

# Information for students who have registered for the state final examination in the winter term for the academic year 2023/2024

Public Notice of Dean no. 1/2024

Ref. No.: 1/13922/24/Ši

- It was possible to [register](#) for **the state final examination** (hereinafter SFE) until 30 November 2023. In regards to any additional registration (for entirely exceptional cases), it is necessary to submit a [request](#). Students who have received a specific term for taking the SFE, or have received a substitute term for taking the SFE which has been determined by the dean, will not have to register.
- **The deadline for the submission of the thesis is 9 January 2024**, followed by **the dates of the final state examinations which are from 5 - 9 February 2024 (bachelor study), resp. 29 January – 9 February 2024 (Master study)**. Students are to hand in their thesis in paper form in two copies to the secretary of the relevant department, as well as turn in an electronically processed format in KOS. A thesis, usually in the range of 20 to 50 pages for a bachelor's thesis, or 40 to 80 for diploma thesis in A4 format (no attachments), should be printed on both sides, usually in font 11 and bound in to one part in a soft board with cardboard board (not spiral).
- **The exact date of the SFE will be provided by the department.**
  1. Only those students for whom the Dean has assigned a date for the SFE, in accordance with the „[Dean's Directive on thesis and state examinations within the diploma and master's study programs](#)“, will be able to take the state final examination. This means students who have simultaneously:
    - a. **registered within KOS** before the deadline (see above)
    - b. **fulfilled their curriculum and entered it in KOS** no less than 3 working days before the first day of the state examinations (i.e. **bachelor study - until 31 January 2024 inclusive, master study – until 24 January 2024 inclusive**).

Each student has to check their study plan in KOS and close it **by 31. 1. 2024 (BS), resp. by 24. 1. 2024 (MS)** by pressing the appropriate button. If there are any problems, students are to contact their study officer, who will close the study plan, **by above mentioned dates at the latest**.

If a student fails to fulfill the study plan they do not have to revoke the application request as it will be done automatically.

2. If a student, who has registered for the second time for a bachelor's / master's thesis subject in the winter semester of the academic year 2023/2024, **fails to submit a thesis by 9 January 2024** (and this was not a previously approved alternate deadline after having registered for the "Thesis writing" subject in the summer semester of academic year 2022/2023), may, before 9 January 2024, in accordance with the Study and Examination

Cod of CTU, Art. 16, para. 4, **apply in writing to the Dean** (through the Student Office with the approval of the relevant department) for an alternate deadline for the bachelor's / master's thesis ("delaying submission of the thesis"). This would mean a submission of the thesis **by 24 May 2024**. For further details see the [Dean's Directive](#) on thesis and state examinations within the diploma and master's study programs, Art. 3.

Requests for an alternate thesis deadline after the first registration of the bachelor's / master's thesis subject are irrelevant.

3. If a student **submits a thesis by 9 January 2024**, but for some reason has **failed to take part in the SFE** at the originally scheduled time, even though the conditions set out in paragraph 1 are met, must **apologize in writing to the Dean** (through the Student Office with the approval of the relevant department) in advance, or no later than 5 days after the date of the SFE, and will eventually receive an alternate date for the SFE.

4. If the student has **failed the final examination (or if they have succeeded only in the professional part of the SFE, but fail in the thesis defence, or vice versa)**, the term for repeating the SFE will be determined by the dean. **Students must pass the final examination at the latest within 1.5 years from the date of the completion of their study plan** (this day is the last day of the examination period of the last semester in which a student registered for courses in their study plan). The SFE can be repeated only once.

5. Bachelor's degree students in the Faculty of Electrical Engineering must pass the state final examination, or the last part of it, within six years of starting the program; Master's degree students in the Faculty of Electrical Engineering must pass the state final examination, or the last part of it, within four years of starting the program (this time period also includes all possible interruptions of studies).

In Prague, January 2, 2024

*Vice-Dean prof. Ing. Jiří Jakovenko, Ph.D.*