinations are held in one term.
- (6) The thematic units in the engineering degree will be prepared by the end of the summer semester of the first year at the latest by the guarantors of the engineering study programmes in cooperation with the designated staff of the departments. The thematic units will be approved and published by the Dean's Office within 10 working days from the beginning of the summer semester of the second year.
- (7) As a rule, the duration of the state examination of engineering studies should not exceed 60 minutes, of which the defence of the thesis should last 30 minutes as a rule.
- (8) Well in advance of the state examination, the faculty will arrange a meeting with the participation of teachers and students of the last year of bachelor and engineering studies, in order to introduce the format of the state examination and the defence of the final thesis and to guide students on how to present the results and prepare for the state examination of individual state examination subjects. The concentration before the state examinations can be carried out in a face-to-face or online form.
- (9) The state examination may be taken by a student who has obtained:
 - in the first cycle (bachelor), in the study programme forestry, full-time study (full-time study) and external study (external study) - min. 170 credits,
 - in the first degree (bachelor), in the study programme AZP, DŠ and ES - min. 170 credits,
 - in II. degree (engineering), in the study programme AZP, DŠ min. 100 and AZPE, ES - min. 100 credits,
 - in II. degree (engineering), in the study programme Adaptive Forestry, MS, ES - min.100 credits
 - in II. degree (engineering), in the study programme Forest Ecology, DŠ - min.100 credits

According to the last accreditation of study programmes, the defence of the final thesis and the state examination are counted towards the number of credits obtained only after successful completion of the state examination.

- (10) State examinations in both Bachelor's and Engineer's degree studies are held according to the respective name list of students for a given day. The list shall include the time at which the examination of each student starts on that day and the number of the room in which the state examination is held.
- (11) Students of engineering studies in the field of forestry involved in the programme of obtaining the certificate of professional forester (OLH) during their studies, pass the oral part of the state examination from the professional thematic units, which are in accordance with the content of the Decree of the Ministry of Agriculture of the Slovak Republic No. 451/2006 Coll. on professional forest manager, as amended.
- (12) The examination shall be public, and the chairman or a member designated by the chairman shall be in charge of the examination and shall be responsible for the activities of the board. The content of the oral part of the state examination shall be the professional thematic units according to the study programme. The thematic units are designed so that the student has the

opportunity to demonstrate the required knowledge of his/her field of study and the ability to apply it in practice according to the field of study and the programme.

Article 3

Bachelor's thesis, master's thesis, their evaluation and defence

- (1) A Bachelor's thesis (hereinafter referred to as BP) or a Master's thesis (hereinafter referred to as DP) contains a solution to a professional problem, the nature of which requires knowledge at the level of the acquired qualification. The bachelor's and master's thesis is intended to demonstrate the student's ability to work creatively in the field of study in which he or she has completed the study programme. The BP or DP may also include textual and factual annexes. The final thesis (BP or DP) is prepared by the student in accordance with the Organizational Directive No. 1/2011 Final and Habilitation Theses at TU Zvolen.
- (2) The topics of the bachelor theses are to be developed in accordance with the profile of the graduate in the departments of the Faculty of Forestry. The preparation of a bachelor thesis outside the Faculty of Forestry shall be approved by the faculty management, based on a written request from the student and a statement from the supervisor of the bachelor thesis, who shall assess whether the focus of the bachelor thesis is in line with the graduate profile of the relevant study programme.
- (3) With the bachelor's thesis the student demonstrates the professional knowledge and skills acquired during the study and the ability to apply them in solving specific appropriately demanding tasks of the study programme. The thesis topics are announced by all available thesis supervisors for the respective departments by the end of the summer semester of the respective academic year. The thesis topics are published via the UIS and also in the announcement area of the relevant department.
- (4) Students in the 2nd year of full-time bachelor's study and in the 3rd year of part-time bachelor's study apply for the BP topics by the end of June of the respective academic year. The assignment of the bachelor thesis will be issued to the student by the supervisor by the beginning of the following academic year.
- (5) Supervisors of bachelor theses can be professors, associate professors, assistant professors, researchers and doctoral students after the dissertation examination. The supervisors of the thesis and the themes of the thesis are approved by the supervisor of the study programme.
- (6) The bachelor thesis does not have to include the processing of the own experimental research, but it includes creative elaboration of the assigned problem. Its recommended minimum length is 35 standard pages, the recommended maximum length is 60 pages.
- (7) The DP verifies the knowledge and skills acquired by the student during his/her studies and his/her ability to apply them in solving tasks related to the specific study programme and the ability to work independently and creatively. The topics of the DP are based on the needs of social practice, on the plan of scientific research activities of the faculty, or are related to that plan. It is necessary to observe the principle that DPs should be prepared in the departments of the Faculty of Arts in accordance with the graduate's profile. The development of DPs in departments of other faculties must be approved by the faculty management, based on a

written request from the student and a statement from the DP supervisor, who will assess whether the focus of the DP is in line with the profile of the graduate of the relevant study programme.

