

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE NO. No. 6/2023	
Re:	Schedule of the Final State Examinations for the follow-up master's study programmes in the Academic year 2023/2024
Applies to:	students of the 2 nd year of the follow-up master's study programmes, heads of the departments and institutes, guarantors of study programmes
Reference number:	sfcht/364/23
Effective from:	1 st November 2023
Written and submitted by:	Ing. Jana Marková
Approved by:	prof. Ing. Petr Němec, Ph.D.

The Final State Examinations (FSE) in the academic year 2023/2024 are governed by Act No. 111/1998 Coll. on Higher Education Institutions.

Timetable of Individual Tasks:

1. The department/institute shall announce the topics of diploma theses **by 30th November 2023**. The programme's guarantor is responsible for ensuring that the thesis topics and focus are consistent with the programmes' specialization.
2. Student shall choose one of the announced topics and must register at the department/institute **no later than 22th December 2023**.
3. The student who shall take the FSE within the specified timeframe will generate the subjects for FSE in the IS STAG-*Portal-My Study* during the electronic pre-registration period for the summer semester.
4. The department/institute shall fill in the necessary information for the "Master's Thesis Assignment Form" in the IS STAG and may add other details.
5. The department/institute shall print the "Master's Thesis Assignment Form" from the IS STAG **by 29th February 2024**. The student shall insert the Master's Thesis Assignment Form without signatures to the thesis, the Master's Thesis Assignment Form with the signatures of the Dean and the Head of the department will be submitted to the Study Department.
6. The formal layout of the theses follows the Directive No. 7/2019 of the University of Pardubice.
7. In accordance with the Directive No. 1/2022 of the University of Pardubice, the guarantor of the study programme shall submit proposals for members of the Examination Committee for FSE to the Dean, including the date and the location where the FSE will be held. These details, along with the list of students taking the individual FSE, shall be sent in writing to the Study Department **by 29th March 2024**.
8. Together with the FS Examination Committees, secretaries – recorders who will take the minutes and print the protocols shall be appointed. These secretaries will pick up materials for the individual Examination Committees at the Study Department.
9. The guarantor of the study programme shall inform students about the FSE subjects, with recommended literature, and with exam requirements **by 29th March 2024**.
10. The Study Department shall issue appointment decrees for the chairs and members of the FS Examination Committees **by 3rd May 2024**.
11. The Study Department shall provide the document "Organizational Arrangements and Course of the FSE in Follow-up Master's Degree Study Programmes" **by 30th April 2024**.
12. The student who is taking the FSE as scheduled must submit the printed "Registration Form A" and the "The Registration for the FSE" from the IS STAG-*Portal-My Study*

- by 10th May 2024.** A student can take the FSE if he/she earns at least 120 credits and fulfills all the requirements of the study plan.
13. The student who is taking the FSE as scheduled must submit the Master's Thesis in three copies to the department/institute where the thesis was created, **no later than 10th May 2024.** In the event of postponing the publication of the thesis, the student must additionally submit one copy in spiral binding with a form for "*Postponement of the Publication of the Rigorous Thesis or its Part*" (Attachment No. 2 to the Directive No. 7/2019 of the University of Pardubice).
 14. The department/institute shall complete all data about the thesis in the IS STAG, ensure the upload of the entire thesis, along with the "Master's Thesis Assignment Form" and add the updated submission date by the student, **no later than 20th May 2024.** Only afterwards the file is automatically sent for plagiarism checking in the THESES.CZ system.
 15. In the event of postponing the publication of the thesis or its part, up to a maximum of 3 years after the defence, the department/institute must set it in the IS STAG (publication of the thesis in 1/2/3 years). The department/institute will electronically upload the form "*Postponement of the Publication of the Rigorous Thesis or its Part*" to the IS STAG **by 24th May 2024.** The department/institute will submit the signed form and the thesis in spiral binding to the Study Department after the FSE. The thesis will be sent by the Study Department for storage at the Ministry of Education, Youth and Sports.
 16. The department/institute shall upload the assessment of the thesis of the supervisor and the reviewer to the IS STAG and compile the theses along with the assessments of the thesis of the supervisor and the reviewer in both print and electronic versions **by 24th May 2024.** The assessment by the reviewer and the supervisor of the thesis must include, in addition to verbal evaluations, a clear recommendation for or against the defence and the classification by which the thesis is evaluated.
 17. The department/institute shall ensure the printing of a physical copy of the thesis in the location of the defence five days before the defence.
 18. The defences of the theses and the FSE in the follow-up master's degree study programmes take place **from 3rd June to 7th June 2024.**
 19. The chairs of the FS Examination Committees shall provide the overall announcement of results and assessment of the FSE after all defences are completed.
 20. After the FSE, the student shall submit his/her graduation certificate and the student ID card to the Study Department and register his/her attendance for the Graduation ceremony.
 21. The department/institute, through the appointed Secretary of the FSE shall put the FSE on record on the *IS STAG-Portal-Registrar of the FSE* and print it. It will be entered into the file service with a bar code; the student's number and the FSE should be mentioned in the subject. The delivery route is direct, node 32029 SySU FChT. Signed Master's Thesis Assignment Form, signed author's declaration, the original assessments of the supervisor and the reviewer will be handed over to the Study Department.
 22. The Study Department shall issue the directive on the organizational arrangements of the Graduation ceremony **by 31st May 2024.**
 23. Graduation ceremony date – **14th June 2024.**

prof. Ing. Petr Němec, Ph.D.
Dean