

**PROCEDURE FOR ASSESSMENT OF THESES AND THEIR DEFENCE IN THE BACHELOR'S DEGREE, INTERNATIONAL MASTER'S DEGREE, AND MASTER'S DEGREE FOR EXECUTIVES STUDY PROGRAMMES**

1. The procedure for assessment of theses and their defence serves as the basis for theses and defence evaluation in Bachelor, International Master's and Executive Master's programmes at the ISM University of Management and Economics.
2. The final step in Bachelor, International Master's and Executive Master's programmes is writing a Bachelor/Master thesis and defending it publicly. Students may defend their thesis only after a successful completion of all the assignments specified in the relevant study programme, passing all required exams, and therefore verifying that they have acquired sufficient knowledge and skills.
3. The Commission for the Defence of Bachelor's Theses consists of the qualified professionals in the particular study area – researchers, professional practitioners, and/or representatives from social partners.
4. The Commission for the Defence of International Master's Theses consists of qualified professionals in the particular study area – researchers, professional practitioners and representatives from social partners. At least one member of the Commission for the Defence of International Master's Theses must come from the external research and/or studies institution.
5. The Commission for the Defence of Executive Master's Theses consists of the qualified professionals in the particular study area – researchers, professional practitioners, and/or representatives from social partners.
6. Bachelor's/master's degree theses first need to be recognised as suitable for public defence by, respectively Bachelor's, International Master's, and Executive Master's Study Commissions, and only then they are defended at the public meeting of the Commission for the Defence of Theses.
7. During the defence, the author of the thesis briefly presents his/her thesis by specifying the problem, aim and objectives of the research; describing the subject, results and reliability of the research methods applied; introducing and supporting the findings; providing recommendations; replying to the questions of the Reviewer, the members of the Commission, and other participants in the defence; and fulfilling other requirements for the defence of the thesis. If the Reviewer of the thesis cannot participate in the defence, one of the members of the Commission reads his/her comments.
8. The Commission assesses the theses at a closed meeting at the end of the public defence. The closed meeting is attended by members of the Commission for the Defence of Theses and other people invited by the Chairman of the Commission. Only members of the Commission for the Defence of Theses and the Chairman of the Commission have the right to vote.
9. The thesis and its defence at ISM Bachelor's, International Master's programs are assessed by a final grade calculated as the weighted average of assessments by the supervisor and reviewer of the thesis and the Commission, whereby the assessment of the supervisor of the thesis accounts for 25%, the reviewer's assessment accounts for 25%, and the Commission's assessment accounts for 50% of the final grade for the thesis:

$$P = 0.25 \times BDV_{iv} + 0.25 \times BDR_{iv} + 0.5 \times GK_{iv}, \text{ where:}$$

P – the final mark;

$BDV_{iv}$  – assessment of the supervisor of the thesis (not rounded up)

$BDR_{iv}$  – assessment of the reviewer of the thesis (not rounded up)

$GK_{iv}$  – assessment of the Commission for the Defence of Theses (not rounded up).

The final grade is rounded up arithmetically.

10. The thesis and its defence at ISM Executive studies are assessed by a final grade calculated as the weighted average of assessments by the supervisor and reviewer of the thesis and the Commission, whereby the assessment of the supervisor of the thesis accounts for 10%, the reviewer's assessment accounts for 30%, and the Commission's assessment accounts for 60% of the final grade for the thesis:

$$P = 0.1 \times BDV_{iv} + 0.3 \times BDR_{iv} + 0.6 \times GK_{iv}, \text{ where:}$$

P – the final mark;

$BDV_{iv}$  – assessment of the supervisor of the thesis (not rounded up)

$BDR_{iv}$  – assessment of the reviewer of the thesis (not rounded up)

$GK_{iv}$  – assessment of the Commission for the Defence of Theses (not rounded up).

The final grade is rounded up arithmetically.

11. When providing the assessment of the student's thesis, the Advisor of the thesis must observe the theses assessment criteria stipulated in, respectively, requirements of the theses in Bachelor's, International Master's, and Executive Master's programs.
  12. When providing the assessment of the student's thesis, the Reviewer must observe the theses assessment criteria stipulated in, respectively, requirements of the theses in Bachelor's, International Master's, and Executive Master's programs.
  13. The assessment of the Commission is a collegial decision. If the evaluations of the Commission members disagree, the Chair of the Commission has the right to decide upon the final grade of the Commission for the Defence of Theses.
  14. Decisions of the Commission for the Defence of Theses are final and cannot be appealed.
  15. Decisions of the Commission for the Defence of Theses are confirmed by issuing minutes that are signed by all members of the Commission. The minutes of the Commission for the Defence of Theses are kept at, respectively, the Bachelor's, International Master's, and Executive Master's study divisions.
  16. After the defence, Theses are returned to, respectively, the Bachelor's, International Master's, and Executive Master's study divisions and stored according to the prescribed procedure. Once the thesis is assessed, its status for storage in the electronic database and access to it are identified according to regulations of university institutional repository.
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