



# Organisation of the academic year 2023/2024 for English study programmes

## DECREE

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<b>Document's name</b>	Organisation of the academic year 2023/2024 for English study programmes
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<b>Definition of scope</b>	FES students in English study programs
<b>Efficiency</b>	from 26.9.2023 to 31.8.2024

<b>Created by:</b>	prof. Ing. Jitka Komárková, Ph.D., Vice-Dean	26.9.2023	signature:
<b>Approved by:</b>	prof. Ing. Jan Stejskal, Ph.D., Dean		signature:

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## **Closing of the academic year 2022/2023 and registration for the academic year 2023/2024.**

Closing of the academic year 2022/2023 and registration for the academic year 2023/2024 will take place at the Study Department (Ms Pašková) **from 1. 9. 2023 to 20. 9. 2024 for the 2<sup>nd</sup> and 3<sup>rd</sup>-year students and from 1. 9. 2023 to 31. 10. 2023 for the 1<sup>st</sup> year students.**

Each student then must appear at the study department to sign the enrolment form by 31. 10. 2023.

### **Enrolment**

#### **Bachelor's degree**

Term of enrolment (1 <sup>st</sup> year students)	1. 9. 2023 – 31. 10. 2023
Term of enrolment (2 <sup>nd</sup> and 3 <sup>rd</sup> year students)	1. 9. 2023 – 20. 9. 2023

#### **Master's degree**

Term of enrolment (1 <sup>st</sup> year students)	1. 9. 2023 – 31. 10. 2023
Term of enrolment (2 <sup>nd</sup> and 3 <sup>rd</sup> year students)	1. 9. 2023 – 20. 9. 2023

#### **Doctoral studies**

Enrolment in the first years (valid for students who participated in the admission procedure in June or July 2023) and enrolment in upper years	1. 9. 2023
Enrolment in the first year (valid for students who participated in the admission procedure in September 2023)	2. 10. 2023
Submission of the Annual Evaluation of the Doctoral Student's Individual Study Plan for the academic year 2023/2024	till 6. 9. 2023

**Matriculation of the 1<sup>st</sup> year of Bachelor studies (full-time form only): 11. 10. 2023**

#### **Winter semester**

Lecturing period	25. 9. 2023 – 23. 12. 2023
Examination period	2. 1. 2024 – 11. 2. 2024
Examination period for students – Final state exam January 2023	2. 1. 2024 – 5. 1. 2024
Winter holiday	24. 12. 2023 – 1. 1. 2024

#### **Summer semester**

Lecturing period	12. 2. 2024 – 12. 5. 2024
Examination period	13. 5. 2024 – 30. 6. 2024 12. 8. 2024 – 31. 8. 2024
Summer holiday	1. 7. 2024 – 11. 8. 2024

**The final year of study (3rd year of Bachelor's programmes and 2nd year of follow-up Master's programmes) - students applying for the Final State Exam in June 2024**

Lecturing period	12. 2. 2024 – 14. 4. 2024
Examination period for students – Final state exam in June	15. 4. 2024 – 19. 5. 2024

**Offer (list) of thesis topics - applies to students in the penultimate year of study**

Proposal of the thesis topic by the student, including an agreement with the expected supervisor	till 18. 3. 2024
Topics of bachelor and master theses are announced by institutes	till 7. 5. 2024
Students are obliged to register at the institutes	15. 5. 2024 – 31. 5. 2024
Preparation of documents for the IS STAG upload	till 28. 6. 2024

**Final Thesis and Closing for the State Final Examination at FEA - relates to students in their final year of study**

**Final State Examination - January 2024**

Submission of final theses*	till 30. 6. 2023
On the basis of the request **	till 31. 12. 2023
Application submission	till 5. 1. 2024
Completion of the final year of Bachelor's studies	9. 1. 2024
Completion of the final year of Master's studies	10. 1. 2024
Final State Exam	22. 1. 2024 – 2. 2. 2024
Graduation ceremony	22. 2. 2024

\* The thesis supervisor may offer the student an extension of the deadline for thesis submission. The thesis supervisor sets the new deadline, **no later than 25. 8. 2023**. In this case, the student does not submit a Request. The supervisor records the new deadline in the relevant list of students. The supervisor is obliged to carry out a **plagiarism check** and decide about the **assignment till 31. 8. 2023**.

\*\* It is only possible to submit the final thesis within this period with the consent of the thesis supervisor. The student will submit an application to the study department, on which the approval of the thesis supervisor will be expressed. Students may submit requests on a rolling basis to the Office of Studies, where they will be recorded. The application will be automatically approved once all other course requirements have been met (earning 40 credits for AR 2022/23). The supervisor is obliged to carry out a **plagiarism check** and decide about the **assignment till 3. 1. 2024**. Theses submitted after 31. 12. 2023 and theses for which assignment is not obtained till 3. 1. 2024 will not be able to be defended at the Final state examination in January 2024.

**Final State Examination - June 2024**

Distribution of final thesis assignment sheets in PDF form to students	till 4. 12. 2023
Submission of final theses	till 30. 4. 2024
Application submission	till 30. 4. 2024
Completion of the final year of Bachelor's studies	21. 5. 2024
Completion of the final year of Master's studies	22. 5. 2024
Final State Exam	28. 5. – 7. 6. 2024
Graduation Ceremony	26. 6. – 27. 6. 2024

### Final State Examination - August 2024

Submission of final theses*	till 28. 6. 2024
Application submission	till 31. 7. 2024
Completion of the final year of Bachelor's studies	13. 8. 2024
Completion of the final year of Master's studies	14. 8. 2024
Final State Exam	19. 8. – 30. 8. 2024
Graduation Ceremony	17. – 18. 10. 2024

\* The thesis supervisor may offer the student an extension of the deadline for thesis submission. The **thesis supervisor sets the new deadline**, no later than 31. 7. 2024. In this case, the student does not submit a request. The supervisor records the new deadline in the relevant list of students. The supervisor is obliged to carry out a **plagiarism check** and decide about the assignment till 5. 8. 2024.

### Final State Examination - January 2025\* - corrective terms only\*\*

Submission of final theses *	till 28. 6. 2024
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\* Details will be provided in the timetable for the academic year 2024/25

\*\* Students who, for objective reasons, were unable to participate in the June and/or August Final State Exam (e.g. Erasmus+ mobility, documented serious health problems) may also participate in the Final State Exam in January 2025.

### Admission entrance examinations to the AY 2024/2025

Master's degree - English test	4. 3. – 15. 3. 2024
- Informatics test	4. 3. – 15. 3. 2024
- abstract submission	till 4. 3. 2024
For doctoral studies	15. 4. – 30. 6. 2024

prof. Ing. Jan Stejskal, Ph.D.  
Dean

