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REGULATION OF THE DEAN OF FTZ

No. 1/2025



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## Organization of State Final Examinations for the academic year 2024/2025

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### Article 1

#### Introductory Provisions

- (1) This dean's regulation is valid for the Faculty of Tropical AgriScience (hereinafter referred to as the "Faculty") of the Czech University of Life Sciences in Prague (hereinafter referred to as "CZU").
- (2) This regulation is drawn up in particular in accordance with Act No. 111/1998 Coll., on Higher Education, as amended (hereinafter referred to as "the Act") and the Study and Examination Rules for Bachelor's and Master's Programs of the CZU.

### Article 2

#### Registration for the state exam

- (1) The application for the state final exam for the 1st term of the State Final Examination (SFE) is only submitted electronically.
- For bachelor's programs, the application to the SFE is submitted from 07.04.2025 to 17.04.2025 to 23:59. The student applies for both parts of the SFE for bachelor's studies at the same time. The SFE is held in one day, it consists of an examination of the SFE subjects and the defence of the final thesis.
  - For master's programs, the application to the SFE is submitted from 07.04.2025 to 24.04.2025 to 23:59. For the WLPMC program the student must choose at UIS whether to register only for the exam in SFE subjects, or for the exam in SFE subjects and at the same time for the defence of the final thesis. If the student registers only for the exam in SFE subjects, he can register for the final thesis defence in the next regular SFE term. Individual parts of the SFE take place on the dates see Article 5.

For the 2nd term and the corrective term of SFE, the deadline for electronic registration is from 01.08.2025 until 15.08.2025 at 23:59.

- (2) The deadline for registering for the SFE is final, after this deadline it is not possible to register for the state final exam. The student is responsible for properly registering at SFE.

### Article 3

#### Submission of the final thesis

- (1) The student submits the final thesis in both printed and electronic form. The submission of the Bachelor's thesis is due by 17.04.2025 at 23:59, the submission of the Master's thesis is due by 24.04.2025 at 23:59.
- (2) The student uploads the thesis in electronic form to the UIS in \*.pdf format. The electronic version must contain the complete text of the thesis, it is also possible to upload separate attachments. Additional information must be uploaded separately to the UIS: title of the thesis, abstract and keywords (in Czech and English). The uploading of the thesis should be completed by clicking on the icon "SUBMISSION OF FINAL THESIS".
- (3) The student shall submit the printed thesis (in 2 copies) to the FTZ Study Department within 14 days after uploading the thesis to the UIS. The printed thesis and the thesis uploaded in UIS must be identical.
- (4) The thesis must be prepared according to the Manual for Preparation of Bachelor's/Diploma Thesis at FTZ.
- (5) The thesis must be written in the language of the degree programme accreditation. Only for the Bachelor's programme in Tropické zemědělství (TZ) can the thesis be prepared in English. The defence of the thesis takes place in the Czech or English language.
- (6) The student is responsible for completing the following steps by the due date in accordance with Article 3(1):
  - He added additional information
  - Submitted work (including attachments)
  - Submitted the thesis in electronic form to UIS
  - Submitted the paper in 2 copies to the FTZ Study Department within 14 days after submission to UIS

If the student fails to complete all the requirements necessary to submit the thesis by the deadline, it will not be possible to defend the thesis and take the SFE on the chosen date.

- (7) The final thesis is subsequently assessed by the thesis supervisor and one opponent. The reviews must be available to students at least one week before the thesis defence at UIS. Experts in the relevant field, both from academia and practice, may be the thesis referee. The thesis supervisor proposes the opponent and the supervisor's department head approves the opponent through UIS. The thesis opponent must not be a member of the faculty.
- (8) The final thesis is checked for the originality of the texts using UIS tools. In addition, theses written in English are checked by the faculty using the anti-plagiarism software Turnitin. In both cases, in case of detection of unoriginality of texts, the procedure is followed according to the Rector's Directive No. 5/2019.
- (9) Further obligations for the submission of theses are defined in Rector's Directive No. 5/2019 - Rules for the submission, processing, submission, archiving and publication of bachelor's and master's theses at the CZU.

### Article 4

#### Completion of study obligations

- (1) Students are required to check that they have entered all credits and exams in UIS according to the study plan and confirm the correctness of the results in UIS.

(2) Students in their final year who are not registered for the SFE must address their study status (repeating a year, student status after closing a year, interruption of studies) no later than 14 days after the standard deadline for registering for the SFE with the study officer.

## Article 5

### State Final Examinations

- (1) SFEs for all study programmes are held in the FTZ building on the campus of CZU in Prague.
- (2) The SFE for Bachelor programmes will take place from 26.05.2025 to 30.05.2025.
- (3) SFEs for Master's degree programmes are held according to the following outline:

SFE for the WLPMC study programme:

- in the week from 19.05.2025 to 23.05.2025 - testing in SFE subjects
- in the week from 02.06.2025 to 06.06.2025 - thesis defence
- In the week from 15.09.2025 to 19.09.2025 - 2nd term of thesis defence and SFE remedial term

SFE for other study programmes of the follow-up Master's degree:

- in the week from 02.06.2025 to 06.06.2025 - the examination of subjects and the defence of the diploma thesis will take place in one term.
- A make-up date will be announced according to the course of the 1st term of the SFE.

The SFE for the Tropical Farming Systems Master's degree program in Double Degree form and the GLOFOR Master's study program in multiple degree form are governed by the conditions set out in the partnership agreement. The expected date of the final exam is from 15.09.2025 to 17.09.2025.

- (4) The composition of the SFE committees and the roster of students will be published in UIS at least one week before the start of the SFE. Basic refreshments for the SFE committees are provided by the faculty. Optional additional refreshments or toasts are provided by the students.
- (5) SFE commissions can be composed of representatives of the faculty, representatives of other faculties or universities, and experts from practice. Regular employees of the faculty may not be chairmen of examination committees for master's SZZ. The composition of the SZZ commissions is approved by the Scientific Council of the FTZ based on the proposal of the study program guarantor.
- (6) Participation of members of the SZZ committee is possible, if necessary, in a partially distant form within the rules given by the Study and Examination Regulations for studies in bachelor's and master's degree programmes of the ČZU.

## Article 6

### Graduation and graduation fee

- (1) Upon successful completion of the SFE, the student pays a fee of CZK 400 for the costs associated with the termination of studies (at the cash desk of the CZU Library, by bank transfer). The graduation date is set for 26.06.2025.

Article 7  
**Final provisions**

- (1) This regulation was discussed by the College of the Dean of FTZ on 09.04.2025.
- (2) The Regulation becomes valid and effective on the day of its announcement.

In Prague on 09.04.2025



prof. dr. ir. Patrick Van Damme , v. r.