

## **Instructions for organization end of the study and Final State Examination for the final year students in 2020 at FEM CZU**

Students who will sit for their Final State Exam (FSE) in **May and in June 2020** must fulfill the following conditions:

### **1. Bachelor Thesis submission date: by 15 March 2020 or Master Thesis by 31 March 2020**

Students have to submit an electronic version of their Thesis through **UIS ČZU** (<http://is.czu.cz>). After logging into IS.CZU.cz, transfer to **Portál studenta** (Student Portal) in which you will select **Závěrečná práce** (Final Thesis) (image of a book). Then, first of all, through **Vložit doplňující informace** (Upload additional information) upload your Abstract (outline of your thesis), and the key words for your Thesis – separately in English and Czech. For Theses in English only the English version of Abstract and key words are uploaded. In the same way you have to upload the file with your Thesis through **Vložit práci a přílohy** (Upload thesis and attachments). The electronic version of the Thesis in a readable PDF format must contain in a single file the complete text of your Thesis which **must be identical** to the printed version (including printed attachments). The maximum permitted size of the Thesis file is 50 MB. Apart from the Thesis file it is also possible to submit other attachments such as software, videos, audio recordings, presentations and other items – the total size of attachments is limited to 200 MB. The process of the Thesis submission is confirmed by pressing the button **“Odevzdat závěrečnou práci”** (Submit final work) in the section **Odevzdání závěrečné práce** (Submission of final work/Thesis). After this is done it is no longer possible to edit your files (however, you can cancel your submission within 24 hours). Students must upload the electronic version of their Thesis before submitting the printed version. Students are responsible for making sure that the contents of both versions of their Thesis are identical. If subsequent checking of the Thesis will discover fraudulent behaviour (including plagiarism) the student will be subjected to disciplinary proceedings and may be excluded from further studies. The electronic version must be submitted by the student by the given date. After submitting the electronic version of the thesis the student must also deliver a printed version of the thesis to the relevant Department in two hardbound copies in the Czech language. In the English language study programmes the copies are to be printed in English. The thesis can be printed single-sided or double-sided (including the assignment). Together with the thesis the student must submit 4 copies of the summary (max. 3 pages of text and selected bibliographic quotations). The submission of the printed version by the student is governed by instructions and office hours of the relevant Department. More information is available on: [ft.fem.culs.cz](http://ft.fem.culs.cz).

### **2. Register in UIS for the Final State Exam between 1 and 31 March 2020**

Students must check their personal data in the UIS and confirm their accuracy. When registering for the Final State Exam an optional subject is entered (specialization, only the selected disciplines of the MSc (Ing.) study). More information on <http://is.czu.cz>.

### **3. Complete all prescribed study obligations and hand in your blue/white book (index) at the Study Office together with the Transcript of Records from the UIS by the deadline of 11 May 2020**

This deadline is binding. **After the deadline the student cannot be included in the Final State Exam.**

Along with the “blue book” (index) and the transcript of all grades from the IS (**one-sided printing, landscape**), the student also submits binding application for the graduation ceremony in a written form together with a receipt of 300 CZK (fee for the graduation ceremony). **It is also necessary to register electronically in the student information system.** If the student does not meet one of the above mentioned requirements he/she cannot take the final state examination in May and June 2020. This must be announced by the student to the relevant Study Office coordinator (Ms. Šimková for all English programmes) and the student continues the study (credit tests, examinations) until 4 September 2020. Then, in September 2020 the student must attend registration in the next year of study. At this registration the student will be offered a solution in accordance with the Study and Examination Regulations of the CZU in Prague (individual study plan, repeating of the year, termination of studies). The student is then expected to pass the FSE in February or June 2021.

In other non-standard cases, the student must get information from their Study Office coordinator about further solutions to their specific study situation.

In Prague, 6 February 2020

Prof. Ing. Libuše Svatošová, CSc.

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Vice-Deans for Study and Pedagogic Activities