

Rector's Directive No. 1/2023

State final exams

Article I General provisions

1. This Directive regulates the organization, conduct and evaluation of the state final examinations conducted within the accredited study programs of NEWTON University (hereinafter referred to as "NEWTON University" or "the University"; until 13 May 2021 operating under the business name NEWTON College and the abbreviation NC).
2. This guideline may also be used, as appropriate, for the organisation, conduct and assessment of final examinations for lifelong learning courses and other educational programmes, courses and activities delivered by the University.
3. The study in the Bachelor's study programme is duly completed by a state final examination (hereinafter also referred to as the "final examination"), the parts of which include oral examinations from three individual subjects of the final examination and the defence of the Bachelor's thesis.
4. The study in the follow-up master's study programme is duly completed by a state final examination, the parts of which include oral examinations from three individual final examination subjects and the defence of the diploma thesis.
5. The University may designate the part or parts of the final examination that a student may take during his/her studies, provided that the student fulfils those study requirements prescribed in the study regulations that make the completion of the relevant part or parts of the final examination a prerequisite.
6. The course and the announcement of the results of the final examination are public.

Article II Conditions for participation in the state final examination

1. A student (hereinafter referred to as "student") who:
 - a. has fulfilled the study obligations set out in the study plan of the relevant study programme and declared in this Directive as necessary prerequisites for participation in the given part or parts of the final examination by the specified deadline;
 - b. has paid the tuition fees for the academic year in question and any other fees assessed and payable;

- c. in the case of a bachelor's or master's thesis defence, the student has submitted his/her bachelor's or master's thesis by the deadline in accordance with the Rector's valid directive on the processing of final qualification theses, and the thesis has been recommended for defence by at least one of its examiners.
2. A student who wishes to take any part of the final examination is obliged to register for that part of the final examination within the specified time limit, using the on-line application form available in the IS information system of the University. By submitting the application form, the student undertakes to participate in the specific announced date of the given part or parts of the final examination (hereinafter referred to as the "FE date") at the place of his/her studies or at another place if this has been permitted by the study department.
3. Applications for the final examination submitted by students who do not meet all of the conditions set out in paragraph 1 of this Article will be cancelled by the Study Department.
4. In the event of non-attendance at the term of the final examination for which the student has been registered, the registered student is obliged to submit an excuse from participation in the given term of the final examination via the IS Contact Centre, no later than 24 hours before the relevant term of the final examination. Adequate reasons for proper excuse from participation are considered to be health reasons as well as any other reasons of special consideration.
5. An excuse from participation in a final examination term for health reasons will be considered proper even if the student subsequently provides proof of medical treatment or sick leave (in paper or electronic form) by the 5th calendar day after the date of the final examination term.
6. In the case of a proper excuse from participation in the final examination term, the study department will retroactively withdraw the student from the final examination term.
7. If a student fails to attend the final examination without having properly excused himself/herself in accordance with the above-mentioned paragraphs of this Article of the Directive, the relevant part or parts of the final examination that the student should have attended in the given term are graded "F - failed".
8. The final examination are held in regular, remedial and rector's remedial terms announced by the Rector.
9. Dates for the possible completion of the individual parts of the final examination are usually announced by the Rector in May and June, August and September, and possibly also in January and February.
10. A make-up date is a date set for the purpose of repeating the part or parts of the final examination that were not successfully completed in the regular term.

11. The Rector's make-up date is the date set for the purpose of repeating the part or parts of the final examination that were not successfully completed in the make-up date.
12. Students are required to pay a fee for repeating one or more parts of the final examination in the Rector's make-up period according to the current University fee schedule.
13. In the event that a student fails to reapply to retake the failed portion or portions of the final examination at the next Rector's announced make-up or Rector's make-up date, the student shall be required to pay a fee in accordance with the current University fee schedule.
14. Failure to participate in the term of the final examination for which the student was registered does not entitle the student to a refund of any fees paid by the student in connection with the final examination.
15. In justified cases, the final examination or some part or parts of it may be held instead of the attendance form in the form of a distance examination using remote electronic communication (i.e. in the form of videoconferencing or using specific software designed for taking examinations in a distance manner).
16. The dates of the final examination implemented in the distance form may differ from the dates of the final examination implemented in the face-to-face form.
17. The course of the final examination conducted by distance learning must not raise any doubts about the regularity of the final examination, in particular, the identity of the student taking the final examination must be verified, it must be ensured and verified that the student is taking the exam alone and in person, i.e. that he/she is preparing for the exam independently and that he/she is personally presenting his/her own knowledge during the exam, etc.

