

APPENDIX NO.1

to the Study Regulations of the Faculty of Wood Sciences and Technology in Zvolen No. R-13296/2013

Article I.

The Study Regulations of the Faculty of Wood Sciences and Technology TU in Zvolen No. R-13296/2013, which was approved by the Academic Senate of the Faculty of Wood Sciences and Technology TU in Zvolen on 23 October 2013 and by the Academic Senate of TU in Zvolen on 13 November 2013, are amended as follows:

1. in the third section 'Common, transitional and final provisions' after Article 43:

1.1. is renamed "Annex: Allocation of credits to individual types of activities of the doctoral student" to 'Annex 1: Allocation of credits to individual types of activities of the doctoral student'; and

1.2. after Annex No. 1, Annex No. 2: "Rules of State Examinations at the Faculty of Woodworking for Newly Accredited Study Programmes" is added, the text of which is given in the Annex to this Appendix No. 1.

Article II.

1. This Appendix No. 1 to the Study Regulations of the Faculty of Wood Sciences and Technology TU in Zvolen No. R-13296/2013, was approved by the Academic Senate of the Faculty of Wood Sciences and Technology TU in Zvolen on March 3, 2016 under the number R-1538/2016. It enters into force on the date of its approval by the Academic Senate of TU in Zvolen on 14 March 2016.

Zvolen on 3 March 2016

Zvolen on 3 March 2016

Prof. Ing. Igor Čunderlík, CSc.
Chairman of the Academic Senate DF

Prof. Ing. Mikuláš Siklienka, PhD
Dean of DF

Zvolen on 14 March 2016

Prof. Ing. Milan Saniga, DrSc.
Chairman of AS TU

ANNEX 2

RULES OF STATE EXAMINATIONS AT THE FACULTY OF WOOD SCIENCES AND TECHNOLOGY FOR NEWLY ACCREDITED STUDY PROGRAMMES

I. INTRODUCTORY PROVISIONS

- (1) These rules of state examinations at the Faculty of Wood Sciences and Technology in Zvolen regulate the content, organization and course of state examinations in the following study programmes carried out in the first and second cycle of study at the Faculty of Wood Sciences and Technology in Zvolen:

1. 1 BACHELOR'S DEGREE PROGRAMMES IN THE FULL-TIME STUDY:

It applies from the academic year 2015/2016, unless otherwise stated below.

Field of study: Wood Sciences and Technology

Wood processing

Furniture design and construction

Management of woodworking and furniture production

Field of study: Construction and Technology of Wooden Products

Timber and wood structures

Study field: Economics and management

Economics and management in wood processing companies

Study field: Emergency services

Fire protection and safety

Field of study: Design

Design of furniture and interior

1.2 ENGINEERING STUDY PROGRAMMES IN THE FULL-TIME STUDY:

It applies from the academic year 2015/2016, unless otherwise stated below.

Field of study: Wood Sciences and Technology

Wood Engineering - valid for students graduating from the 2016/2017 academic year

Furniture design and construction

Management of Wood and Furniture Production - valid for students admitted to study from the academic year 2016/2017

Field of study: Construction and Technology of Wooden Products

Timber and wood structures

Study field: Economics and management

Economics and management in wood processing companies

Study field: Emergency services

Fire protection and safety

Study field: Design

Design of furniture and interior

2.1 BACHELOR STUDY PROGRAMMES IN THE PART-TIME STUDY:

Applies to students admitted to study from the academic year 2016/2017, unless otherwise stated below.

Field of study: Wood Sciences and Technology

Wood processing

Furniture design and construction

Management of woodworking and furniture production

Field of study: Construction and Technology of Wooden Products

Timber and wood structures - valid for students admitted to study from the academic year 2015/2016

Study field: Economics and management

Economics and management in wood processing companies

Study field: Emergency services

Fire protection and safety - valid for students admitted to study from the 2015/2016 academic year

2.2 ENGINEERING STUDY PROGRAMMES IN THE PART-TIME STUDY:

Applies to students admitted to study from the academic year 2016/2017, unless otherwise stated below.

Field of study: woodworking

Wood Engineering

Furniture design and construction

Management of woodworking and furniture production

Field of study: Construction and Technology of Wooden Products

Timber and wood structures

Study field: Economics and management

Economics and management in wood processing companies

Study field: Emergency services

Fire protection and safety - valid for students admitted to study from the academic year 2015/2016

