

## **Vice-dean's Decree No. 5/2023 on Registration for State Final Examinations of Students on Bachelor and Master Programmes**

Students intending to take the State Final Examination and defend the Bachelor Project or Master Thesis must register with the respective Department and sign there the printed application form, or, alternatively, register by e-mail addressed to the Department secretary. The e-mail replaces the student's signature on the application form for the State Final Examination and a printed copy will be attached to student's application form.

Application deadlines:

- no later than 30 November 2023 (February examination deadline)
- no later than 31 March 2024 (June examination deadline)
- no later than 31 May 2024 (September examination deadline)

Students are eligible to apply if - besides their study duties for the respective semester – no more than two other course requirements are to be met to satisfy the complete academic obligations.

The date of registration for the State Final Examination is understood to be the first date of the examination. If, for serious reasons, the student cannot be present for the examination on the day of his/her registration, cancellation must be made of the registration with the Study Office. Electronic cancellation addressed to the Study Office is also possible.

A student registered for the state final exam will check the fulfilment of his study obligations in the KOS system. Completion of the study programme in due form is determined by the timetable of the Academic Year. Before the deadline, students may consult any unclear issues with the respective Department. Should the student's data in the KOS System be incomplete, he/she forfeits the right to take the examination.

The Decree is based on principles stipulated by the Study and Examination Regulations of CTU, Article 11, par.4.

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Vice-dean for Student Affairs