

## Conditions for the implementation of the state final examinations of the Silesian University in Opava, School of Business Administration in Karviná in the academic year 2023/2024

Pursuant to the provisions of Art. 11 of the Study and Examination Regulations for Students of Bachelor's and Master's Degree Programs of the Silesian University in Opava (hereinafter "SER"), the Dean's Instruction No. 15/2023 Organizational provision of the state final examinations and their course and the Dean's Decision No. 5/2023 Schedule of educational activities for the academic year 2023/2024 (hereinafter "Schedule")

### I lay down

The conditions for implementation of state final examinations (hereinafter "SFE") in the academic year 2023/2024 for Bachelor's and Master's degree program students in the full-time and combined form of study who wish to take the state final examination.

#### A. Schedule of activities related to the state final examination

<b>Bachelor's study</b>	<b>SFE - 1st term</b>	<b>SFE - 2nd term</b>
Publication of thematic topics for the SFE	by 31. 3. 2024	by 31. 3. 2024
Submission of the opponent's data in IS SU (only the electronic version of the form with signature of the opponent)	by 25. 4. 2024	by 27. 6. 2024
Submission of the Bachelor's Thesis (BT) in IS SU* (only the electronic version)	by 25. 4. 2024	by 27. 6. 2024
Submission of the supervisor's and the opponent's assessment in IS SU (only the electronic versions)	by 15. 5. 2024	by 24. 7. 2024
Registering for the SFE via IS SU (in Topic lists)	29. 4. – 21. 5. 2024	20. 5. – 4. 7. 2024
Dates of the SFE	3. 6. - 7. 6. 2024	21. – 30. 8. 2024
Examination period	29. 4. – 18. 5. 2024	20. 5. – 22. 6. 2024
Publication of the SFE committees in the IS SU	from 27. 5. 2024	from 14. 8. 2024
Graduation ceremony	1. – 4. 7. 2024	4. – 11. 10. 2024

<b>Follow-up Master's study</b>	<b>SFE - 1st term</b>	<b>SFE – 2nd term</b>
Publication of thematic areas for the SFE	by 31. 3. 2024	by 31. 3. 2024
Submission of the opponent's data in IS SU (only the electronic version of the form with signature of the opponent)	by 6. 5. 2024	by 27. 6. 2024
Submission of the Master's Thesis (MT) in IS SU* (only the electronic version)	by 6. 5. 2024	by 27. 6. 2024
Submission of the supervisor's and the opponent's assessment in IS SU (only the electronic versions)	by 27. 5. 2024	by 24. 7. 2024
Registering for the SFE via IS SU	6. – 28. 5. 2024	20. 5. – 4. 7. 2024
Dates of the SFE	10. – 14. 6. 2024	21. – 30. 8. 2024
Examination period	6. – 25. 5. 2024	20. 5. – 22. 6. 2024

Publication of the SFE committees in the IS SU	from 3. 6. 2024	from 14. 8. 2024
Graduation	1. – 4. 7. 2024	4. – 11. 10. 2024

\* When submitting the BT/MT, students follow the instructions of the relevant secretariats of the departments, which may vary at individual departments.

## B. Procedure for the implementation of the SFE - students

- The student registers for SFE through the IS SU in **TOPICS section entitled State Final Examinations** (hereinafter referred to as “SFE TOPICS”), which will be divided according to the type of degree program (bachelor’s / master’s) and the date (1st/2nd): STUDENT > DURING STUDIES > TOPIC LISTS > State final examinations > Master’s degree study
- The student registers for the SFE TOPICS in the IS SU if he/she:**
  - has fulfilled all study obligations prescribed by the curriculum,
  - has all completed courses recorded by teachers and checked in the IS SU,
  - has elaborated and submitted a Bachelor’s or Master’s thesis on a given topic on the specified date,
  - has checked his/her personal data in the IS SU, especially the place of birth.

Instructions for checking personal data and study are available at: <https://uit.opf.slu.cz/en/osobudaj>  
**Registration is mandatory and Article 10 (6) of the SER applies to deregistration.**
- The student submits in electronic form to the IS SU the following documents related to the SFE:**
  - Bachelor’s or Master’s thesis (hereinafter final thesis, or “FT”) in the FT archive in IS SU.
  - **External opponent’s data** (see attachment no. 1) **and external opponent’s assessment** (see attachment no. 2). Both documents should be filled in electronically. The accuracy of the data is confirmed by the opponent by handwritten or electronic signature. Both documents should be uploaded in the relevant homework vault section within the Bachelor’s thesis or Master’s thesis course in IS SU. Both forms are available for download upon login at: <https://www.slu.cz/opf/en/finalthesis>.
  - Students who have an internal opponent from SU can find the assessment in the FT archive in the IS SU (see attachment no. 3 for a preview of the internal opponent’s assessment template).
  - Template of the supervisor’s assessment is stored in the IS SU templates (see attachment no. 4). The supervisor of the thesis completes this template and the assessment is stored in the student’s FT archive in the IS SU.
  - A student who does not register for the SFE or does not successfully defend the FT, must contact the secretary of the relevant department and his study officer.
- Thematic topics for the SFE will be published at <https://www.slu.cz/opf/en/statefinalexamination>.
- The SFE consist of a defence of the FT and two parts resulting from the accredited degree programme:
  - Part 1: the general part – Economics, Economic, General Economic or Economic Managerial parts,
  - Part 2: degree programme/field of study.
- The course of the SFE is governed by Article 11 of the SER and the Dean’s Instruction No. 15/2023 Organizational provision of state final examinations and their course, which is published on the SU SBA website: <https://www.slu.cz/opf/en/statefinalexamination>. The SFE committees will be published in the IS SU no later than one week before the beginning of the SFE.
- In the event of failure, the SFE or its part may be repeated at most once in compliance with the maximum length of study pursuant to Article 4 (8) of the SER.