- (8) After approval by the study programme guarantor, the thesis topics are announced by all available thesis supervisors via the UIS and are also published in the areas reserved for announcements of the respective department by the end of October of the respective academic year.
- (9) The student applies for the announced DP topics by the end of November of the winter semester of the first year of engineering studies to the specific thesis supervisor and also provides this information to the study department of the Faculty of Arts. The DP supervisor will issue the assignment to the student by the end of the winter semester of the first year of engineering studies.
- (10) Thesis supervisors may be professors, associate professors, assistant professors with scientific-academic rank and researchers with scientific-academic rank. DP supervisors and DP topics are approved by the study programme guarantor.
- (11) The thesis shall be at least 40 standard pages in length. It should be focused on the processing of the results of own research or the analysis of a scientific problem of appropriate complexity. The thesis shall include a summary in Slovak and world languages.
- (12) The costs associated with writing and binding the BP and DP are borne by the student.
- (13) The student must submit (insert) the prepared BP or DP in electronic form to the University Information System (UIS) by the deadline, in accordance with the organizational directive on the formalities, bibliographic registration, originality control, storage and access to thesis at the TU Zvolen. The printed version of the BP or DP bound in hardcover (one copy) must be handed in by the student to the relevant department where the thesis supervisor works or sent by post to the study department of the Faculty of Arts.
- (14) The deliberate use of any material that has been previously published by another author without clearly identifying such material by the use of quotation marks, citation, or other appropriate referencing method (plagiarism) is a violation of the rules of academic ethics and is unacceptable in the writing of bachelor's and master's theses and dissertations.
- (15) The originality of the thesis is assessed in the Central Register of Theses and Dissertations (CRZP). The originality control protocol is stored in the UIS of TUZVO after the assessment of the thesis in the CRZP. The originality check protocol identifies the parts of the text of the submitted thesis that are identical to the parts of the thesis texts stored in the CRZP and to selected Internet sources.
- (16) The thesis supervisor is obliged to take an opinion on the result of the thesis originality check and evaluate the degree of conformity, whether the texts are correctly cited and appropriately used in the relevant parts of the thesis to the extent necessary. The thesis originality check report shall also be made available to the examination board for evaluation and shall form part of the record of the final (state) examination. The protocol serves as a

tool for the supervisor and the state examination board to clearly demonstrate whether the work is original work of the author.

- (17) BP and DP are usually evaluated by the supervisor and at least one opponent. Opponents are approved by the supervisor of the bachelor's thesis or master's thesis from among the experts of the university or faculty, teachers of other faculties and universities or practice. The DP opponent must be a member of another faculty or a distinguished expert in the field of science, research or practice.
- (18) The supervisor of the BP or DP and the opponent will prepare a written evaluation (opponent's opinion) of the submitted work via UIS no later than 3 working days before the start of the state examinations of the BP or DP defences.
- (19) The BP assessment must include an objective evaluation of the bachelor thesis with a focus on: the topicality of the topic (optional), the difficulty of the topic, the level of the abstract, the analysis of the problem, the methods of processing (according to the nature of the thesis), the evaluation of the results (according to the nature of the thesis), the fulfillment of the objective, the balance of the part of the thesis (according to the nature of the thesis), the applicability of the results of the BP, and the formal level of the thesis. In the comments on the bachelor thesis, both the supervisor and the opponent comment on the work with literature. The supervisor may also comment on the student's activity in the preparation of the bachelor thesis. Both the supervisor and the opponent of the thesis shall comment on whether the thesis contains all the elements required for this type of written expression.
- (20) The assessment of the DP must include an objective evaluation of the thesis, focusing on: the topicality of the topic (optional), the difficulty of the topic, the level of the abstract, the analysis of the problem, the methods of processing, the evaluation of the results, the fulfillment of the objective, the balance of the thesis, the applicability of the results of the DP and the formal level. In the comments on the thesis, both the supervisor and the opponent comment on the work with literature. The supervisor may also comment on the student's activity in the preparation of the thesis. Both the supervisor and the thesis opponent will comment on whether the thesis contains all the elements required for this type of written expression.
- (21) The student has the right to get acquainted with the opposing opinions through the UIS. The supervisor of the thesis is obliged to allow the student to get acquainted with the opinions at least three working days before the date of the defence.
- (22) If the student has been evaluated with a grade FX by the supervisor and the opponent, he/she is not admitted to the defence of the BP or DP. If only one of the assessments is graded FX, the student is allowed to participate in the defence.
- (23) The defence of the BP or DP is conducted by the chairperson or a member of the committee authorised by him/her. The defence of the bachelor's and master's thesis is public and is a full and organic part of the state examination. Accordingly, the chairperson or an authorised member of the committee shall take special care to ensure that during the defence of the bachelor's or master's thesis the student has the opportunity to demonstrate the knowledge acquired during the preparation of the thesis, including in relation to the thematic units in the individual subjects.

