

## **Regulation for Bachelor program students to organize their last year of studies in 2024/25**

Topics for the State Final Exam will be available from the Information System (**IS**) as of **16 February 2025**.

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

- by the end of the summer exam period, i.e., **4 June 2025 for the 3<sup>rd</sup> year**, they have earned the required sum of credits and satisfied the relevant study prerequisites,
- their Bachelor thesis (**BT**) has been duly submitted, **not later than 6 June 2025, following the study program guarantor's instructions**,
- in the IS, they select courses within relevant topics and confirm the SFE application form between **8 April 2025** and **6 May 2025**.

Before completing the studies, a student shall repeatedly verify in the IS if they have fulfilled the preset credit load of the study program, i.e., whether they have earned all the mandatory credits within the Study Plan, having gathered not less than the minimum number of courses from the individual course groups and gained the minimum number of credits. If any of the above-mentioned conditions has not been satisfied, the student shall immediately contact the Study Department. To write a Bachelor thesis, it is necessary to download the applicable template either in MS Word or LaTeX, at [https://www.fekt.vut.cz/pro\\_studenty/szz](https://www.fekt.vut.cz/pro_studenty/szz). A document template in English can be accessed at [https://www.fekt.vut.cz/en/students/final\\_theses](https://www.fekt.vut.cz/en/students/final_theses).

Within the stipulated deadline, the student shall submit a printed version (if required) of the Bachelor thesis to their supervisor's department; more detailed information is specified in Rector's Directive no. 72/2017. At the same time, an electronic version of the Bachelor thesis shall be uploaded to the IS, the data limits being 35 MB and 15 MB for the main document and the attachments, respectively. The Bachelor thesis supervisor shall assign credits to the student for submitting the BT only when the thesis has met all the formal criteria and does not show any major flaws.

The **amount of printed versions of the BT (one or none, depending on the requirements)** and other details related to submitting a BT, as well as organizing instructions for the SFE, are set out and announced by the head of the department and/or study program guarantor.

**Students may be absent from the SFE only for serious reasons, health issues in particular.** In such cases, a student shall file without delay a written, duly undersigned request to be excused from the SFE to the study program guarantor. In health issues, a medical report shall be delivered with the request. The guarantor shall decide whether to accept or decline such a request, indicating their verdict on the document in writing. If the application has been accepted, the guarantor shall exclude the student list from the list of candidates to be examined. The student shall then submit the letter of excuse including the guarantor's verdict to the study department.

Students who have taken the SFE shall fill out, not later than 2 days after the exam, the relevant final record in the IS. The graduation ceremonies shall be held from **1 July 2025** to **4 July 2025**. To participate in the ceremony, a student shall pay the fee of 850 CZK in the "Platba mikroploškem / Microfee payment" module. This sum includes not only the actual event but also access to the electronic database of photos and video recordings.

Students that have **failed the SFE** shall contact the study department immediately to discuss the applicable steps and procedures.

**A student who has not satisfied the above-mentioned conditions and prerequisites for the SFE shall continue with their studies in the following academic year (if they have satisfied the requirements to enroll in that year of study, as stipulated via the Study and Examination Regulation).**

A student who has registered a BT course in the relevant academic year and

- has accepted the assignment of the BT but failed to submit the thesis within the deadline  
or
- has completed the BT assignment and submitted the thesis within the deadline but failed to earn the credits or satisfy conditions set out through the study plan

shall deliver to the study department, not later than **6 June 2025**, a written, duly undersigned request to carry on with or to interrupt their studies. When in doubt about the steps and procedures to be taken, the student shall contact the study department to discuss the problem.

If a student has failed to submit the BT in the academic year 2024/2025, they shall not obtain the credits for the mandatory BT course and shall be required to enroll in that course again in the following academic year (i.e., they shall not lose the right to defend the thesis).

**The thesis shall be published on the BUT webpage only after being defended;** theses not defended successfully shall be published as well.

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