



## FSE February 2021 – overview of important terms

### Bachelor and Master study

#### Submission of the Thesis by: 30. 11. 2020

Students have to submit an electronic version of their Thesis through **UIS ČZU** (<http://is.czu.cz>). After logging into UIS CZU, 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).

The electronic version must be submitted by the student no later than 30.11.2020. 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).

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.

#### Register in UIS for the Final State Exam between: 1. - 31. 12. 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>.

#### Complete all prescribed study obligations and hand in (by post) at the Study Office the Transcript of Records from the UIS by the deadline of 24. 1. 2021

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

#### Final State Exam: 2. - 5. 2. 2021

- The assignment of the student for the term will be published in the IS ([is.czu.cz](http://is.czu.cz)) by 31. 1. 2021 (<http://is.czu.cz>).

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Vice-deans for study and pedagogical activities