

FINAL EXAMINATION RULES

1. GENERAL PROVISIONS

- 1.1. The Final Examination Rules regulate the final examination process for the awarding of academic degrees, professional degrees and/or professional qualifications in all study programmes implemented by TSI.
- 1.2. The Final Examination Rules have been developed in accordance with the Study Regulations, *Rules for the Awarding of the Bachelor's/Master's Degree at TSI* and *Regulations on the Awarding of the Professional Bachelor's Degree, Professional Master's Degree and Professional Qualification at TSI*.
- 1.3. The final student competency examination (qualification) ('final examination') shall be the final stage in the enjoyment of the educational services provided by TSI.
- 1.4. The content of the final examination process shall be determined by the study programme. Depending on the specific requirements of the study programme, this process involves the writing and defence of a bachelor's/master's or diploma thesis ('final paper') and may include a qualification/attestation examination.
- 1.5. As a result of the implementation of the final examination procedure, documents on the award of higher education and degrees and/or professional qualifications shall be drawn up.

2. FINAL EXAMINATION PROCEDURE

- 2.1. The sequence of the final examination processes shall be determined by these Rules in the form of a standard work plan (please see the table below). On the basis of that, the deans of the faculties shall develop and submit to the rector for approval the work plans of the final examination for each study direction and level of training implemented at the faculty.
- 2.2. Deadlines for planning and conducting final examinations shall be approved by the rector's order.

Standard Final Examination Plan

Process	Completion date	Performers/Explanation
1. Creation of the state/final examination committees. Issuance of the rector's order	September, every year – it is actually not true	Responsible person – the dean. Approval – with the director of the study programme. The draft order on the establishment of State / Final Examination Commissions is prepared by the Head of the Study Department on the basis of the composition of the commission members submitted by the Dean. The composition of the members of the commission of each programme is coordinated by the director of the study programme.
2. Publication of the proposed final examination paper themes	One year before defending a master's thesis. 6 months before defending a bachelor's thesis or diploma paper.	Lists of proposed final paper themes shall be created and published by the departments. Final paper themes shall be approved by the study programme directors. Responsible person – Vice Dean in Academic Work.
3. Organisational meetings with graduation course students	For the MA programme – two semesters before the defence, for BA and professional programmes – one semester	Responsible - Dean. Participating in the Study Department.

Process	Completion date	Performers/Explanation
	before the defence	
4. Selection of supervisors and approval of the themes	For a master's thesis – two semesters before the defence, for diploma papers and bachelor's thesis – one semester before the defence.	The application for the approval of the supervisor and the topic of the final examination is prepared jointly by the student and the supervisor. The application is approved by the director of the study programme. The application is submitted to the Study Department for preparation of the Rector's order.
5. Rector's order on the approval of the final paper supervisors	For master's thesis – two semesters before the defence, for diploma papers and bachelor's thesis – one semester before the defence.	The Study Department prepares an order on the topic of the work and approval of the supervisors. Data on the approved supervisors of the final test are entered in the <i>Student Database</i> (responsible - the Study Department). After the preparation of the order, the original applications were kept in the faculties.
6. Rector's order on the execution of the study plan for graduate students	1 month before the defence	Performed by the Study Department
7. Organisation and conduct of the qualification/attestation examination (in the programmes where it is provided for)	3 months before the defence	Responsible - dean. Participating in the Study Department.
8. Seminar on the drawing up of a final paper	2 months before the defence	Responsible - dean. Participating in the Study Department.
9. Organisation and conduct of the conference 'Science and Technology – a Step into the Future' (for MA students)	December – for winter graduation April – for summer graduation	Following the rector's order, a conference organisation committee shall be set up to organise the work on the organisation and conduct of the conference as well as on the publication of the report abstracts.
10. Final paper pre-defence at the department	3 weeks before the defence	<ul style="list-style-type: none"> - The term for the pre-defence of final papers shall be determined by the dean's order. - The pre-defence is organized by the vice-dean in academic work, in cooperation with the program director and the assistant dean. - The programme director recommends that the student be admitted / not allowed to defend the final examination paper and recommends a reviewer (for master's and diploma theses). - The results of the pre-defence are drawn up by the assistant dean as the protocols of the faculty meeting. The protocols are transcribed by the dean.
11. Rector's order on the approval of the list of final paper reviewers	Upon receipt of pre-defence results	The Rector's order is prepared by the Study Department for approval of the final examination paper by the Study Department on the basis of the pre-defence results protocol (submitted by the Dean's Assistant).
12. Correction of the topics of the final examination papers	After the pre-defence and until the upload of the work (see Article 13)	The application for the name of the dean of the faculty regarding the correction of the topic of the final examination paper is prepared jointly by the student and the supervisor. The application is approved by the director of the study program. The application is submitted to the Study Department. Data on the correction of topics is entered in the <i>Student Database</i> (responsible - Study Department).
13. Final paper uploading <i>Storage of final papers on the portal</i>	10 days before the defence (for master's theses and diploma papers) 5 days before the defence (for bachelor's theses)	The student shall upload the paper under <i>Instructions for the Final Paper Uploading to the Final Paper Storage Portal</i>

Process	Completion date	Performers/Explanation
14. Master thesis and diploma paper reviewing	10 days before the defence of the work - sending the final test paper to the reviewer. 3 days before the defence of the work - receipt of a review from the reviewer.	The dean's assistant sends the link to the reviewer 10 days before the defence. 3 days before the defence of the thesis, the assistant dean ensures the introduction of the student to the content of the review (without informing about the awarded mark).
15. Final paper checking using the anti-plagiarism software	5 days before the defence of the work	The checking is organized by an employee appointed by the dean. An inspection report shall be drawn up on the results of the inspection, which shall be signed by the employee who performed the inspection and the dean.
16. Submission of the final paper and attached documents to the department which organises the defence of the paper	3 days before the defence of the work	The student shall submit to the secretary of the State / Final Examination Commission a bound final paper with the attached documents: - Review (master's theses and diploma papers) - Supervisor's Report - Self-assessment sheet for the completion and formatting of the paper.
17. Decision on admission to the final paper defence	3 days before the defence of the work	The decision shall be taken by the Dean and executed by signing the title page of the final paper
18. Final paper defence	Within the period specified by the dean's order	Responsible for the organisation of the work of the state/final examination committees – Vice-Dean in Academic Work together with the secretary of the commission and the Study Department.
19. Approval of the final examination results	Within a week after the defence	The results of final paper defence under academic programmes shall be approved by the Senate. The results of final paper defence under professional programmes shall be approved by the decision of the State Examination Committee. The decision on the awarding of a degree and/or professional qualification shall be published by the rector's order. Responsible - Vice-Rector for Academic and Scientific Work.
20. Issuance of diplomas	Within 3 weeks after defence	Responsible for the organization - Study Department.
21. Submission of the defence documents to the archives department	Within 3 weeks after the defence	Responsible persons – secretaries of the state/final examination committees