

## Information on the 2022/2023 State Final Examinations

### 1. Registration for State Final Examination

The application for the State Final Examination (hereinafter referred to as “SFE”) shall be submitted electronically only between **1 March 2023 until 31 March 2023 until 1 pm**. The deadline for applying for the SFE is final, after this date it is not possible to apply for the State Final Examination. *The student is responsible for proper registration for the SFE.*

### 2. Submission deadline of the final thesis to the UIS by 31 March 2023 until 1 pm.

The student uploads the thesis in electronic form to the UIS (including assignment, statement, etc.) in \*.pdf format. The electronic version must contain the complete text of the thesis and it is also possible to upload separate appendices. Additional information should be entered separately into the UIS: title of the paper, abstract and keywords (in Czech and English). The thesis upload should be terminated by clicking on the “**SUBMIT FINAL THESIS**” icon.

*The student confirms that he/she has completed the following steps by the deadline:*

- inserting additional information
- inserting work (including attachments)
- submitting his/her work.

If the student does not fulfil all the requirements necessary to submit the thesis by the deadline, it will not be possible to defend the thesis and take the final examination on the chosen date.

Check the title of the thesis on the printed assignment and in the UIS before submitting it. The title of the work must be **identical** everywhere.

The thesis must be prepared according to the Methodological Guidelines for the preparation of Bachelor's/Master thesis at the FZP.

Instructions for uploading your thesis can be found at <https://www.oikt.czu.cz/cs/r-12873-navody-a-dokumenty/r-12483> – University Information System – Instructions for students – Submit your thesis.

### 3. Submission of Printed Work

The student shall submit the thesis **in hardcover in 2 copies on the day of the SFE** to the SFE committee. The printed work and the work uploaded in the UIS must be identical. If the student does not submit a paper in hardcover on the day of the final examination, **he/she will not take the** final examination on that date.

### 4. Completion of Study Obligations by 3 May 2023

All students in their final year registered for the SFE will submit the UIS EXAM SURVEY OF EXAMINATIONS for their final year of study signed to the FZP Study Department no later than 3 May 2023. Students enrolled in the SFE shall send a signed summary of exam results as an attachment from a university email address. All credits and examinations must be entered in the UIS. **Students are required to check by 30 April 2023**, whether all credits and exams have been entered in the UIS. A

student who misses a course registration in UIS will not be assigned to a SFE committee and will not take the SFE in May 2023.

**Students who are not registered for the SFE** must address their study status (repeating a year, student status after the conclusion of a year, interruption of studies) with the study officer.

A student who fails to meet the above conditions by the deadline will not take the State Final Examination on the chosen date.

## 5. State Final Examination

State final examinations for full-time and combined studies are held in the building of the Faculty of Environment on the premises of the CZU. State Final Exams will be held **from 15 May to 19 May 2023**, the state Bachelor's exams will be held **from 22 May to 26 May 2023**,

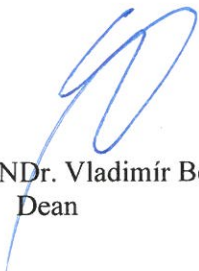
The composition of the SFE committees and the roster of students will be published in the UIS at least one week before the start of the state examinations. Basic refreshments for the SFE Commissions are provided by the FZP.

## 6. Graduation and Graduation Fee

Upon successful completion of the final state examination, the student pays a refund of CZK 300 for the costs associated with the completion of studies (at the SIC cash desk, by bank transfer). Payment confirmation is given at the graduation ceremony or when collecting the diploma at the study department. The graduation date is planned between 7 to 9 June 2023. Exact date and time to be announced.

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Approved by the Academic Senate of FZP on: 22<sup>nd</sup> September 2022



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