Schedule for processing MT (Master Thesis) 2025/2026 –

AGRIFOM, ENVIM, NARMEEM

Information about the final state exam (FSE) and graduation

Schedule of 1st year students of MSc.

• **From 1. 10. 2025 to 30. 11. 2025** individual departments list new or update previous topics of master´s theses in UIS. Topics are not visible to students in the UIS system at this time.

• **From 1. 12. 2025 to 28. 2. 2026** you have to apply for the topic of the master´s thesis through system UIS "**Student´s portal** → **List of topics** → **Final thesis topics** ". After approving the topic, the supervisor will create a thesis assignment, which you will find in **"Student´s portal → Final thesis → Display the assignment form "**. Due to the possibility to edit and add changes in the assignment, it is not necessary to have the assignment of the thesis approved in the 1st year.

• **By 30. 6. 2026** check the filled in parts of the assignment "**Student´s portal → Final thesis → Display the assignment form"** – name of the student, name of the supervisor, title of the thesis, language of the thesis, type of thesis and tentative date of defence. Alternatively, complete the missing parts of the assignment in cooperation with the supervisor of the thesis. In "**Display assignment form → Recommended information resources**" you must include 2 titles in a foreign language.

Schedule of 2nd year students of MSc.

• **By 31.1.2026** the assignment of the thesis will be gradually approved by the supervisor, head of the department and dean (may be represented by vice deans). By approving the assignment, it will be closed and neither the supervisor nor the student will have access to the assignment. If necessary, resolve any changes in the assignment with your supervisor first. Minor changes can be resolved by the secretariat of the department. In case of major changes in the assignment, the approval of the assignment has to be cancelled and re-approved.

• **By 1.2.2026 to 28. 2. 2026** – if you plan to pass the FSE, apply through **"Student´s portal → Application for FSE "**and it is also possible to apply for graduation "**Student´s portal → Application for FSE → Application → Graduation ceremony "**. If applying is not possible due to missing approval of the assignment of the thesis "**Student´s portal → Final thesis→ Approval of Assignment** ", contact your supervisor.

• **By 19. 4. 2026** you have to submit the electronic version of your thesis into UIS, the summary (abstract) and keywords. You will bring 2 hard copies of the master´s thesis + 4x summaries to the state final examination commission. The summary contains a title page and a page with a summary of keywords. Pay attention mainly to the title page if the name of the department and

the year of submission is correct. The full name of the study programme (not an abbreviation) must be written down.

The thesis inserted into the system has to be identical to the printed version of the thesis. You can submit your thesis into UIS through "**Student´s portal → Final thesis → Insert thesis and the appendices** ". The maximal size of the thesis diploma is 50 MB. If part of the thesis are also attachments (e.g., maps, or files exceeding 50 MB), it is possible to upload them separately to the section **Thesis appendices**. The only file format allowed is PDF. The system automatically names the files.

Insert (copy + paste) keywords and summary as text in the section "**Student´s portal → Final thesis → Insert additional information"**. The summary should be inserted into Abstract. If the submission of the thesis and additional information is complete, it is necessary to confirm the submission i.e. go to section "**Student´s portal → Final thesis → Thesis submission** ". After that, the thesis will be marked as submitted. The submission can be cancelled within 24 hours. After 24 hours from the submission of the thesis, the content compliance check (plagiarism) will begin. Within about 3 days of submission, the result of the content compliance check is known.

It is necessary to bring a printed assignment to the defense: "**Student´s portal → Final thesis → Display the assignment form → Print of the assignment** ".

In the event that the assignment cannot be submitted on time, it is possible to request an extension of the deadline, but not more than one week. The request must be submitted via "**Student´s portal → Contact centre → General request**". The approval of the thesis supervisor must be attached (a photo or scan of the email is sufficient).

• **By 10. 5. 2026** the supervisor of the thesis and the opponent will fill in the assessments in the system. The opponent of the master´s thesis has to be an expert with at least a master´s degree. The supervisor can fill in the assessment after the content compliance check has taken place. You will see the filled in assessment after 24 hours from completion. It is necessary to bring the supervisor's and opponent's report to the defense: Print reports: "**Student´s portal → Final thesis → Supervisor´s review / Opponent´s rewiev**".