II. STATE EXAMINATION

- (1) The condition for successful completion of the study programme (SP) is the passing of two state examinations, which are the defence of the final thesis and a colloquial examination in the field of knowledge of the field of study defined in the description of the field of study. The two national examinations are normally held on the same day and follow a published timetable. The duration of the national examination shall not exceed 45 minutes.
- (2) The student will be allowed to take the state examinations if he/she has fulfilled the following conditions:
 - a) has successfully completed all compulsory courses prescribed by the recommended study plan,
 - b) has successfully completed a specified number of compulsory elective courses according to the recommended study plan,
 - c) has obtained a sufficient number of credits necessary for successful completion of studies after passing the state examinations,
 - d) handed in the final thesis by the deadline,
 - e) has registered for the state examination via the UIS by the specified deadline.
- (3) The state examination shall be conducted before an examination board. The course of the state examination and the announcement of its results shall be public. The decision of the Board of Examiners on the results of the State examination shall be taken at a closed meeting of the Board of Examiners.
- (4) The right to sit for the state examination is limited to university teachers acting as professors and associate professors (Section 75(1) of the Higher Education Act) and other experts approved by the relevant scientific council (Section 12(1)(d) of the Higher Education Act); in the case of bachelor's degree programmes, also to university teachers acting as assistant professors (Section 75(8) of the Higher Education Act) with a third-level university degree.
- (5) The composition of the examination boards for the state examinations shall be appointed by the dean from among the persons authorised to conduct examinations pursuant to paragraph 4 of this Article, on the basis of a proposal by the study programme guarantor. As a rule, the examination boards for state examinations shall also include eminent experts in the field of study concerned from other universities, from legal entities carrying out research and development in the territory of the Slovak Republic or from practice. At least two members of the examination board for state examinations shall be university teachers acting as professors or associate professors; in the case of bachelor's degree programmes, at least one shall be a university teacher acting as professor or associate professor.
- (6) The examination board for the state examinations shall have at least four members. In the event of an equality of votes, the chairman of the board shall have the casting vote.
- (7) The number of commissions is determined by the Dean of the Faculty at least 10 days before the date of the state examinations and defences of bachelor's and master's theses.
- (8) The colloquial state examination is an examination of thematic units of selected subjects according to the graduate's profile as defined in the description of the field of study. It is conducted orally, and the student has the right to request time for written preparation. As a rule, written preparation should not exceed 30 minutes.

- (9) The thematic units are approved by the SP guarantor on the proposal of the tutors of the selected courses and must be published no later than the beginning of the last semester of study. The thematic units must be designed to enable the student to demonstrate comprehensive theoretical knowledge and its practical application. The thematic units will be published by the Teaching Service of the UIS.
- (10) The Examination Board shall grade the colloquial state examination according to the grading scale specified in the Study Regulations of the TU in Zvolen in Article 11 (3), as a simple arithmetic average of the grades of the individual thematic units. The resulting value shall be rounded to the whole grade (A-E). If the sub-assessment of at least one thematic unit of the colloquial state examination is graded FX, the result of the oral state examination shall be FX. The student repeats the examination only for the subject unit in which he/she was graded FX.
- (11) The course of the state examination shall be managed by the chairman or a member of the board authorised by him. The examination board, under the chairman's direction, shall draw up a detailed record of the course of the state examination. The chairman of the board shall be responsible for the accuracy of the information given in the record of the state examination. The minutes shall be signed by all members of the examination board.

III.

BACHELOR'S THESIS, MASTER'S THESIS, THEIR EVALUATION AND DEFENCE

- (1) A bachelor's thesis (BP) or master's thesis (MT) contains a solution to a professional problem, the nature of which requires knowledge at the level of the qualification. The bachelor's and master's thesis are 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 framework structure of the final thesis is determined by the Organizational Directive No. 1/2011 Final and Habilitation Theses at TU Zvolen, as amended.
- (2) Supervisors of bachelor theses can be professors, associate professors, assistant professors, researchers and doctoral students.
- (3) Bachelor's theses must be prepared in accordance with the profile of the graduate in the departments of the Faculty of Wood Sciences and Technology. The development of the BP outside the Faculty of Wood Sciences and Technology is approved on the basis of a written request of the student and the statement of the head of the BP by the supervisor of the study programme, who assesses whether the focus of the BP is in line with the profile of the graduate of the relevant study programme.
- (4) 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.
- (5) Thesis supervisors may be professors, associate professors, assistant professors and researchers with a scientific rank, PhD., ArtD., or CSc.
- (6) The diploma thesis verifies the student's knowledge and skills acquired during studies and his/her ability to apply them in solving tasks related to a specific study programme and the ability of independent creative work. The topics of the DP are based on the needs of social practice, on the

plan of scientific research activities of the faculty (department) or are related to that plan. The DPs are developed at the DF departments in accordance with the graduate profile. The preparation of DPs outside the Faculty of Wood Sciences and Technology must be approved on the basis of a written application from the student and the statement of the DP supervisor by the study programme supervisor, who will assess whether the focus of the DP is in line with the profile of the graduate of the relevant study programme.

