



DIRECTIVE No. 5/2013

Directive of the Rector of Slovak Medical University in Bratislava on the state examinations and final theses

This directive specifies the procedure in the state examinations and final theses

Bratislava 2013

Art.1
State Examination

I.

The condition of successful accomplishment of each study program is successful completion of state examinations.

Final thesis with its oral defense is also a part of study of each study program making together one subject.

The defense of final thesis is a part of state examination.

The defense of final thesis, oral examination, and practical examination in full-time study form the parts of state examination.

Any adjustments related to state examinations may be performed only after the approval by the Academic Senate of the Faculty.

II.

State examinations are generally held on the date set within standard examination period in the month of May of relevant academic year and retakes are held in the month of August of relevant academic year.

Dates of state examinations as well as members of the Examination Committee are appointed by the Dean of the Faculty by October 30 of relevant academic year and submitted for the approval to the Scientific Council of the Faculty.

III.

Provided that all the prescribed subjects have been completed and evaluated, the student, who has achieved a prescribed number of credits for Bachelor/Master/Doctoral study (including credits for final thesis), fulfilled the conditions to sign up for state examination.

IV.

The student shall apply for state examination in writing on a prescribed form that shall be submitted no later than April 30 of relevant academic year to the Study Department of the Faculty.

If the student shows acceptable reasons for his absence from state examinations, he shall apologize for his absence to the Dean of the Faculty in writing no later than three working days after the date of the examinations. If the Dean of the Faculty accepts the student's apology, the Dean will provide him with an alternative date in August. This fact shall be recorded within the "Protocol of State Examination".

Any unexcused absence of the student on state examinations or non-acceptance of the excuses by the Dean of the Faculty, is the reason for "FX" grade of state examination.

Art.2

Final thesis

I.

Final thesis for bachelor's study is Bachelor thesis, Master's study and doctoral study are completed by Diploma thesis.

II.

The student is to choose a topic from the list of topics proposed by the appropriate pedagogical department.

The list of topics for final theses is to be published by the relevant pedagogical department by March 31 of the relevant academic year.

The student may also propose a topic that may be accepted by the Dean of the Faculty.

The student has to prepare the topic and its annotation on the assignment sheet to be submitted to the Study Department of the Faculty on the following dates:

- Bachelor thesis - until September 30 in the third year of bachelor study of the relevant academic year
- Diploma thesis - until June 30 in the first year of master study the relevant academic year
- Diploma thesis - until June 30 in the fourth year of doctoral study of the relevant academic year.

The assignment sheet is valid when signed by the student, the adviser and approved by the head of pedagogical department.

The method of processing of final thesis in terms of formatting and its content is determined by the internal regulation of the University.

The student shall enter the final thesis into the Registry of final theses only after the approval of the thesis by the adviser.

The student enters the final thesis into the Central Registry of final theses and submits it to the Study Department of the Faculty on the date set and specified in the academic year schedule of the Faculty. The date is binding for the student. The student has the right to get acquainted with the expert assessment of his final thesis no later than three days before conducting the defense of final thesis.

III.

The evaluation of final thesis seminar is recorded into the MAIS, i.e. the result is recorded by the educator, who is appointed to lead the particular seminar on final thesis, i.e. the head of pedagogical department or a teacher of the subject concerning the final thesis seminar.

Art.3
Adviser and opponent of final theses

I.

The student prepares final thesis in collaboration with his adviser.

II.

The adviser shall produce a writing assessment on final thesis (adviser's expert assessment) on a prescribed form which is a part of final thesis assessment on an A-FX scale.

The adviser's expert assessment along with the final thesis is submitted by the student to the Study Department of the Faculty.

III.

The opponents of final theses are proposed and appointed by the Dean of the Faculty.

The opponent is usually an academic teacher or a professional with an experience and a relevant educational degree.

The opponent shall produce a writing assessment of student's final thesis on a prescribed form (opponent's expert assessment), which is a part of final work assessment on an A-FX scale. The opponent shall deliver the opponent's expert assessment to the Study Department of the Faculty on the date set.

IV.

The student who submits the final thesis (subject "Final Thesis", "Diploma thesis" according to the study program) will receive a relevant amount of credits for producing his final thesis and its submission. The evaluation in the MAIS comprises "Completed" or "Not Completed" and the date - these make the conditions for credit gaining.

Art.4
Evaluation

I.

The student may proceed to defend his final thesis after successful accomplishment of practical part of the state examination. The student defends his final thesis before the state exam committee that evaluates the defense on an A-FX scale.

The student of the external form of study may proceed to theoretical part of the state examination only after successful defense of his final thesis.

The defense of final work is open to public, the session of the Examination committee is closed.

II.

The student's final work is graded on an A-FX scale based on the evaluation of his/her adviser and opponent.

The definite evaluation of final thesis will be determined by the Examination Committee based on the defense of final thesis and on the evaluation of the originality of final thesis by the Central Registry of final theses.

III.

If the student's final work is graded as 'FX' (adviser, opponent) the student has the right to proceed with the defense of final thesis. If the student's final work is graded as 'FX' the attendance of adviser and opponent is obligatory.

If the final thesis is graded as 'FX' despite the defense, the student will be given a special date to revise the final thesis and may proceed to the defense of his final thesis before the State Examination Committee in the following academic year.

IV.

The student, who failed the state examination (possible reasons: the student either failed to submit the final thesis on the date set or failed to defend the final thesis) in the academic year he was supposed to complete the study, is required to ask the Dean of the Faculty for the study interruption by August 31 of the relevant academic year.

V.

The student is obliged to register for the study in the academic year he wants to pass the state examination, no later than February 15 of the current academic year and submit the application for the state examination to the Study Department of the Faculty. The student is obliged to cover a fee according to the relevant price list of the University for the prolonged standard study duration and retake of the state examination.

VI.

The course of the state examinations is recorded by the guarantor of the field of study, who will produce a "Report of the state examinations" written on a prescribed form, signed by the chairman and by the members of the examination committee. On completion of the state examinations the report will be immediately submitted to the Study Department of the Faculty.

The directive shall enter into force on the day of its signing

Bratislava 16.9.2013

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Rector m.p.