

Information on Final State Examination in the WS 2023/2024 Master's degree programmes only

State final examinations at the Faculty of Environmental Sciences of the Czech University of Life Sciences are governed by the provisions of Act No.111/1998 Coll., on higher education institutions, and on amendments and supplements to other acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), the Study and Examination Regulations for Studies in Bachelor's and Master's Degree Programmes of the Czech University of Life Sciences in Prague (hereinafter referred to as the "SER"), this Information and other CZU and FZP regulations (Dean's Regulation no. 15/2023).

1. Thesis submission to UIS from November 20, 2023 by November 30, 2023, at 13:00

The student must submit an electronic form of their thesis (including the thesis assignment, declaration, etc.) in *.pdf format to the UIS. The electronic document must include the full text of the thesis; attachments can be uploaded separately. Additional information, i.e. the title of the thesis, abstract and keywords (in English) must be uploaded to the UIS separately. To finish uploading the thesis, the student must use the „**THESIS SUBMISSION**“ („**Thesis Submission**“) button.

The student is responsible for meeting the following requirements by the deadline:

- Uploading additional information
- Uploading the thesis (including attachments)
- Submitting the thesis

If the student does not meet all of the requirements needed to submit the thesis by the deadline, they will be unable to defend the thesis and take the Final state examination on the chosen date.

Before submitting, it is necessary to check the title of the thesis on the printed copy of the thesis assignment, on the thesis and in the UIS. The title of the thesis **must be the same** everywhere.

The thesis must be written and formatted according to the Methodological Guidelines for the Master's Theses at the Faculty of Environmental Sciences.

Submission of hardback copies

The student must submit two hardback copies of their thesis to the FSE committee **on the day** of their FSE. The printed thesis and the thesis uploaded in the UIS must be identical. If the student does not submit the hardback copies on the day of the Final state examination, they will not pass the FSE within that term.

2. Final state examination registration from November 20, 2023 by November 30, 2023, at 13:00

If the thesis is submitted in the UIS, the student is allowed to register for the Final state examination (FSE) electronically in the UIS by **November 30, 2023**. The due date must be met, it is not possible to register for the Final state examination after this deadline.

3. Completion of study requirements

Only students who have completed their studies and passed all credits and exams can take the SZZ in this term. Student does not study in a repeated year or according to an ISP or to an Erasmus.

4. Final state examination

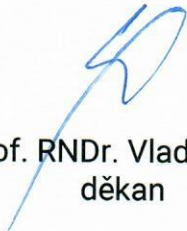
The Final state examination for full-time and combined study programmes is held at the Faculty of Environmental Sciences at the CZU campus in Prague from February 5, 2024 by February 9, 2024. The members of the Final state examination committee and exam timetables will be announced in the UIS no later than one week before the Final state examination takes place. Students are supposed to arrive at the faculty at 8.30 if it takes place on Monday and at 8.00 if it takes place between Tuesday and Friday. Basic refreshments for the FSE committee are provided by the faculty. Beverages for the optional celebratory drink are provided by the students.

At least two students of a study programme must be registered for the FSE to take place. In the case of a lower number of registered students, the FSE of this study programme will be cancelled and the student is supposed to solve the issue with the Study Administration Office.

5. Graduation ceremony and study completion fee

After passing the examination, the student must pay a 300 CZK fee for the costs of study completion (at the Library cash desk). Confirmation of payment must be submitted at the graduation ceremony or when collecting the diploma at the Study Administration Office.

October 16, 2023


prof. RNDr. Vladimír Bejček, CSc.
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