

Code:	RD/01/26	
Category:	DEAN'S DECREE	
Ref. No.:	UTB/26/002219	
Type of document:	INTERNAL	
Title:	Time-schedule of the Agenda Associated with Bachelor's and Master's Degree Theses for the 2026/2027 Academic Year	
Liability:	The Faculty of Applied Informatics, Tomas Bata University in Zlín	
Issue date:	12. 02. 2026	Version: 01
Effective from:	12. 02. 2026	
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In cooperation with:		
Pages:	3	
Appendices:	0	
Distribution list:	Employees and Students at FAI	
Signature of authorized person:		

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 to BT/MT for the 2026/2027 academic year is as follows:

PHASE 1

until 15. 5. 2026

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)

until 17. 5. 2026

deadline for Phase 1

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)

18. 5. - 24. 5. 2026

Branch Council Members will evaluate the BT/MT topics in the system.

(Responsibility: Branch Council Members)

25. 5. - 31. 5. 2026

The Study Programme Guarantor will approve the topics.

(Responsibility: Guarantor)

1. 6. - 31. 8. 2026

Registration of students for the BT/MT framework topics. The list of approved topics by study programmes will be published in IS/STAG on **1 June 2026 at 8:00**. Students can register for the selected topic. The BT/MT tutor will assign the

- topic to a registered student by appointment. Once the BT/MT topic is assigned to a registered student, a topic of the same type as the one **the student completed** is automatically created.
(Responsibility: student + BT/MT Tutor)
- 1. 6. - 28. 10. 2026** **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. 2026** **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. 2026** **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.- 7. 10. 2026** **Branch Council Members will evaluate the BT/MT topics in the system.**
(Responsibility: Branch Council Members)
- 8. 10. - 14. 10. 2026** **The Study Programme Guarantor will approve** the topics.
(Responsibility: Guarantor)
- 15. 10. - 21. 10. 2026** **Registration of students for the BT/MT framework topics.** The list of approved topics by study programmes will be published in IS/STAG on **15 October 2026 at 8:00**. Students can register for the selected topic. The BT/MT tutor will assign the topic to a registered student by appointment. Once the BT/MT topic is assigned to a registered student, a topic of the same type as the student's completed topic is automatically created.
(Responsibility: student + BT/MT Tutor)
- 15. 10. - 28. 10. 2026** **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)
- 29. 10. - 4. 11. 2026** **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)
- 5. 11. - 26. 11. 2026** **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)

27. 11. - 19. 12. 2026 **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 individual student work, the BT/MT subject also includes Control Days, during which students must present the status of their BT/MT solution. **At least 2 control days are organised**, and their organisation falls within the competence of the Guarantor of the study programme, who sets the dates and content of the control days at the latest by the beginning of the summer semester.

May-June 2027 **Students submit their BT/MT within the FAI IS/STAG system. The exact date will be determined by the State Final Exams (“SFE”) deadlines for individual study programmes.**

Their work can be submitted on the days and times determined by the Department. Submission deadlines for BT/MT will be specified in the official assignment and published on the FAI website.

(Responsibility: Student)

June 2027 **State Final Exams**

SFE dates will be published on the FAI website well in advance.

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/>

Document version			
Date	Version	Changed	Change description
12. 2. 2026	01	Dean	Document creation