

Code:	RD/16/22
Type:	DEAN'S DECREE
Name:	Time-schedule of the Agenda Associated with Bachelor's and Master's Degree Theses for the 2022/2023 Academic Year
Organisational Relevance:	The Faculty of Applied Informatics, Tomas Bata University in Zlín
Date Issued:	19. 9. 2022
Valid From:	19. 9. 2022
Issued By:	Assoc. Prof. Ing. Jiří Vojtěšek, Ph.D., Dean, FAI
Prepared By:	The Vice-Dean for Bachelor's and Master's Degree Studies
Assisted By:	
No. of Pages:	2
No. of Appendices:	
Distribution List:	FAI Employees and Students
Authorised Persons' Signatures:	Assoc. Prof. Ing. Jiří Vojtěšek, Ph.D., Dean, FAI, m. p.

Article 1 Basic Provisions

This Dean's Decree regulates the time-schedule agenda associated with the creation of documents and submissions of Bachelor's and Master's Degree theses - (hereinafter "BP/DP"), in the final years of accredited Bachelor's and Master's Degree programmes at the Faculty of Applied Informatics - ("FAI"), Tomas Bata University in Zlín.

Article 2 Time-schedule

The time-schedule related with BP/DP for 2022/2023 academic year is as follows:

- | | |
|-------------------------------|--|
| 1. 10. - 23. 10. 2022 | Tutors will publish their list of BP/DP topics in the IT system.
<i>(Responsibility: BP/DP Tutor)</i> |
| 24. 10. - 31. 10. 2022 | Branch Council Members will evaluate the BP/DP topics in the system.
<i>(Responsibility: Branch Council Members)</i> |
| 1. 11. - 6. 11. 2022 | The Study Programme/Branch Guarantor will approve the topics.
<i>(Responsibility: Guarantor)</i> |
| 7. 11. - 18. 11. 2022 | Students must choose a BP/DP topic, and contact the Tutor with whom they will agree on the topic. The approved topics list - by field/branch, will be published on the FAI website on November, 7th, 2022 at 12:00. The tutor will assign the student their topic.
<i>(Responsibility: Student + Tutor)</i> |

- 19. 11. - 2. 12. 2022** **The Thesis Tutor - in consultation with the student**, shall determine the topical points, recommended literature; the official assignment – entered by the student into the FAI IS/STAG system. Students must submit this to the Departmental Secretariat in which the relevant field of study belongs, as confirmation of the insertion of the basis of the official BP/DP assignment into the FAI IS/STAG system.
(Responsibility: Student + Tutor)
- 5. 12. - 17. 12. 2022** **Students will receive an official BP/DP assignment.** The handover date is determined by the Department guaranteeing the relevant field of study.
(Responsibility: Department Head of the guaranteed field of study)

In addition to the individual work of students, the BP/DP subject also includes **Control Days**, when students must present the status of their BP/DP solution. At least 2 control days are organised and the organisation of control days is within the competence of the Guarantor of the field; who sets the dates and content of control days; at the beginning of the summer semester at the latest.

- May-June 2023** **Students submit their BP/DP within the FAI IS/STAG system. The exact date will be determined according to the Final State Exams (“FSE”) deadlines of individual fields of study.**
Their work can be submitted on the days and times determined by the Department - **no later than 14 days before the Final Examination.** Submission Deadlines will be published on the FAI website in a timely manner.
(Responsibility: Student)

- June 2023** **Final State Exams**
FSE dates will be made public on the FAI website.

Students are advised to follow events on the FAI website, in the *FAI Students / Final State Exams* section, where they will find all relevant information relating to Bachelor's and Master's Degree Final Examination theses.

Direct link: <https://fai.utb.cz/en/student-2/fai-students/final-state-exams/>

.....
Assoc. prof. Ing. Jiří Vojtěšek, Ph.D. m. p.
Dean of FAI