

Dean's Regulation No. 13/2024 State Final Examinations at the FZP

State final examinations at the Faculty of Environmental Sciences Czech University of Life Sciences Prague 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 Prague (hereinafter referred to as the "SER"), this Regulation and other CZU and FZP regulations.

1. Registration for State Final Examination

The application for the state final examination (hereinafter also referred to as the "SFE") shall only be submitted electronically from **1 March 2025 to 31 March 2025 by 13:00**. The deadline for applying for the SFE is final, after this date it is not possible to apply for the state final examination. *The responsibility for proper application for the SFE lies with the student.*

2. The final thesis submission deadline in the UIS is 31 March 2025 by 13:00

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 finalised by clicking on the "**SUBMIT FINAL THESIS**" icon.

The student is responsible for complying with the additional steps by the deadline:

- Additional information has been uploaded;
- The thesis (including attachments) has been uploaded;
- The thesis has been submitted.

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

Before submitting the 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** everywhere.

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.

The student is obliged to prepare the final thesis in accordance with the relevant internal regulations of the FZP and CZU, in particular the Methodological Guidelines for writing bachelor's/diploma theses at the FZP (<https://www.fzp.czu.cz/cs/r-6896-studium/r-7547-dokumenty/r-7549-legislativni-dokumenty>) and according to Directive No.5/2019 Rules of

assignment, processing, submission, archiving and publication of bachelor's and diploma theses at the CZU (<https://www.czu.cz/cs/r-7210-o-czu/r-7702-oficialni-dokumenty/r-7810-vnitri-predpisy-univerzity>). The student is responsible for the final quality of the thesis submitted according to the above instructions.

3. Submission of printed thesis

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

4. Opinions

The thesis supervisor and the opponent will prepare an assessment that will be uploaded to the UIS. The assessment shall be provided with an electronic signature. Then they hand in the printed assessment, which has been signed electronically, to the secretariat of the department where the thesis is prepared, whereby the department secretariat will hand in the assessments to the study department by the deadline - diploma theses by 30 April 2025 13:00 and bachelor's theses by 7 May 2025 13:00. If the thesis supervisor and the opponent classify the thesis as "failed", the student has not fulfilled the prerequisites for taking the SFE and is not allowed to take the SFE, i.e., they do not take part in the thesis defence or the examinations from the SFE subjects. However, the student may rework the original topic and take the SFE on one of the following dates.

5. Completion of study obligations by 7 May 2025

All final-year students registered for the SFE shall upload the UIS SUMMARY OF EXAM RESULTS for the final year to the contact centre (general request) by 7 May 2025. All credits and examinations must be entered in the UIS. **Students are required to check by 2 May 2025** that 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 2025.

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 conditions by the deadline will not take the state final examination on the chosen date.

6. State Final Examinations

State Final Examinations for full-time and combined studies are held in the building of the Faculty of Environmental Sciences in the CZU premises. The SFE is taken by the student before a committee and consists of an examination of the subjects specified in the application for accreditation of the study programme (the subjects and fields see www.fzp.czu.cz) and a defence of the bachelor's or diploma 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 of the SFE subjects and the defence of the bachelor's or diploma thesis 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 State Final Examinations will take place **from 19 May to 23 May 2025**, the state bachelor's examinations will take place **from 26 May to 30 May 2025**.

During the examination of individual SFE subjects, the examiner asks questions related to the predefined SFE subject areas, which will be published well in advance in the SFE information on the faculty's website (<https://www.fzp.czu.cz/cs/r-6896-studium/r-9878-informace-pro-studenty/r-12283-statni-zaverecne-zkousky>). The decision on the result of the examination of the SFE subjects, the BT/DT defence and the overall SFE result is the decision of the whole SFE committee. This decision may not be revoked or amended unless otherwise provided for in the relevant legislation. The SFE committee will prepare a detailed record of the course of each student's SFE.

The composition of the SFE committees and the roster of students will be published in the UIS at least one week before the commencement of the SFE. Students taking the SFE will report to 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

Upon passing the State Final Examination, the student pays the fee for the costs associated with the completion of studies (at the Library CZU cash desk, by transfer to an account) in accordance with the internal regulations of the CZU Determination of fees associated with studies and the amount of payments for administrative acts and services of the CZU Prague, applicable to the current academic year. The fee payment is checked through UIS, if the fee is not paid the graduate is asked to pay. The graduation ceremony date is planned between 11 June and 13 June 2025. The exact date and time are to be announced.

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Approved by the Academic Senate of FZP on: September 26, 2024

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