

Dean's Guideline No. 10/2025
**State Final Examinations at the Faculty of Environmental Sciences of the Czech University
of Life Sciences in Prague**

State final examinations in the academic year 2025/2026 at the Faculty of Environmental Sciences (hereinafter referred to as the 'FZP') of the Czech University of Life Sciences Prague (hereinafter referred to as 'CZU') are governed by Act No. 111/1998 Coll, on higher education and amendments and supplements to other acts (the Higher Education Act), as amended (hereinafter referred to as the 'Higher Education Act'), the Study and Examination Rules for Bachelor's and Master's Study Programmes of the Czech University of Life Sciences Prague (hereinafter referred to as the 'SZR'), this guideline and other CZU and FZP guidelines.

1. Registering for a state final examination

An application to be registered for a state final examination (hereinafter referred to as 'SFE') may only be submitted electronically, between **1 March 2026 and 31 March 2026, 1 p.m.** The deadline for registering for an SFE is final; it will not be possible to register for the SFE after that date. The responsibility for properly registering for a SFE rests with the student.

2. Handing in the final theses through the UIS by 31 March 2026, 1 p.m.

Students shall upload their final theses in electronic form to the University's electronic information system (hereinafter referred to as the 'UIS') in *.pdf format (including the assignment, declaration, etc.). The electronic version must contain the complete text of the thesis; separate appendices may also be attached. Additional information should be entered separately into the UIS: title of the paper, abstract and keywords (in Czech and English). The process of uploading the thesis must be completed by clicking on the **SUBMIT FINAL PAPER** icon.

Students are responsible for ensuring the following steps are taken by the deadline:

- additional information is uploaded,
- the final thesis is inserted (including appendices),
- the final paper is handed in.

If a student fails to fulfil all the requirements necessary to turn in their thesis by the deadline, they will not be allowed to defend the thesis and take the final examination on the chosen date.

Before submitting their thesis, the student must check the title of the thesis on the printed assignment and in the UIS. The title of the thesis must be **identical** in all of the documents.

For instructions on uploading the thesis go to <https://www.oikt.czu.cz/cs/r-12873-navody-a-dokumenty/r-12483> – University Information System – Instructions for students – Submit your thesis.

Students are required to prepare the final theses in accordance with the relevant internal guidelines of the Faculty of Environmental Sciences and the Czech University of Life Sciences, in particular the Methodological Guidelines for the Processing of Bachelor's and Master's Theses at the Faculty of Environmental Sciences (<https://czuvpraze.sharepoint.com/sites/SCZU-SPO-INF-SI-FZP/SitePages/SSZ.aspx>) as well as Dean's Guideline No. 5/2019, Rules for assigning, processing, submitting, archiving and publishing bachelor's and master's theses at ČZU. The student is responsible for the final quality of the thesis submitted according to the above instructions.

3. Submitting printed theses

Students shall submit their theses in hard cover in 2 copies on the **day** of the SFE to the SFE committee. The text of the printed thesis and the thesis uploaded in the UIS must be identical. If a student fails to submit their final thesis in printed form on the day of the final examination, they **will not be able to take** the final examination on that day.

4. Reports

The thesis supervisor and the opponent will prepare and upload their reports into the UIS by the following deadlines: for Master theses, 29 April 2026, 1 p.m.; for Bachelor theses, 6 May 2026, 1 p.m. They shall furnish the reports by their electronic signatures from the UIS. The department secretariat shall confirm the proper submission of the reports to the FZP Study Department. If both the supervisor and the opponent of a final thesis 'fail' the final thesis, the student concerned has not fulfilled the prerequisites for the SFE and will not be able to take the SFE; in such a case, they will neither defend their thesis nor take the SFE in the relevant subjects. However, the student may rewrite their thesis while keeping its topic and take the SFE on one of the upcoming dates.

2

5. Discharging the study duties by 6 May 2026

All final-year students registered for an SFE shall send via their student email account, by 6 May 2026 at the latest, a STATEMENT OF EXAM GRADES during the last year, from the UIS to the contact centre (general request). All credits and examinations must be entered in the UIS. **Students are required to check by 1 May 2026**, whether or not all credits and exams have been entered in the UIS. A student who misses a course registration in UIS will not be assigned to an SFE committee and will not take the SFE in May 2026.

