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REGULATIONS

On final tests and state examinations at EKA University of Applied Sciences

Drafted in accordance with the Law on Higher Education Institutions, Section 58

1. General provisions

- 1.1. These Regulations prescribe the procedures at EKA University of Applied Sciences (hereinafter - EKA) in terms of organizing final tests and state examinations (hereinafter - tests).
- 1.2. All EKA programs have a test, which aims to examine, in a complex way, the suitability of qualification/degree candidates' academic or professional training to the study program requirements and higher education and profession standard.
- 1.3. The test, in accordance with the requirements of the program, may consist of:
 - the writing and defending of the final paper or
 - the State Examination and the writing and defense of the final paper.
- 1.4. The final paper is either a qualification paper or a bachelor's thesis or a master's thesis, the writing and defense of which is a prerequisite for receiving an academic degree and/or professional qualification.
- 1.5. The State Examination is a test of theoretical and practical knowledge acquired in theoretical and professional specialization courses of a specific area.
- 1.6. To administer the tests, EKA shall form the State Examination Commission (for professional programs) and the Final Examination Commissions (for academic programs) (hereinafter

in the text - the Commission), which shall assess the qualification/degree candidates' preparedness, as well as the quality of the final paper and its compliance with the requirements of the program deciding on the granting of the degree and/or professional qualification.

2. The State Examination Commission and the Final Examination Commission

- 2.1. At least two months before the defense, study program director forms the State Examination Commission (in professional study programs) or the Final Examination Commission (academic programs). The Commission must include at least five members.
- 2.2. More than half of the State Examination Commission shall consist of representatives of employers and/or industry professionals with master's or doctoral degrees, or persons without a doctoral degree, who have at least seven years of study program related experience (only in the professional study programs). The Chair of the Commission shall be an employer's representative with a master's or a doctoral degree. The Secretary of the Commission shall be a person with a master's degree.
- 2.3. The Final Examination Commission must include persons with master's or doctoral degrees. The Secretary of the Commission shall be a person with a master's degree.
- 2.4. The State Examination Commission and the Final Examination Commission shall be approved at the Senate meeting not later than one month before the defense.

3. The defense of the Final Paper

- 3.1. Writing of the final papers occurs in accordance with the requirements of the study program and the Guidelines on preparation and defense of research papers, project reports and theses at EKA University of Applied Sciences.
- 3.2. The right to write and defend the final paper belongs to students who successfully completed the program and got the necessary number of credits, as well as settled their financial obligations with EKA.
- 3.3. The final paper shall be written and defended in the language used in the study program which the student completed.
- 3.4. The final paper shall be defended in an open hearing before the Commission, in which the advisers of the final papers, reviewers, students, academic personnel, industry professionals and employers' representatives may participate.
- 3.5. The final paper defense procedure is the following:
 - The student shall report on the final paper by using a prepared presentation. The duration of the report shall be 10 minutes;
 - After the student's report, the Chair of the Commission shall ask the reviewer's questions;

- After the student's responses to the reviewer's questions, the Commission members may ask questions about the final paper.
- After all the final papers are presented, the Commission's work shall continue in closed session to evaluate the final papers and their presentations and to make decisions on the final evaluation of the final papers and the granting of the qualifications and/or the degree.
- The Commission's decision on the evaluation of the final work and its defense shall be based on the student's ability to defend the paper, the knowledge shown during the defense, the student's responses to the reviewer's and the commission members' questions, the theoretical and practical importance of the paper, the student's ability to conduct research, and to write and format the paper itself.
- The final mark is calculated as the average arithmetical value of the average arithmetical score of the commission members, supervisor and reviewer's assessment. Opinion of the Commission Chair is key in deciding controversial issues.
- The final assessment is written in the evaluation form (protocol), signed by all the members of the commission.