### **C. Implementation procedure - Study Office, Departments**

- 1.** The Study and Social Affairs Office or responsible persons from the International Relations Office (study programs in English) will check the study results of all students registered in the SFE TOPICS in the IS SU. The responsible staff carries out the review on an ongoing basis, but at the latest by the end of the examination period for the given SFE term.
- 2.** The head of the Study and Social Affairs Office will elaborate a plan of SFE committees by individual programs/fields of study, the date and time of the event, the expected number of students and the layout of the rooms.
- 3.** The heads of the respective departments will add the names of the teachers, record-keepers, or external experts to the plan of SFE committees. The head of the Department of Economics and Public Administration will complete the composition of the SFE committees for all programs/fields of study with examiners in the 1<sup>st</sup> part of SFE: the general part – Economics, Economic, General Economic or Economic Managerial parts.
- 4.** The date and the composition of the SFE will be published in the IS SU for the members of the committees and the secretaries of the departments two weeks before the start of the SFE. The aforementioned will be informed of this fact via e-mail.
- 5.** The chairmen and members of the examination committees are appointed by the Dean of the SU SBA. Appointment lists will be drawn up and sent to the chairmen and members of the committees no later than one week before the beginning of the SFE (to be provided by the Dean's Secretariat).

doc. RNDr. Ing. Roman Šperka, Ph.D.  
Dean of the SU SBA

**Attachment No. 1:** External opponent's data



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**DATA OF THE OPPONENT OF THE BACHELOR'S/MASTER'S THESIS<sup>1</sup>  
(HEREINAFTER BT/MT)**

**Author of the thesis:**

**UČO number of the author:**

**Title of the thesis:**

**Supervisor of the thesis:**

Opponent	
<b>First name and surname:</b> (incl. titles/degrees)	
<b>Contact address:</b>	
<b>Telephone / E-mail:</b>	
<b>Completed university and field of study:</b>	
<b>Length of experience in the field of study</b> (e.g. 3 years)	
<b>Position</b> (e.g. economist in a company XY)	

**Minimum requirements for the opponent of the BT/MT:**

1. Completed full university education (Ing., Mgr., MUDr. or others).
2. Practice in the field of the same or similar specialization as the topic of the BT/MT at least 2 years.
3. The opponent does not fulfil the essence of the conflict of interest in relation to the student (e.g. subordinate, family member).

The form is completed electronically by the student. The data about the opponent is confirmed by the opponent by handwritten or electronic signature. The deadline for submission is set out in the "Conditions for the implementation of the state final examination".

.....  
Date and signature of the opponent

The form is available for download on the SU SBA website: <https://www.slu.cz/opf/en/finalthesis>

<sup>1</sup> Delete not applicable.

**Attachment No. 2:** External opponent's assessment



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**OPPONENT'S ASSESSMENT OF THE BACHELOR'S / MASTER'S THESIS**

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**Author of the thesis:**

**UČO number of the author:**

**Title of the thesis:**

**Supervisor of the thesis:**

**Opponent of the thesis:**

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	A (1)	B (1.5)	C (2)	D (2.5)	E (3)	F (4)
Fulfilment of the objective of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logical structure of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of the text, tables and images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods and procedures used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with literature, sources and their citation in the text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal layout of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of conclusions interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Verbal assessment of the thesis:**

**Suggestions and questions requiring additions during the defense:**

**Overall opponent's evaluation: Very good B (1.5)**

In

On

.....  
Opponent's signature

**Attachment No. 3:** Internal opponent's assessment



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**OPPONENT'S ASSESSMENT OF THE BACHELOR'S / MASTER'S THESIS**

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**Author of the thesis:**

**Title of the thesis:**

**Supervisor of the thesis:**

**Opponent of the thesis:**

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	A (1)	B (1.5)	C (2)	D (2.5)	E (3)	F (4)
Fulfilment of the objective of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logical structure of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of the text, tables and images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods and procedures used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with literature, sources and their citation in the text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal layout of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of conclusions interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Verbal assessment of the thesis:**

**Suggestions and questions requiring additions during the defense:**

**Overall opponent's evaluation: Very good B (1.5)**

In

On

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Opponent's signature

**Attachment No. 4: Supervisor's assessment**



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**SUPERVISOR'S ASSESSMENT OF THE BACHELOR'S / MASTER'S THESIS**

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**Author of the thesis:**

**Title of the thesis:**

**Supervisor of the thesis:**

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	<b>A (1)</b>	<b>B (1.5)</b>	<b>C (2)</b>	<b>D (2.5)</b>	<b>E (3)</b>	<b>F (4)</b>
Fulfilment of the objective of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logical structure of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of the text, tables and images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods and procedures used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with literature, sources and their citation in the text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal layout of the thesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of conclusions interpretation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Verbal assessment of the thesis:**

**Suggestions and questions requiring additions during the defense:**

**Overall opponent's evaluation: Very good B (1.5)**

In

On

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Supervisor's signature