

# **Rules and organization of state final exams of CTU FTS held in the period 09.12.2024 – 11.12.2024**

**These rules are intended for students, supervisors of bachelor's thesis 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 09.12.2024 to 11.12.2024, final state exams (FSE) will be held for students of the CTU in Prague, Faculty of Transportation Sciences, who are scheduled to submit their bachelor's thesis on 18.11.2024.

These rules are detailed in the following tables:

For students with FSE held on 09.12.-11.12.2024				
ORDER	WHAT	WHEN	WHERE	HOW/FORMAT
1	Bachelor's thesis - submission	by 18.11.2024	KOS	Online/PDF
		by 02.12.2024	Secretariat of the relevant institute	At least 1 printed original
2	Study results check	by 22.11.2024	KOS	Check completeness and correctness of data online
			Study department	Printed and signed study results from KOS/PDF Ms. Matějů (kamila.matejů@fd.cvut.cz)
			Study department	Printed and signed version of „Consent to the processing of personal data “
3	Registration to FSE	by 22.11.2024	KOS	Online (after fulfilling point 2)
4	The possibility of viewing the test of the reviews	from 02.12.2024	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 18.11.2024**

ODER	WHAT	WHEN	WHERE	HOW/FORMAT
1	Return of submitted theses	no later than 18.11.2024 and at the same time the student must have the chance to insert the new version again by 18.11.2024	KOS	Online
2	Check and confirmation of consent with submitted theses	by 21.11.2024	KOS	Online
3	Designation of the opponent	by 23.11.2024	KOS	Online (the information about the designed opponent must be filled in)
4	Supervisor and opponent opinion	by 02.12.2024	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	09.12. - 11.12.2024	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 03.12.2024	KOS	Online
2	Assignment of students to the created FSE committees	by 03.12.2024	KOS	Online
3	Appointment of the chosen academic staff members as „Administrator of the boards and Secretary of the Examination boards “	by 03.12.2024	KOS	Online

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

At the beginning of their bachelor'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, 4<sup>th</sup> March 2025. The exact time shall be posted on the website of the faculty in advance.

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Vice-Dean for Education

In Prague, on 15<sup>th</sup> October 2024