Article III Examination commission

1. The final examination is held before an examination committee. The examination board is composed of at least three members and consists of the chairman, vice-chairman and other members of the board.
2. Multiple examination boards may be appointed for each study programme. The composition of the examination board may vary for each part of the final examination.
3. The Rector appoints and dismisses the chairman, vice-chairman and members of the examination committee.
4. The chairman of the examination board is responsible for the activities of the examination board and the proper conduct of the examination.

5. The composition or members of the final examination boards are approved by the NEWTON University Academic Council at its meeting.
6. At least one of the members of the examination committee for the final examination, usually the chairperson, must be a graduate of a doctoral study programme or an authorised holder of the scientific degree CSc. or DrSc. In the case of the examination board for the final examination of a postgraduate master's programme, at least one of its members (usually the chair of the board) must be a professor or associate professor.
7. The chairman of the Board of Examiners, or the vice-chairman if he is in charge of the chairman, shall preside over the proceedings of the Board of Examiners. A quorum of the Board of Examiners shall be present if at least three members are present, one of whom shall be the chairman or vice-chairman. In the event of an equality of votes, the chairman or, if the chairman is not present, the vice-chairman shall have the casting vote.
8. A record is always kept of the course of the final examination. The minutes include the course and evaluation of the defence of the final qualification thesis, and in the oral examinations, references to the questions drawn in each individual part of the final qualification examination, as well as the final marks of each individual part of the final qualification examination. If the final mark for any part of the final examination was 'fail', the minutes shall include a brief description of the main reasons for this mark. The minutes shall also include an overall assessment of the outcome of the final examination in that term (regular, remedial or rector's remedial).
9. Students do not have the right to choose an examination board or to apply in advance for a specific examination board for the final examination.

Article IV Defence of the final qualification thesis

1. The defence of the final qualification thesis (i.e. bachelor's or diploma/master thesis) is conducted by the chairperson or another member of the examination committee authorised by the chairperson. When the defence begins, the student first briefly presents his/her final qualification thesis, then the opinions of the supervisor and the thesis opponent are read. After answering any questions from the evaluations, a debate (discussion) on the thesis is initiated. At the end of the discussion, the examining committee meets without the student defending the thesis and decides on the classification of the defence of the final qualification thesis.
2. During the defence of the thesis, the fulfilment of the objectives and the overall quality of the thesis are assessed, but also the level of the student's performance and his/her ability to defend the results of the thesis and his/her own opinions and positions. When deciding on the classification of the defence of the final qualification thesis, the examination committee takes into account the opinions and evaluation of the supervisor and the opponent of the thesis as stated in their opinions; however,

the final decision of the examination committee on the classification of the defence of the final qualification thesis may differ from the evaluation of the thesis by the supervisor and the opponent.

3. In the event that the student fails to defend the final qualification thesis, i.e. the defence of the final qualification thesis is graded "F - failed", the examination committee will decide whether the defence of the thesis will be repeated without the need to modify the final qualification thesis or whether the student has to complete or revise his/her final qualification thesis or whether he/she has to prepare a completely new thesis on a newly chosen topic.

Article V Oral examinations

1. The oral examinations consist of three individual parts (subjects) of the final examination, which are:
 - a) in the bachelor's study programme 62-08 Economics and Management (study code B-EM) with the field of study Global Business and Management:
 - (i) Economics;
 - (ii) Management;
 - iii) Global Business;
 - b) in the bachelor's study programme 62-08 Economics and Management (study code B-EM) with the study field Management with a focus on Psychology:
 - (i) Economics;
 - (ii) Management;
 - iii) Psychology in Management;
 - c) in the bachelor's degree programme Economics and Management (study code B-EAM) with a specialisation in Global Business and Management:
 - (i) Economics;
 - (ii) Management;
 - iii) Global Business;
 - d) in the bachelor's study programme Economics and Management (study code B-EAM) with a specialisation in Human Resource Management:
 - (i) Economics;
 - (ii) Management;
 - iii) Human Resource Management;
 - e) in the bachelor's study programme Economics and Management (study code B-EAM) with a specialisation in Marketing:
 - (i) Economics;
 - (ii) Management;
 - iii) Marketing.
 - f) in the follow-up Master's degree programme Economics and Management (study code N-EAM):

- (i) Economics;
 - (ii) Management;
 - (iii) Business Economy.
2. The oral examination is conducted by the chairperson or another member of the examination board authorised by the chairperson.
 3. The oral examination assesses the student's knowledge, ability to apply the acquired knowledge and create inter-subject relationships, the level of presentation and the ability to defend their own position on the issue discussed.
 4. After the completion of all the individual parts of the oral examination, a meeting of the examination committee takes place without the presence of the student being examined, which ends with a decision on the classification of the oral examination of the given part (subject) of the final examination.