- (7) The costs associated with writing and binding the BP, DP are borne by the student.
- (8) The student is obliged to submit the BP or DP also in electronic form by uploading it to the UIS in accordance with the organizational directive on the formalities, bibliographic registration, originality control, storage and accessibility of theses and dissertations at the TU in Zvolen, published on the web site www.tuzvo.sk.
- (9) 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 is a violation of the rules of academic ethics (plagiarism) and is unacceptable in the writing of bachelor's and master's theses and dissertations.
- (10) The submission of the final thesis includes the conclusion of a license agreement between the author and TU according to the valid organizational guidelines of TU in Zvolen, published on the web site www.tuzvo.sk.
- (11) The originality of the thesis (the degree of conformity of the text of the thesis with the database of original texts) is assessed in the Central Register of Theses and Dissertations (CRZP), where a Certificate of Verification of the Degree of Originality of the Thesis is issued.
- (12) The certificate of verification of the degree of originality of the thesis is distributed from the CRZP to the UIS of TU, where it is made available to the student and the supervisor of the thesis, who takes a position on it in his/her opinion on the thesis.
- (13) The certificate of verification of the degree of originality of the thesis is further provided to the State Examination Board for evaluation and forms an annex to the State Examination record. The result of the originality check of the thesis is included in the state examination record.
- (14) The thesis topics must be in line with the profile of the graduate. They are approved by the SP supervisor on the proposal of the thesis supervisor. The thesis topics must be published by the beginning of the summer semester of the second (third - SP Furniture and Interior Design and external form of study of the SP) year of bachelor's studies or the first (second - external form of study of the SP) year of engineering studies. Students apply for a specific topic via UIS by the end of the summer semester of the second (third - SP Furniture and Interior Design and external form of study SP) year of bachelor studies or the first (second - external form of study SP) year of engineering studies. The supervisor of the final thesis will upload the assignment of the final thesis to the student's UIS no later than the end of September of the last year of study.
- (15) Opponents are appointed on the proposal of the head of the bachelor's thesis or diploma thesis by the supervisor of the SP, from among the experts of the university or faculty (in the case of diploma theses, usually from outside the supervising department), teachers from other faculties and universities or from practice.

- (16) The supervisor and the opponent of the final thesis will prepare a written evaluation of the submitted thesis, which includes its evaluation with a focus on the difficulty and mastery of the assigned topic, its theoretical and practical processing, evaluation of the results and conclusions and the formal level of processing. The written evaluation of the final thesis also includes the final evaluation according to the classification scale specified in the Study Regulations of the TU in Zvolen in Article 11(3). The student has the right to get acquainted with the written evaluation of the thesis through the UIS no later than three days before the date of the state examination - defence of the thesis.
- (17) During the state examination - defence of the final thesis, the examination committee examines and evaluates the student's theoretical knowledge, the ability to apply it, the method of argumentation and the level of performance. When defending the final thesis, the student will acquaint the examination committee with the assignment and the aim of the thesis, briefly describe the procedure and the chosen methods of solution and state the main results. In the next part, the supervisor of the thesis or a member of the examination committee will inform the examination committee about the written evaluations of the thesis. The student will answer any questions and comments raised in the written evaluations and, in the course of the professional debate on the thesis, other questions from the members of the committee relating to the topic of the thesis. The Examination Board shall evaluate the defence of the thesis according to the grading scale in Article 11 (3) of the Study Regulations of the Technical University of Zvolen.
- (18) A student may defend the final thesis only if at least one of the written evaluations of the submitted thesis (assessment) is classified with a better classification grade than FX. Otherwise, the student must revise the thesis in accordance with the instructions of the thesis supervisor.
- (19) The overall grade of the state examination - the defence of the final thesis is usually determined as a simple arithmetic average of the written evaluation of the thesis supervisor, the thesis opponent and the thesis defence. A student will receive credit for the thesis if the overall grade was at the level of any of the grading levels from A to E.
- (20) The Examination Board under the chairman will make a detailed record of the course of the state examination - the defence of the thesis. If the committee decides (despite the positive opinions of the opponents) that the thesis does not meet the required content, professional quality and the thesis is subsequently evaluated with the final grade FX, the minutes must contain a detailed opinion of the committee and a description of the entire course of the thesis defence with the subsequent recommendation of the committee, whether the thesis needs to be revised, and also to what extent, or the student is assigned a new thesis, etc. The chairman of the committee is responsible for the accuracy of the data given in the minutes of the state examination - thesis defence. The minutes are signed by all members of the examination committee.

IV. OVERALL EVALUATION OF THE STUDY

- (1) In case the state examination is evaluated with the classification grade FX, the student has the right to take it in a remedial term. The student may retake the state examination once. The student may take the make-up examination at the earliest 30 days after the date of the state examination and at the latest in the academic year following the year of the state examination in the regular term. The dean decides on the announcement of the make-up date and it is not a requirement that it be announced in the same academic year as the regular date of the state examination. A make-up term is only for students who have failed to pass the regular term or who have not attended for valid reasons (maternity, illness, etc.). The Dean decides on the permission to attend the make-up

term on the basis of the student's application. If the content of the subject units of the colloquial state examination changes on the date of the make-up state examination, the candidate is examined on the new content of the subjects.

- (2) The overall result of the study is assessed according to the results of the study and the assessment of the state examinations by one of three options, which are: 'passed with distinction', 'passed', 'failed'.
- (3) The overall study evaluation "passed with distinction" can be obtained by a student who has achieved a weighted study average throughout the entire period of study at the level of maximum 1.50 and at the same time his/her state examination evaluation has reached the level of no worse than B, while he/she has not achieved a grade worse than D in any subject during the study.