

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
<b>DIRECTIVE NO. No. 7/2024</b>	
Re:	<b>Schedule of the Final State Examinations for the follow-up master's study programmes in the Academic year 2024/2025</b>
Applies to:	students of the 2 <sup>nd</sup> year of the follow-up master's study programmes, heads of the departments and institutes, guarantors of study programmes
Reference number:	sfcht/0230/24
Effective from:	1 <sup>st</sup> November 2024
Written and submitted by:	prof. Ing. Petr Mošner, Dr.
Approved by:	prof. Ing. Petr Němec, Ph.D.

The Final State Examinations (FSE) in the academic year 2024/2025 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 29<sup>th</sup> November 2024**. 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 20<sup>th</sup> December 2024**.
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 28<sup>th</sup> February 2025**. 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 along with the record of the FSE.
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 31<sup>st</sup> March 2025**.
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 31<sup>st</sup> March 2025**.

10. The Study Department shall issue the document "Organizational Arrangements and Course of the FSE in Follow-up Master's Degree Study Programmes" **by 30<sup>th</sup> April 2025**.
11. The Study Department shall issue appointment decrees for the chairs and members of the FS Examination Committees **by 2<sup>nd</sup> May 2025**.
12. The student scheduled to take the FSE must submit the printed "Registration Form A" and the "The Registration for the FSE" from the IS STAG-*Portal-My Study* **by 9<sup>th</sup> May 2025** to the Study Department. A student is eligible to take the FSE if they have earned at least 120 credits and fulfilled all study plan requirements.
13. The student scheduled to take the FSE must submit three printed copies of their Master's Thesis to the department/institute **no later than 9<sup>th</sup> May 2025**. An electronic version of the Master's Thesis must also be uploaded to IS STAG-*Portal-Theses* by the same date, or submitted along with the printed copies in accordance with the instructions of the department/institute head. In the case of a postponed publication of the Master's Thesis, the student must additionally submit one copy in spiral binding along with the form "*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 20<sup>th</sup> May 2025**. 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 23<sup>rd</sup> May 2025**. 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 print version **by 23<sup>rd</sup> May 2025**. 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 2<sup>nd</sup> June to 6<sup>th</sup> June 2025**.
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 their graduation certificate and student ID card to the Study Department and register their 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 barcode; the student's personal identification number and name, along with the FSE designation 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 30<sup>th</sup> May 2025**.
23. Graduation ceremony date – **13<sup>th</sup> June 2025**.

prof. Ing. Petr Němec, Ph.D.  
Dean