

Dean's Guideline No. 14/2026
**State Examinations at the Faculty of Environmental Sciences of the Czech University of Life
Sciences in Prague**

State examinations in the 2026/2027 academic year 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 'State Examination Rules'), this guideline and other CZU and FZP guidelines.

1. Registering for the state examination

Applications for the state examination (hereinafter also referred to as 'SE') must be submitted electronically between **1 March 2027 and 31 March 2027, 1.00 p.m.** The deadline for registering for the SE is final; it will not be possible to register for the SE after that date. The responsibility for properly registering for the SE rests with the students.

2. Handing in the final theses through the UIS by 31 March 2027 , 1.00 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.

Each students is responsible for ensuring the following steps are taken by the deadline:

- further information is provided,
- the final thesis is uploaded (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 SE 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. 7/2026, Rules for assigning, processing, submitting, archiving and publishing bachelor's, master's and rigorosum theses at CZU. The student is responsible for the final quality of the thesis submitted according to the above instructions.

3. Submitting printed theses

Students shall submit a single copy of their theses in hard covers on the day of the SE to the SE committee, in accordance with the State Examination Rules and internal rules. 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 SE, they will not be able to take the SE 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's theses, 28 April 2027, 1.00 p.m.; for bachelor's theses by 5 May 2027, 1.00 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 SE and will not be able to take the SE; in such a case, they will neither defend their thesis nor take the SE in the relevant subjects. However, the student may rewrite their thesis while keeping its topic and take the SE on one of the upcoming dates.

In justified cases where the supervisor has awarded a grade between 1 and 3 to the final thesis and the opponent has awarded a grade between 1 and 3 to the final thesis, the SE committee is authorised, if it finds there are serious grounds for doing so, to decide that the student has failed the defence of their final thesis. The SE committee shall set out the reasons for its decision in the SE report; this decision must be taken by the entire SE committee.

5. Discharging the study duties by 5 May 2027

All final-year students registered for the SE must submit a STATEMENT OF EXAM GRADES for the last year, from UIS, to the contact centre (general request) by 5 May 2027 at the latest. All credits and examinations must be entered in the UIS. **Students are required to check by 30 April 2027**, 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 SE committee and will not take the SE in May 2027.

Students who are not registered for the SE 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 SE on the selected date.

6. State examination

The SE is organised for both full-time and combined study programmes in the FZP building on the CZU campus. Students take the SE before a committee and the SE 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 SE and the defence of the bachelor or master theses take place on a single day. The course of the SE 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 SE's for the follow-up Master's study programmes will take place **from 17 May to 21 May 2027**, the SE's for Bachelor's study programmes shall be held **from 24 May to 28 May 2027**.

During examinations in each of the SE subjects, the examiner will ask questions related to the predefined SE subject areas, which will be published well in advance in a section dedicated to SE information on <https://czuvpraze.sharepoint.com/sites/SCZU-SPO-INF-SI-FZP/SitePages/SZZ.aspx>. The result of the examination in the SE subjects, on the defence of the final thesis and the overall result of the SE is the decision of the entire SE committee. The decision may not be revoked or amended unless otherwise provided for in the relevant legislation. Review procedures are governed by the State Examination Rules and the relevant legislation. The SE Committee shall draw up a detailed report on the course of each student's SE. Students with specific needs who require any adaptations for the SE shall follow the Rector's Guideline in force 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 2027. Any student who shows up for the SE hereby confirms that they feel physically and mentally fit to sit the SE. Once the SE has commenced and concluded, no account will be taken of any claims regarding a student's inability to sit the SE, nor of any circumstances which the student may subsequently cite as obstacles to sitting the SE, including health-related reasons.

The composition of the SE committees and the lists of students shall be published in UIS at least one week before the start of the SE. on the day of the SE, Students taking the SE shall report for the SE at 8.30 a.m. on Monday and 8 a.m. on Tuesday-Friday. The examination time given is approximate and may be subject to changes due to circumstances beyond our control. The chair of the committee, if justified, may change the order in which individual students are examined. At the start of the SE day, the committee chair will hold an opening ceremony. A closing ceremony and an evaluation of the SE results take place at the end of the SE day, so student participation is required throughout the day. Basic refreshments for the SE committees are provided by the FZP.

7. Graduation ceremony and study completion fee

After passing the SE, 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 9 June to 11 June 2027. The exact dates and times shall be specified and published on <https://czuvpraze.sharepoint.com/sites/SCZU-SPO-INF-SI-CZU>.

This Guideline is adopted and comes into force on the date of its publication in the public section of the CZU's website. This Guideline repeals Dean's Guideline No. 10/2025.

Approved by the Academic Senate of FZP on September 23, 2026.

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

Checklist for students registered for the state examination

- Register for the SE electronically to from 1 March to 31 March 2027, 1.00 p.m.
- Submit the final thesis via UIS by 31 March 2027, 1.00 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 5 May 2027.
- Check that the supervisor's and opponent's reports are entered in a timely manner.
- Show up on time for the SE according to the schedule and with a printed version of the thesis (1 copy).