

## **Rules and organization of state final exams of CTU FTS held in the period 10.06.2024 – 21.06.2024**

**These rules are intended for students, supervisors of diploma theses and managers for education of institutes according to the currently valid directive for the implementation of bachelor's and master's study programs**

In the period from 10.06.2024 to 21.06.2024, state final exams will be held for students of the CTU in Prague, Faculty of Transportation Sciences, who are scheduled to submit their diploma thesis on 15.05.2024 and who do not submit a "Notice of Postponement of FSE and Bachelor's or Diploma work" according to the dean's current directive.

These rules are detailed in the following tables:

For Students with FSE held on 10.6. - 21.6.2024

| ORDER | WHAT                                               | WHEN                     | WHERE                                  | HOW/FORMAT                                                                                  |
|-------|----------------------------------------------------|--------------------------|----------------------------------------|---------------------------------------------------------------------------------------------|
| 1     | Diploma thesis - submission                        | by 15.05.2024            | KOS                                    | Online/PDF                                                                                  |
|       |                                                    | by 29.05.2024            | Secretariat of the relevant institute  | At least 1 printed original                                                                 |
| 2     | Study results check                                | by 03.06.2024            | KOS                                    | Check completeness and correctness of data online                                           |
|       |                                                    |                          | Study department                       | Printed and signed study results from KOS/PDF tetikova@fd.cvut.cz; kamila.mateju@fd.cvut.cz |
|       |                                                    |                          | Study department                       | Printed and signed version of „Consent to the processing of personal data “                 |
| 3     | Registration to FSE                                | by 03.06.2024            | KOS                                    | Online (after fulfilling point 2)                                                           |
| 4     | The possibility of viewing the test of the reviews | from 03.06.2024          | KOS                                    | Online                                                                                      |
| 5     | Returning the student ID card                      | After completing the FSE | Identity Card Publishing House CIC CTU | In person                                                                                   |

**For Supervisors of theses submitted to the KOS system by 15.05.2024**

| ODER | WHAT                                                    | WHEN                                                                                                                       | WHERE                        | HOW/FORMAT                                                                                                                          |
|------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Return of submitted theses                              | no later than 15.5.2024 and at the same time the student must have the chance to insert the new version again by 15.5.2024 | KOS                          | Online                                                                                                                              |
| 2    | Check and confirmation of consent with submitted theses | by 18.05.2024                                                                                                              | KOS                          | Online                                                                                                                              |
| 3    | Designation of the opponent                             | by 20.05.2024                                                                                                              | KOS                          | Online (the information about the designed opponent must be filled in)                                                              |
| 4    | Supervisor and opponent opinion                         | by 03.06.2024                                                                                                              | KOS                          | Online/PDF (the supervisor of the theses is also responsible for inserting the opinion of the opponent within the defined deadline) |
| 5    | Participation at FSE of the supervised student          | 10.06. - 21.06.2024                                                                                                        | Meeting of the FSE committee | In Person (or a representative of another supervisor or authorized academic staff of the relevant department)                       |

**For Managers for Education of individual departments**

| ORDER | WHAT                                                                                                                       | WHEN          | WHERE | HOW/FORMAT |
|-------|----------------------------------------------------------------------------------------------------------------------------|---------------|-------|------------|
| 1     | Set up of individual FSE commissions in the given program                                                                  | by 03.06.2024 | KOS   | Online     |
| 2     | Assignment of students to the created FSE committees                                                                       | by 04.06.2024 | KOS   | Online     |
| 3     | Appointment of the chosen academic staff members as „Administrator of the boards and Secretary of the Examination boards “ | by 03.06.2024 | KOS   | Online     |

### **General information and notifications:**

At the beginning of their master's thesis the students shall quote the following declarations, together with date and their signature:

- a) "I do not have a compelling reason against the use of this school work within the intention of § 60 of the Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (Copyright Act)." (Provided the final work was not assigned as undisclosed in accordance with Clause 15, subsection 11 of the Dean's Guideline)
- b) "I declare that I have elaborated this thesis independently using information sources listed in the bibliography in accordance with the Methodological Instruction on the observance of ethical principles in the preparation of university final theses and the Framework rules for the use of artificial intelligence at CTU for study and pedagogical purposes in bachelors and master study. "

All final thesis (provided they were not assigned as undisclosed in accordance with Clause 15, subsection 11 of the Dean's Guideline) defended after 1<sup>st</sup> January 2014 are available for download in electronic form at <https://dspace.cvut.cz/handle/10467/3456?locale-attribute=en>

The detailed schedule of the final state examination by individual FSE boards shall be announced no later than 1 week before the FSE on the bulletin boards of the relevant departments.

The graduation ceremony shall be held on Tuesday, 24<sup>th</sup> September 2024. The exact time shall be posted on the website of the faculty in advance.

The next master's studies FSE shall be held in January 2025.

Ing. Patrik **Horáždovský**, Ph.D.  
m. p.  
Vice-Dean for Education

In Prague, on 10<sup>th</sup> April 2024