- (24) At the beginning of the defence, the student introduces the commission with the assignment and the aim of the work, briefly describes the procedure and the chosen methods of solution and states the main results. In the next part of the defence, the committee is familiarised with the reports, the student responds to the comments contained therein and to the questions of the committee members related to the topic of the bachelor's or master's thesis.
- (25) The expert debate shall be chaired by the chairman or a member of the commission designated by him. The members of the committee shall ask the student questions in the field of study. In the professional debate, the student's ability to apply the theoretical knowledge acquired, the manner of his/her argumentation, the level of his/her performance and the broader scope in relation to the topic addressed are also examined and evaluated.
- (26) The final mark of the BP or DP defence is calculated as a simple arithmetic average of the marks of the BP or DP supervisor, the opponent and the defence. The mark for the defence is calculated as the arithmetic mean of the marks of all members of the committee. The resulting value is rounded to the scale value (A - FX). If the student was awarded a grade of FX in the thesis defence, the overall result of the defence is a fail.

Article 4

Overall evaluation of the study

- (1) The overall result of the study is evaluated after the state examination according to the results achieved in the study and the final evaluation of the state examination. The assessment may be 'pass with distinction', 'pass' or 'fail'. If a student has been awarded a grade of FX in at least one subject unit or defence in the state examination, the overall result of the state examination is a fail.
- (2) In the remedial term of the state examinations, which takes place at the end of the same academic year, the student repeats the examination from the subject unit (or defence), from which he/she was classified with the grade FX. Students who were unsuccessful in the regular examination shall be informed of the date and venue of the make-up examination no later than three weeks after the last date of the regular examination.
- (3) The criteria for a pass with distinction are as follows: A student may be awarded honours if, during his/her studies, he/she has achieved a result according to formula (1) in Article 11 (6) of the Study Regulations of the TU in Zvolen, up to and including 1.50 and has not achieved a grade worse than D in any subject of study and has not achieved a grade worse than C in the defence of his/her bachelor's thesis or diploma thesis and the oral part of the state examination. The evaluation shall be carried out by the State Examination Board.

Article 5

Evidence of graduation

- (1) Evidence of completion of the study programme in the field of study are:
 - a) university diploma,
 - b) certificate of state examination,

c) Diploma Supplement.

- (2) A university diploma is a document of completion of an accredited study programme in a relevant field of study and of the award of an academic degree. It is issued by TU. A university diploma is usually awarded at an academic ceremony.
- (3) The state examination certificate is a document of the state examination, its components and its result. It is issued by TU.
- (4) A Diploma Supplement is a document that contains details of the degree programme completed. The particulars to be included in the diploma supplement shall be laid down in a general binding legal regulation to be issued by the Ministry. The Diploma Supplement shall be issued by TU. The graduate receives the diploma supplement at the same time as the diploma.
- (5) Evidence of graduation is a public record.

Article 6
Transitional and final provisions

- (1) These Rules for the organization of state examinations at the Faculty of Forestry TU Zvolen for the academic year 2021/2022 were approved by the Academic Senate of the Faculty of Forestry TU Zvolen on

prof. Ing. Jaroslav Kmet'a, PhD. prof. Ing. Marek Fabrika, PhD.

President of the AS LF Dean of LF