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

PHASE 1	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. <i>(Responsibility: student)</i>
until 15. 5. 2026	
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). <i>(Responsibility: BT/MT Tutor)</i>
18. 5. - 24. 5. 2026	Branch Council Members will evaluate the BT/MT topics in the system. <i>(Responsibility: Branch Council Members)</i>
25. 5. - 31. 5. 2026	The Study Programme Guarantor will approve the topics. <i>(Responsibility: Guarantor)</i>
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)

The Study Programme Guarantor will approve the topics.

(Responsibility: Guarantor)

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/>

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