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Name:	**Time-schedule of the Agenda Associated with Bachelor's and Master's Degree Theses for the 2024/2025 Academic Year**	
Organizational relevance:	The Faculty of Applied Informatics, Tomas Bata University in Zlín	
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Article 1
Introductory 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 "BT/MT"), in the final years of accredited Bachelor's and Master's Degree programmes at the Faculty of Applied Informatics – (hereinafter "FAI"), Tomas Bata University in Zlín.

Article 2
Time-schedule

The time-schedule related with BT/MT for 2024/2025 academic year is as follows:

PHASE 1

13. 5. - 16. 6. 2024   **Tutors can enter a list of BT/MT topics** into IS/STAG in the form of "framework topics" (they specify what the topic will cover - an annotation).
(Responsibility: BT/MT Tutor)

until 14. 6. 2024   **Students have the opportunity to bring their own BT/MT topic proposal (**e.g. from companies). In this case, students have to find a BT/MT tutor (supervisor) from FAI, who then enters the topic into IS/STAG as a framework topic**.**
(Responsibility: student)

17.6.- 19. 6. 2024   **Branch Council Members will evaluate the BT/MT topics in the system.**
(Responsibility: Branch Council Members)

20.6.-23. 6. 2024   **The Study Programme Guarantor will approve the topics**.
(Responsibility: Guarantor)

24.6.- 20. 10. 2024	**Registration of students for the BT/MT framework topics**. The list of approved topics by study programmes will be published in IS/STAG on 24 June 2024 at 8:00. Student can register for the selected topic. The BT/MT tutor will assign the topic to one of the registered students by appointment. Once the BT/MT topic is assigned to a registered student, a topic of the type **completed by the student** is automatically created. *(Responsibility: student + BT/MT Tutor)*
24.6.- 27. 10. 2024	**Addition of official assignment points and recommended literature** to the topic type **completed by the student**. The initial outline of the topic is further completed and specified by the student in collaboration with the BT/MT tutor after the topic is assigned. *(Responsibility: Student + BT/MT Tutor)*

PHASE 2

1. 9. - 30. 9. 2024	**Tutors enter a list of BT/MT topics** into IS/STAG in the form of "framework topics" (they specify what the topic will cover - an annotation). *(Responsibility: BT/MT Tutor)*
until 30. 9. 2024	**Students have the opportunity to bring their own BT/MT topic proposal (**e.g. from companies). In this case, students have to find a BT/MT tutor (supervisor) from FAI, who then enters the topic into IS/STAG as a framework topic**.** *(Responsibility: student)*
1.10.- 6. 10. 2024	**Branch Council Members will evaluate the BT/MT topics in the system.** *(Responsibility: Branch Council Members)*
7.10.-13. 10. 2024	**The Study Programme Guarantor will approve** the topics. *(Responsibility: Guarantor)*
14.10.- 20. 10. 2024	**Registration of students for the BT/MT framework topics**. The list of approved topics by study programmes will be published in IS/STAG on 14 October 2024 at 8:00. Student can register for the selected topic. The BT/MT tutor will assign the topic to one of the registered students by appointment. Once the BT/MT topic is assigned to a registered student, a topic of the type **completed by the student** is automatically created. *(Responsibility: student + BT/MT Tutor)*
14.10.- 27. 10. 2024	**Addition of official assignment points and recommended literature** to the topic type **completed by the student**. The initial outline of the topic is further completed and specified by the student in collaboration with the BT/MT tutor after the topic is assigned. *(Responsibility: Student + Tutor)*
28.10.- 3. 11. 2024	**The guarantor of the relevant study programme approves the completed official assignment points and recommended literature - the basis for the official BT/MT assignment.** *(responsibility: student + BT/MT tutor + guarantor of the SP)*
4. 11. - 17. 11. 2024	**Creation of the official BT/MT specifications.** The Director (Secretary) of the Department checks the formalities of the inserted BT/MT specifications and, if correct, arranges for the printing of the official BT/MT specifications. *(responsibility: student + director (secretary) of the department)*
18. 11. - 30. 11. 2024	**Students will receive an official BT/MT assignment.** The official date

is determined by the Department guaranteeing the relevant SP.
(Responsibility: Department Director of the guaranteed SP)

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

May-June 2025	**Students submit their BT/MT within the FAI IS/STAG system. The exact date will be determined according to the Final State Exams ("FSE") deadlines of individual study programmes.**
	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 2025	**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/

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