- 3.6. The student has the right to challenge the decision within thirty calendar days from the defense date in cases when the procedural irregularities of the defense have been observed. The student shall submit a substantiated letter to the Vice Rector for Studies and Development. The Vice Rector for Studies and Development shall review the appeal and arguments of all parties involved. The Vice Rector for Studies and Development shall decide on organizing and the order of a new defense.
- 3.7. Before defending again, the student shall pay for the new defense in accordance with the UEC Rules on student study fees and other payments. The student shall have the right to change the advisor of the final paper by submitting an application for the final paper's topic with the advisor's signature in accordance with the Guidelines on preparation and defense of research papers, project reports and theses at EKA University of Applied Sciences.
- 3.8. If the evaluation of the final paper has been negative, then the student shall have the right to defend the final paper repeatedly by changing the topic and content of the final paper, during the following semester in accordance with the specific semester's and group's schedule for preparing of the final papers. The student shall pay for the new defense in accordance with the EKA Rules on student study fees and other payments. The student shall have the right to change the advisor of the final paper by submitting an application with the final paper's topic having the advisor's signature in accordance with the Guidelines on preparation and defense of research papers, project reports and theses at EKA University of Applied Sciences.
- 3.9. If the student defends the final paper repeatedly, then at the beginning of the specific semester (in which the defense has been planned), the student shall submit an application with the final

paper's topic having the advisor's signature in accordance with the Guidelines on preparation and defense of research papers, project reports and theses at EKA University of Applied Sciences.

- 3.10. The Study Program Director, within one week after the defense, shall prepare a report (which is signed by the Chair of the Commission) on the progress of the defense, positive aspects and shortcomings of the final work.
- 3.11. The Study Program Director shall submit the prepared report on the progress of the defense for the Senate approval.
- 3.12. After the approval of the defense results by the Senate, the educational staff coordinators shall prepare directives for granting qualifications and/or degrees and diplomas.
- 3.13. After the defense, the final papers shall be kept in accordance with the EKA archiving nomenclature.
- 3.14. Other regulations on the development and defense of final theses are included in the Regulation on development and defense of study papers, project and final theses at the EKA University of Applied Sciences.

Annex. The State Examination or the Final Examination Commission work review

EKA UNIVERSITY OF APPLIED SCIENCES

_____ study program “_____”
(type of program) (program title)

_____ the examination commission work review
(State or Final)

(Date)

The State Examination Commission composition:

The Chair of the Commission _____

The Deputy-Chair of the Commission _____

Members of the Commission _____

The Secretary of the Commission _____

The Commission worked 20____. (year)_ . (date)_____at this time, the students of the
program defended papers.____the following students were admitted to write the paper.

(type of work) (type of work) (quantity)

The following papers were submitted for the defense.

(quantity)(type of the paper)

Table 1 shows the student grades of the defense of the papers.

(type of the paper)

Table 1. Student grades of the defense of the papers:

(type of the paper)		
Grade	Number of students	%
outstanding (10)		
excellent (9)		

very good (8)		
good (7)		
almost good (6)		
average (5)		
almost average (4)		
poor – very poor (3-1)		
	Total:	Total: 100%

The average grade is .

_____the students who successfully defended the paper in the study program

(quantity)(type of the paper)

“ "It was awarded and

(program title) (degree title)

_____qualification.

(name of qualification)

Table 2. shows supervised _____ number of papers in terms of the scientific advisers.

(type of the paper)

Table 2. _____ number of papers in terms of scientific advisers:

(type of the paper)

	Scientific adviser:	The number of supervised papers
EKA tenured faculty		
1.		
Representatives of other organizations		
1.		
	Total:	

Table 2 shows the reviewed number of papers in terms of the reviewers. (type of the paper)

Table 3 **The breakdown of the number of papers to be reviewed:**

(type of the paper)

	Reviewer:	The number of reviewed papers
EKA tenured faculty		
1.		
External reviewers		
1.		
2.		
	Total:	

The positive features of the final papers and the defense: _____

The recommendations for the improvement of the final paper and the defense: _____

_____The Chair of the Examination Commission / _____/

(State or Final)