

Organizational instructions for conducting state exams at an extraordinary date in the academic year 2020/2021

BACHELOR AND ENGINEERING STUDIES

According to § 63 of Act No. 131/2002 to the Collection of Acts on Higher Education Institutions, § 20 of the Study Regulations of the Technical University of Košice and study plans of the corresponding study programs will take place at the Faculty of Aeronautics on an extraordinary date 27.08.2021 state exams for bachelor's and engineering students who did not pass the state exams in due time.

Students, who are interested in taking state exams in an extraordinary term on 27.08.2021, must submit an application for taking state exams in an extraordinary term by 07.07.2021 !!!

https://lf.tuke.sk/wps/wcm/connect/lf.tuke.sk7388/c3b8bb96-cfe4-4217-a1ee-9702c933252d/tlaciva-a-ziadosti-02-ziadost_vseobecna.pdf?MOD=AJPERES&CVID=noJ.5Bf

Execution of state examinations in an extraordinary term is charged an amount of 100 € in accordance with the TUKE Rector's Order No. PR/TUKE /07/19.
This fee must be paid by 20.08.2021.

Students who have uploaded the final thesis to the information system of the TUKE University Library and did not defend this thesis in the state exam (obtained FX evaluation from the defense of the final thesis) or the supervisor of the final thesis did not recommend the final thesis for defense, must apply to download the final thesis final theses.

The application form is available in the information system of the University Library TUKE in the part of the final thesis after logging into the system. **Scan of application form must be sent by email to studijne.lf@tuke.sk by 07.07.2021!!!**

Notice: Accreditation ends in the bachelor's and engineering study programs Air Transport Management (all forms of study) and in the engineering study program Aircraft Operation 31.08.2021. In these study programs, it is not possible to continue studying in the next academic year 2021/2022. Further continuation of the study is possible only on the basis of an application for a change in the study program.

Schedule for the ensuring of state examinations at an extraordinary term in the AY 2020/2021

	TASK	DATE	RESPONSIBLE PERSON
1.	Upload of the final thesis to the UL TUKE. Uploading the final version of the final thesis to the information system of the UL TUKE (ETD - System for registration and administration of final theses).	06.08.2021	student
2.	Ensuring state exams. Publication of state examination schedules 10 working days before their holding (§20, section 15 of the TUKE Study Regulations).	13.08.2021	LF TUKE
3.	Proposal for the opponent for the final thesis - registration in the MAIS system no later than 10 working days before the set deadline for submission of the final thesis.	26.07.2021	thesis supervisor
4.	Insertion of the report/assessments (electronic form) of the supervisor of the final thesis and the opponent of the final thesis into the UL TUKE portal no later than 5 working days before the date of the defense of the final thesis.	20.08.2021	thesis supervisor
5.	Delivery of documentation for the final thesis to the head of the department, where the state exams take place. The thesis supervisor will ensure: - processing of assessments - deliver the final thesis in electronic version to the department - deliver testimonials in the electronic version to the department - deliver to the department a report on the control of originality in an electronic version	until the date of state exams	thesis supervisor
6.	Preparation of documentation for state exams.	24.08.2021	LF TUKE
7.	Take-over of documentation for state exams.	26.08.2021	secretary of the state exams commission
8.	State exams	27.08.2021	
9.	Registration of state exams results in the MAIS system.	no later than 24 hours after the state exams	secretary of the state exams commission
10.	Handing over the full documentation of students who passed the state exams (for the processing of diplomas and certificates).		secretary of the state exams commission
11.	Record of the state exam.	31.08.2021	chairman of the state exam commission

State exams AY 2020/2021 - more information

In accordance with the order of the Rector of TUKE No. 06/2021 of 23 April 2021, the state final examinations (at an extraordinary date) will take place remotely/distance form.

Instructions for the distance form of state exams

1. The defense of the final thesis and the oral state examination of the subjects will be performed remotely using the Webex application.
2. The examination commission will be physically present in the designated classroom under the conditions of compliance with current anti-epidemiological measures/the members of the commission do not have to be physically present and can be connected via the Webex application.
3. Public access to state exams will be provided on the basis of pre-requested electronic access to the Webex application.
4. It is the student's obligation to (individually) procure electronic IT equipment - web camera, microphone and internet access in advance. Departments providing state exams, at least one week in advance of the state exam, together with students test the functionality of the Webex application.
5. In the event that during the state exam, the student's electronic contact, or part of it (image or sound) is interrupted, the student is obliged to immediately, no later than 3 minutes, call the phone number, which will be specified in the time schedule. The committee will consider continuing the student's answer, or the dean of the faculty will set a different date for the state exam.
6. If the commission decides, that the student does not continue in the examination, commission recognize as "having passed" only that part of the state examination whose answer the student has completed and the chairman of the examination commission marked his answer as "passed". The student will complete the not completed part of the state exam in an extraordinary term.
7. In the event of a technical failure on the part of the faculty, the commission will immediately contact the student by telephone at the telephone number listed in the MAIS.
8. Extraordinary term of the state examination will be determined by the Dean.

Procedure of the state examination in a distance form - login, identification, room requirements and camera settings and permitted aids

1. Students log in to the application according to a set schedule. The student introduces himself by first and last name and proves himself to the commission with an identity card, ISIC card or passport.
2. No other person may be present in the room where the student will be present during the state examination and the student will turn off all electronic devices that interfere with the sound quality. He adjusts the camera to capture his upper body, including the desk in front of him, and turns on the microphone.

Procedure of the state examination in the distance form - defense of the final thesis

1. The student starts sharing the presentation to defend the final thesis. The student performs the presentation of the final thesis lasting a maximum of 10 minutes. He then answers questions from members of the examination commission.
2. During the defense, the student can only have the paper version of the defense on the table in front of him.

Procedure of the state examination in the distance form - oral examination of subjects

1. During the oral examination of the subjects, the student must not have any aids on the table in front of him.
2. The chairman of the commission will inform the student of the name of the subject of the state examination and the student will be given a question / questions.
3. The student answers immediately, without written preparation.

Procedure of the state examination in the distance form - evaluation and termination

1. Prior to the non-public meeting of the commission on the results of the state examination, the secretary of the commission will temporarily disconnect the student from the Webex. The secretary of the commission reconnects the student to the Webex and the chairman of the commission notifies the student of the evaluation from the defense of the final thesis and from the oral examinations in the subjects of the state examination.
2. The student disconnects from the Webex application.

Procedure for students after the state exam

1. Students complete their studies on the day of the state exam.
2. Confirmations of completion of studies for official purposes can be taken over in person on the next working day at the study department between 10.00 and 12.00 and from 12.30 to 14.00.
3. Confirmation of completion of the study will be sent (as a scan) to the student's email address.
4. Students will receive a diploma upon a telephone call. According to the Rector's order, the provision applies: Retention of documents on completion of studies, not taken over within the specified period, is charged with the amount of 1 € / calendar day.