Article VI Classification of the State Final Examination

1. The result of each part of the final examination is evaluated separately, and the results of the individual parts of the final examination are then used to determine (derive) the overall result for the given (i.e. regular or rector's remedial or corrective) term of the final examination.
2. The individual parts of the final examination, i.e. the defence of the final qualification (i.e. bachelor's or diploma) thesis and each of the three parts (subjects) of the oral examination are graded in accordance with the grading scale used at the University, i.e.:

A	90 - 100% success rate	= 1
B	80 - 89 % success rate	= 1,5
C	70 - 79 % success rate	= 2
D	60 - 69 % success rate	= 2,5
E	50 - 59 % success rate	= 3
Less	than 50% success rate	= failed
3. The examination board decides on the classification of the individual parts of the final examination completed by the student at a closed session. The final assessment (classification) of the relevant part(s) of the final examination is announced publicly, usually immediately after the examination board has decided on this assessment of the relevant part(s) of the final examination.
4. The final overall assessment of the final examination completed in the regular, as well as in any remedial or rectorial term, is determined by the examination committee on the basis of the results of all individual parts of the final examination, including the defence of the final qualification thesis, in the form of a "passed with distinction", "passed" or "failed" assessment.

5. A student who has successfully passed the final examination in the regular term and received, with no more than one exception in the form of a grade "B" in all individual parts of the final examination, including the defence of the final qualifying thesis, has passed the examination with an overall grade of "A".
6. The overall result of the final examination is graded "fail" if any subpart of the final examination was graded "F - fail" in a given term (regular, remedial or rectorial).

Article VII Repeating the State Final Examination

1. Each individual part of the final examination may be repeated no more than twice, in the remedial and then the Rector's remedial term.
2. Only the part or parts of the course in which the student was graded "F - fail" in the previous term are repeated.
3. A student who has been assessed in some or some parts of the final examination with a grade "F - failed" in the regular term is obliged to apply for a repeat of the final examination in the next correction term announced by the Rector.
4. A student who was graded "F - fail" in some or all parts of the final examination in the remedial term may request the Rector to take the final examination in the Rector's remedial term.
5. The application for passing the final examination in the Rector's remedial term is submitted via the Contact Centre, which is part of the University IS system, no later than on the 30th calendar day after the day of the unsuccessful passing of the final examination in the remedial term. The Rector will decide on the student's request to take the final examination in the Rector's remedial term within 14 calendar days of its submission.
6. The fee for the rector's rectification deadline must be paid within 10 calendar days of the approval of the relevant application. The student must then apply to retake the final examination at the next Rector's correction deadline announced by the Rector.
7. The student's studies are terminated pursuant to Section 56(1)(b) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts, as amended (hereinafter referred to as "the Act"), if:
 - the student fails to request the Rector to carry out the final examination within the Rector's remedial deadline,
 - the student fails to pay the fee for taking the final examination within the rector's correction deadline,
 - the Rector does not grant the request to take the final examination within the Rector's correction period,
 - a student fails to appear for the Rector's make-up period without giving a proper excuse in accordance with this Directive,
 - is graded with a grade of "F - fail" in the rector's remedial term.

8. A decision pursuant to paragraph 6 of this Article of the Directive shall be subject to Section 68 of the Act.

Article VIII The overall result of the study

1. A student of a bachelor's study programme who has successfully completed all individual parts of the bachelor's study programme obtains the academic degree "Bachelor" (abbreviated as Bc.) pursuant to Section 45 (4) of the Act.
2. A student of a follow-up master's degree programme who has successfully completed all individual parts of the follow-up master's degree programme shall be awarded the academic title "Engineer" (abbreviated as Ing.) pursuant to Section 46(4)(a) of the Act.
3. Students who have successfully completed the final examination will be issued with a diploma by NEWTON University.
4. A student has passed with distinction if he/she has achieved a weighted average for the entire period of study up to and including 1.50 and has passed the final examination with an overall grade of "passed with distinction". NEWTON University will issue a Diploma with Distinction to students who graduate with Distinction.
5. It is a condition of the delivery of the diploma to the student that he/she has fully settled all his/her obligations to NEWTON University (in particular the settlement of financial obligations, the return of borrowed literature, etc.).

Article IX Final provisions

1. This Directive shall enter into force and take effect on 9 January 2023.
2. Upon the effective date of this Directive, all previously issued directives or other internal standards governing the organization, conduct, and evaluation of the State Final Examinations at NEWTON University (formerly NEWTON College) shall be repealed.



.....
MUDr. Jan Mojžíš, MBA
Rector
NEWTON University