• **By 11. 5. 2026** it is necessary to fulfil all your study obligations (credits, exams). If you do not fulfil all study obligations, contact your study administrator (Mrs. Hofmanova). You have to bring a signed statement of study results to the final state exam (FSE). Printing of the statement of study results: **"Student´s portal → Print documents → study overview ".** Please print in landscape.

Date of the FSE

• **18. 5. - 22. 5. 2026.** The exact time schedule of the FSE for individual students will be published in the system "**Student´s portal → Application for FSE → Application → SE examination board** "no later than a week before the FSE takes place.

Preparation for defence

• Consult the answers to the opponent´s comments with your supervisor, as well as the presentation of the thesis.

• Part of the FSE is the thesis defence. Prepare a presentation of your thesis in PowerPoint. The length of the presentation should not exceed 7 minutes and 10 slides. The presentation should contain a title of the thesis, author, supervisor, aim of the thesis (possibly a hypothesis), very briefly methodology, results and conclusion (if the aim of the work was achieved). You are obliged to bring written corrections of errors of your thesis (according to the comments of your opponent and supervisor) to the defence.

Final State Exam

• Arrive at the FSE no later than one hour before the scheduled time of your FSE. Report your telephone number to the secretary and follow his/her instructions.

• It is necessary to bring to the FSE

a) 1 copy of the MT + 4x summary of the thesis, which includes the title page, the page with the summary and keywords,

b) a signed statement of study results and the supervisor's and opponent's report. Print the statement of study results in UIS: **"Student´s portal → Print documents → study overview ".** Please print in landscape.

c) Supervisor's and opponent's reports. Print in UIS: "**Student´s portal → Final thesis → Supervisor´s review / Opponent´s rewiev**".

d) Thesis assignment. Print in UIS: "**Student´s portal → Final thesis → Display the assignment form → Print of the assignment** ".

• Work with the secretary to upload a presentation of the thesis from a flash drive.

• The condition for obtaining the overall result of the study "passed with distinction" are study results throughout the whole study with an average of 1.50 and at the same time the defence of MT with a mark A and an overall result of FSE with a mark A.

• After the FSE defence a hard copy of the master´s thesis will be handed back to you.

• Basic refreshments are provided by the faculty; students usually arrange for drinks for toast and flowers (in case there is a woman in the examination board). Here, it is always good to consult the secretary of the examination board.

• The study is completed on the day of the final state examination.

Graduation

• **Date: 23. - 24. 6. 2026, venue: AULA CZU**

• Attendance at the graduation is not mandatory. Report any absence to the IRO (International relations office) in advance.

• If you are planning to attend the graduation, it is necessary to confirm your attendance in the system "**Student´s portal → Application for FSE→ Application → Graduation** "no later than one week after your successful FSE. You will also have to pay a graduation fee (400 CZK).

• We recommend to make the payment on-line via the payment gateway in UIS "**Student´s portal → Financing study → graduation fee 400 CZK** ". If you do not see the graduation fee, it is necessary to apply to the graduation first. Alternatively, the fee can be paid at the SIC box office (8-12 and 13-15). If the student does not pay the graduation fee, he will not attend the graduation, his diploma can be issued at the earliest from **26.6.2026**.

• The list of students for 9:00, 11:00, 13:00, 15:00, 17:00 h. will be published on **af.czu.cz -> Study -> Documents -> Study documents -> FSE graduation**

• Attend graduations in formal wear. Children under 5 years old are not allowed in the hall. It is possible to watch the ceremonial awarding diplomas on screen in the lobby.

• Always come to the graduation one hour before the scheduled time of your graduation to practice the ceremony. You will sign the register of graduates, or awards of the rector, dean.

• We welcome you to agree in advance on the representatives of the individual graduation groups, and they will voluntarily sign up at the study department to the acknowledgements and graduation promise (documents for the graduation promise can be picked up at the SD).