Every student registered for MIE-DIP or BIE-BAP in the 2019/20 winter semester should submit his/her master/bachelor thesis and obtain the respective credits (master: 23, bachelor: 14) in this semester. There are two deadlines for submitting the master/bachelor thesis:

1. The deadline given by the schedule of the academic year (see the table below) is mandatory for students who intend to take the SFE in the winter semester. Such students may apply for the SFE and will be allowed to do so if they finish their study plan.

2. By the end of this semester's examination period (see the table below). The credits will count towards this semester; however, the student CANNOT apply for the SFE in this semester and must wait at least until the next semester.

If a student does not submit the thesis by the end of the examination period, he/she may register for MIE-DIP/BIE-BAP for the second time. Note: If a student submits the thesis in this semester and finishes the study plan, he/she must successfully pass the SFE within 1.5 years (including any retakes). The day of completion of all study requirements (given by the study program) is the last day of the examination period of the last semester in which the student had registered courses according to his/her study plan.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Deadline to &gt; submit the thesis according to the schedule of the academic year &gt; apply for SFE</th>
<th>Deadline to check the completion of study plans at the Office for Studies</th>
<th>Deadline for supervisors and reviewers to submit reports</th>
<th>State final examinations, according to the academic year schedule</th>
<th>Deadline to submit the thesis AFTER state final exams, at the end of this semester's exam. period</th>
</tr>
</thead>
</table>

*) on Friday, 14.2.2020, the office hours will be exceptionally from 10:00 to 12:30.

1. Students must submit an application to take the State Final Exam via [https://is.fit.cvut.cz/en/group/intranet/zp/mytasks](https://is.fit.cvut.cz/en/group/intranet/zp/mytasks) before the deadline in the table above if they want to take the SFE in the 2019/20 winter semester. Students who retake the SFE or have a special term must also apply.


3. Formal check of the submitted thesis hardcopies:
   a) For the check, bring two hardcopies of the thesis to the room TH:A1027.
   b) The official thesis topic assignment form signed by the Dean must be bound at the beginning of each hardcopy – the original in one thesis hardcopy, a photocopy in the second thesis hardcopy.
   c) Each thesis hardcopy must include the signed "Copyright declaration".
   d) Each thesis hardcopy must include an electronic version of the thesis on an enclosed medium (USB flash drive or SD card) in a sachet (glued to the inner side of the back cover). The medium should be labelled as follows: Bachelor/Master Thesis – last name – first name – semester of submission.
   e) If the formal check is alright, the responsible person stamps the hardcopies and returns them to the student.

4. Student delivers checked hardcopies to supervisor and opponent for evaluation and review.

5. If a student fails to finish and submit the thesis by the deadline in the schedule of the academic year, there are two options:
   a) to submit the thesis by the end of the semester's examination period, after SFE's take place (option for students that need the credits to be counted in this semester);
   b) to register for the MIE-DIP/BIE-BAP subject (master/bachelor thesis) for the second time.

6. A student will be assigned to an SFE committee and session if, in the current semester:
   a) he/she submitted the application for SFE within the regular deadline according to the schedule of the academic year.
   b) Within the deadline given by the schedule of the academic year (see the table), he/she completed his/her study plan. A student may close his/her study plan himself/herself. Once closed, grading of optional courses may not be written to the KOS information system anymore. If the study plan is not closed, the Office for Studies will close it according to the plan in the table above.

7. If a student does NOT complete his/her study plan in time, the application to take the SFE becomes void. After completing the study plan, the student must submit a new application for SFE within the next scheduled deadline.

8. Information about SFE and Topics for the SFE: [https://courses.fit.cvut.cz/SFE/](https://courses.fit.cvut.cz/SFE/)

9. Schedules, rooms, and committees for individual SFE sessions will be e-mailed to students at least 3 days in advance. Dates and places of the SFEs will be published at [https://courses.fit.cvut.cz/SFE/](https://courses.fit.cvut.cz/SFE/).

10. Supervisor's evaluation and opponent's report: By the deadline given in the table, thesis hardcopies with the respective reports need to be submitted to the secretary office of the SFE department. Every student has right to see the evaluation/reports of his/her thesis at least 5 days before the SFE.

Note: After submitting the thesis and obtaining the credits, thesis hardcopies cannot be returned for reworking even if the reports are critical or negative. Reworking can only be requested by the SFE committee and only in case that the student fails to defend his/her thesis.

11. When a student cannot attend his/her assigned SFE session for serious reasons (illness etc. – certificate needed), he/she must send an apology to the Dean within 5 days after the SFE date, otherwise he/she loses one SFE attempt.