

Regulation for follow-up master study students in their last year of studies in 2023/24

Topics for the State Final Exam will be announced in the IS from **16. 2. 2024**.

A student can proceed to the **State Final Exam** (SFE) only when **the following conditions are fulfilled:**

- by the end of the summer exam period, i.e. **17. 5. 2024 for the 2nd year**, he/she fulfils a credit layout including conditions stipulated by the study programme plan
- he/she submits a diploma thesis (DT) by **22. 5. 2024 at the latest, following the study programme guarantor's instructions**
- in the IS he/she selects courses in relevant topics and confirms an application for the SFE from **8. 4. 2024 to 6. 5. 2024**

Before finishing his/her studies, a student checks continuously fulfilling the credit layout of the study programme in the IS, i.e. completing all compulsory courses from the Study Plan, completing the minimum number of courses from individual course groups and achieving the minimum number of credits. In case of not fulfilling any of the above-mentioned conditions he/she shall immediately contact the Study Department.

For writing a diploma thesis it is compulsory to download a template either in Word or LaTeX, which can be found at https://www.fekt.vut.cz/pro_studenty/szz. Instructions for reformatting a text from previous template versions can be found in the regulation enclosure.

A template in English can be accessed at https://www.fekt.vut.cz/en/students/final_theses.

Templates have been updated in accordance with the current citation norm ČSN ISO 690:2022.

At the stipulated time a student shall submit a printed version of the Diploma Thesis to the respective Department, if required, for more information see the Rector's Directive no. 72/2017. At the same time, he/she uploads an electronic version of the Diploma Thesis in the IS, maximum data volume for the main document is 35 MB and for enclosures 15 MB. A Diploma Thesis Supervisor assigns credits to the student for handing in the DT which fulfils all formal criteria and shows no obvious flaws.

The number of DT printed versions (max 1 or none) submitted by the student, and other details related to submitting a DT, as well as organisation instruction for the SFE, are stipulated and announced by the head of department regulation in cooperation with the Study Programme Guarantor.

Students can be excused from the SFE only by serious reasons, primarily by health problems. A student files a written request for excuse from the SFE signed by hand to the Guarantor of the Study Programme as soon as possible. In case of an illness a student presents a medical report together with the request for excuse. The Guarantor of the Study Programme decides on the request acceptance or refusal and states his/her decision on the student's request in writing. If the excuse is accepted, the Guarantor discharges the student from the SFE committee. The student then files the request of excuse with the Guarantor's statement to the Study Department without delay.

No later than 2 days after the taking SFE shall a student fill in a Final Record in the IS. Graduation ceremony dates range from **25. 6. to 28. 6. 2024**. If a student wants to participate at the Graduation Ceremony, he/she shall pay a graduation fee of 800CZK in the "Platba mikropoplatkem/ Microfee payment" module. (The price can be altered). The price includes not only the ceremony, but also access to the electronic database of ceremony pictures and video recordings.

A **student who fails the SFE** shall immediately contact the Study Department to discuss the subsequent steps.

A student who does not fulfil the above-mentioned conditions necessary for proceeding to the SFE shall continue with his/her studies in the following academic year (on condition that he/she fulfils the requirements for passing to the following year of studies, as stipulated by the Study and Examination Regulation).

A student who registered a DT course in an academic year and,

- has taken the assignment of the DT, but has not submitted the thesis within the stipulated deadline,
- or has fulfilled the DT assignment, has submitted the thesis within the stipulated deadline, but has not fulfilled the credit layout or conditions given by the Study Plan,

shall present a written request for study continuation (part-time study) or study interruption to the Study Department by **24.5.2024** at the latest. In case of necessity to clear out ambiguities a student shall see the Study Department to discuss his/her study situation with the Study Vice-Dean by **24.5.2024** at the latest.

If a student fails to submit the DT in this academic year, he/she shall not obtain credits for the compulsory DT course and he/she shall register it in the following academic year (i.e. he/she does not lose the right for the defence term).

The final thesis is published on the BUT webpage only after the defence and undefended theses are published as well.

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prof. Ing. Tomáš Kratochvíl, Ph.D.

Vice-Dean for External Relations