UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
DIRECTIVE NO. No. 3/2026	
Subject:	**Organisation and Conduct of State Final Examinations for Follow-up Master's Degree Programmes in the 2026/2027 Academic Year**
Applies to:	All departments of the Faculty of Chemical Technology and students of the 2nd year of the follow-up Master's study programmes
Reference number:	UPCE/dfcht/00016269/2026
Effective from:	The date of Dean's signature
Written and submitted by:	prof. Ing. Petr Mošner, Dr., Vice-Dean for Education
Approved by:	prof. Ing. Petr Němec, Ph.D.

Article 1
Introductory Provisions

(1) This Directive lays down the procedure for the organisation and conduct of State Final Examinations (hereinafter referred to as the "SFE") in follow-up Master's degree programmes (hereinafter referred to as "study programmes").
(2) This Directive has been issued in accordance with the Study and Examination Regulations of the University of Pardubice (hereinafter referred to as the "UPCE SER") and the University of Pardubice Directive on the Submission, Public Accessibility, and Formal Layout of Final Theses (hereinafter referred to as the "UPCE Directive").

Article 2
Master's Thesis

(1) Academic staff members (thesis supervisors) shall enter Master's thesis topics in the IS/STAG system under the "University Qualification Thesis Topics" module **no later than 13th November 2026**. The thesis supervisor shall enter the topic for a specific study programme and in accordance with Directive No. 2/2017 on the Supervision of University Qualification Theses at the Faculty of Chemical Technology of the University of Pardubice.
(2) The guarantors of the follow-up Master's degree programmes shall approve the proposed thesis topics **by 27th November 2026**. The guarantors shall be responsible for ensuring that the topics and subject areas of the qualification theses are in accordance with the academic focus of the respective study programme and that a sufficient number of topics is available for the study programme concerned.
(3) Heads of departments/institutes shall approve the topics proposed within their departments/institutes **by 4th December 2026.**
(4) The approved topics shall be published for students in IS/STAG **on 9th December 2026.**

(5) From the published topics, students shall select and register a topic in IS/STAG **no later than 16th December 2026**. Each student may select a maximum of three topics.
(6) A thesis supervisor shall assign a topic to a registered student **no later than 6th January 2027.**
(7) If none of the topics registered by a student is assigned to them, the student shall select one of the unassigned topics **no later than 13th January 2027.**
(8) A thesis supervisor shall assign a topic to students registered pursuant to Article 2(7) **no later than 18th January 2027.**
(9) The thesis supervisor shall enter the information required for printing the "Master's Thesis Assignment" in IS/STAG **by 29th January 2027.**
(10) The department/institute shall ensure that the student has the official Master's Thesis Assignment generated from the IS/STAG system available **no later than 19th February 2027**. This assignment shall subsequently form part of both the printed and electronic versions of the Master's thesis.
(11) A student who is to sit the SFE shall submit a printed copy of the Master's thesis to the relevant department/institute, in at least one copy, **no later than 10th May 2027**. The student shall also upload the electronic version of the Master's thesis to IS/STAG by the same date.
(12) The department/institute shall enter the actual date of submission of the thesis by the student **no later than 17th May 2027**. The file containing the required metadata shall then be automatically submitted to the Theses.cz system for an originality check.
(13) A Master's thesis whose defence is to take place at a department other than the department under which its topic was originally proposed shall be transferred by the Student Affairs Office in IS/STAG to the department responsible for its defence **on 18th May 2027**.
(14) In the event that publication of a Master's thesis or part thereof is to be postponed, for a maximum period of five years from the date of its defence, the department/institute shall enter the relevant information in IS/STAG. The department/institute shall upload the justification (Annex No. 2 to the UPCE Directive, *"Postponement of Public Accessibility of the Final Thesis or Its Part"*) to IS/STAG **by 21st May 2027.**
(15) The department/institute shall upload the supervisor's and opponent's reports to IS/STAG and shall compile the printed Master's thesis together with the supervisor's and opponent's reports **by 21st May 2027**. In addition to a written assessment, both the opponent's report and the thesis supervisor's report must contain an explicit recommendation or non-recommendation of the thesis for defence and the grade awarded to the thesis.
(16) The department/institute shall ensure that a printed copy of the Master's thesis is made available at the place where the defence is held five days before the defence.
(17) The formal requirements for Master's theses shall be governed by the UPCE Directive.

Article 3
State Final Examination

(1) The study programme shall be duly completed by passing the SFE, which consists of the defence of the Master's thesis and an oral examination covering the subjects specified in the study plan of the study programme. The conduct and assessment of the SFE shall be governed by Article 8 of the UPCE Study and Examination Regulations.
(2) Master's thesis defences and SFEs in follow-up Master's degree programmes shall take place **from 1st June to 4th June 2027**.

(3) A student may sit the SFE provided that they have obtained at least 120 credits and have fulfilled all the requirements of the study plan.
(4) A student who is to sit the SFE within the specified period shall generate the SFE subjects in IS/STAG during the period when electronic pre-registration for the summer semester is open.
(5) The study programme guarantor shall inform students of the SFE subjects, recommended literature and examination requirements **by 31st March 2027.**
(6) In connection with the organisational arrangements for the SFE, a Dean's Measure shall be issued **by 30th April 2027**.
(7) The Study Department shall prepare the appointment decrees for the chairs and members of the SFE examination boards **by 30th April 2027.**
(8) A student who is to sit the SFE within the specified period shall submit the Registration Sheet A and SFE Registration form printed from IS/STAG to the Study Department **by 11th May 2027**.
(9) The chair of the SFE examination board shall formally announce the results and provide an overall assessment of the SFE after all thesis defences have been completed.
(10) Following the SFE, the student shall submit the exit form to the Study Department and register their attendance at the graduation ceremony.

Article 4
Examination Boards

(1) The members of the examination board and its chair shall be appointed by the Dean in accordance with Article 8 of the UPCE Study and Examination Regulations.
(2) The guarantor of the relevant study programme shall submit a proposal for the members of the SFE examination board to the Dean through the Study Department **by 31st March 2027**. The proposal shall also specify the secretary of the examination board, the list of students, and the date and place of the SFE.
(3) The department/institute, through the secretary of the examination board, shall record the SFE in IS/STAG and print the relevant record.
(4) The department/institute shall submit to the Study Depatment and register in the records management system the following documents: the "Master's Thesis Assignment", "Author's Declaration", "Supervisor's Report", "Opponent's Report", "Record of the State Final Examination" and, where applicable, the "Postponement of Public Accessibility of the Final Thesis or Its Part".

Article 5
Graduation Ceremony

(1) A directive concerning the organisational arrangements for the graduation ceremony shall be issued **by 28th May 2027.**
(2) The graduation ceremony shall take place **on 11th June 2027.**

Article 6
Final Provisions

(1) Directive shall enter into force and effect on the date of its signature by the Dean.

prof. Ing. Petr Němec, Ph.D.
Dean