Students who are not registered for the SFE must address their study status (repeating a year, student status after the year conclusion, interruption of studies) with the study officer. A student who fails to meet the above requirements by the deadline will not be able to take the SFE on the selected date.

6. State Final Examinations

SFEs are organised for both full-time and combined study programmes in the FZP building on the CZU campus. Students take the SFE before a committee and the SFE consists of an examination in the subjects specified in the accreditation application of the given study programme (for the subjects and areas see <https://czuvpraze.sharepoint.com/sites/SCZU-SPO-INF-SI-FZP/SitePages/SZZ.aspx>) and the defence of the Bachelor or Master thesis. The focus of the bachelor's or diploma thesis must be in line with the graduate profile defined in

the application for accreditation of the study programme. The examination in the subjects of the SFE and the defence of the bachelor's or diploma theses take place on a single day. The course of the SFE and the announcement of the results are public. The committee consists of at least 3 members who are approved by the Scientific Council of the FZP and appointed by the Dean of the FZP. The SFEs for the follow-up Master's study programmes will take place **from 18 May to 22 May 2026**, the SFEs for Bachelor's study programmes shall be held **from 25 May to 29 May 2026**.

During examinations in each of the SFE subjects, the examiner will ask questions related to the predefined SFE subject areas, which will be published well in advance in a section dedicated to SFE information on <https://czuvpraze.sharepoint.com/sites/SCZU-SPO-INF-SI-FZP/SitePages/SZZ.aspx>. The result of the examination in the SFE subjects, on the defence of the final thesis and the overall result of the SFE is the decision of the entire SFE committee. The decision may not be revoked or amended unless otherwise provided for in the relevant legislation. The SFE committee shall prepare a detailed record of the course of each student's SFE. Students with specific needs who require any adaptations for the SFE shall follow the valid Rector's Guideline regulating the Minimum Standards of Counselling and Study Support Provided to Applicants for Studies and Students with Specific Needs at the Czech University of Life Sciences Prague and reach out to the point of contact at the Faculty of Environmental Sciences by 31 March 2026.

The composition of the SFE committees and the lists of students shall be published in the UIS at least one week before the start of the SFE. Students taking the SFE shall report for the SFE at 8:30 a.m. on Monday and 8 a.m. on Tuesday-Friday on the day of the SFE. The examination time given is indicative and may change in view of vis maior. The chair of the committee, if justified, may change the order in which individual students are examined. At the beginning of the SFE day, there will be an opening ceremony by the chair of the committee. There is a closing ceremony at the end of the SFE day and an evaluation of the SFE results, so student participation is required throughout the day. Basic refreshments for the SFE committees are provided by the FZP.

7. Graduation ceremony and study completion fee

After passing the SFE, the students pay a fee covering the services related to the graduation ceremony (in cash at the cash desk in the CZU Library, or by wire transfer into a bank account) in accordance with the internal CZU guideline entitled Study fees and payments for administrative acts and services of CZU, as in force during the current academic year. Whether the fee has been paid is checked through the UIS; if the fee has not been paid, the graduate concerned is requested to make the payment. The dates of the graduation ceremonies are set by the CZU and FZP schedules at 10 June to 12 June 2026. The exact dates and times shall be specified and published on <https://czuvpraze.sharepoint.com/sites/SCZU-SPO-INF-SI-CZU>.

This guideline is made and enters into force on the date of its promulgation. This Guideline repeals Dean's Guideline no. 13/2024.

Approved by FZP Academic Senate on: September 24, 2025

prof. RNDr. Michael Komárek, Ph.D.
Dean

Checklist for students registered for a state final examination

- Apply electronically to register for the SFE between 1 March to 31 March 2026, 1 p.m.
- Submit the final thesis via UIS by 31 March 2026, 1 p.m.
- Check the title of the thesis in the assignment document and in the UIS – it must be identical.
- Make sure that all annexes and supplementary information are entered into the UIS.
- Ensure that the paper is submitted (click on the FINAL PAPER SUBMISSION icon).
- Check that all grades and credits have been entered into the UIS by 6 May 2026.
- Check that the supervisor's and opponent's reports are entered in a timely manner.
- Show up on time for the final examination according to the schedule and with a printed version of the thesis (2 copies).