

University of Chemistry and Technology in Prague

Title	
DECREE No. A/V/961/10/2022	
Subject	Organization of the 2022/2023 Academic Year
Applicability	University
Effective from	12 September 2022
Effective to	10 September 2023
Revision	-
Cancelled	-
Prepared by	963 – Department of Education
Issued by	prof. Dr. RNDr. Pavel Matějka

Article 1

Introductory provisions

This decree sets the basic schedule of the 2022/23 academic year, sets dates for completion of study obligations stipulated in the Study and Examination Rules of the University of Chemistry and Technology in Prague and further specifies some dates related to studies in the 2022/23 academic year.

Article 2

Basic dates

- (1) The 2022/2023 academic year begins on **12 September 2022** and ends on **10 September 2023** and is divided into:

Winter semester (WS):	
Instruction:	19 Sep – 23 Dec 2022
Examination period:	2 Jan – 10 Feb 2023
Enrolment dates will be organized by Dean's Offices by 30 September 2022 at the latest. In case of an extraordinary study plan (ESP), the enrolment dates are postponed in accordance with the ESP schedule.	
Summer semester (SS)	
Instruction:	13 Feb – 19 May 2023
Examination period:	22 May – 23 Jun 2023 28 Aug – 8 Sep 2023
Enrolment dates will be organized by Dean's Offices by 24 February 2023 at the latest. In case of an (ESP), the enrolment dates are postponed in accordance with the ESP schedule.	

- (2) Classes begin usually at 8:00 am. The lessons always start at the top of the hour and one lesson lasts 50 minutes.
- (3) Dates affecting regular timetable and announcement of examination dates:

Rector's Day:	24 Nov and 25 Nov 2022
Students' Scientific Conference:	24 Nov 2022
Open Door Days at Dejvice	25 Nov and 26 Nov 2022; 27 Jan and 28 Jan 2023
Open Door Days at Jankovcova:	2 Dec 2022; 20 Jan 2023

- (4) Changes in instruction:

- a) Winter semester – on 28 Nov 2022, the lessons take place according to the Thursday schedule
- b) Summer semester – on 2 May 2023, the lessons take place according to the Monday schedule

Article 3

Bachelor studies

- (1) Enrolment in compulsory-elective (CE) and elective (E) subjects and registration to timetable:

Registration to WS timetable:	8 Sep – 16 Sep 2022
Preliminary enrolment in CE and E subjects in SS:	16 Nov – 25 Nov 2022
Registration to SS timetable:	2 Feb – 10 Feb 2023
Preliminary enrolment in CE and E subjects in WS 2023/24:	4 May – 12 May 2023

- (2) Mandatory dates for students in the 3rd or 4th year of bachelor study programmes according to the date of the state final examination are as follows:

- a) Checks on completion of study obligations for students

1st date of state final examinations:	by 2 Jun 2023
2nd date of state final examinations:	by 11 Jul 2023

- b) Submission of bachelor theses electronically in SIS:

1st date of state final examinations:	by 2 Jun 2023
2nd date of state final examinations:	by 11 Jul 2023

- c) Submission of bachelor theses:

1st date of state final examinations:	12 Jun – 29 Jun 2023
2nd date of state final examinations*:	28 Aug – 8 Sep 2023

*Specific dates when the state final examination will take place will be set by the faculty's dean. Specific dates of the state final examination for a faculty will be announced by the faculty's dean based on a proposal of heads of departments. The date of the state final examination will be published by the faculty on its website no later than 15 days before the date of the state final examination. Students must be provably acquainted with the date of the state final examination. For capacity reasons, dates can also be set outside of the suggested period.

- (3) Bachelor graduation ceremonies are held on **10 and 11 October 2023**.
- (4) Matriculation ceremony for students in the 1st year of bachelor studies is held on 20 September 2022. All classes are cancelled on the matriculation day for 1st year students.

Article 4

Master studies

- (1) Enrolment in compulsory-elective (CE) and elective (E) subjects and registration to timetable:

Enrolment in CE and E subjects in WS (1st year):	At Dean's Office on the day of enrolment or from 8 Sep – 16 Sep 2022
Registration to WS timetable:	8 Sep – 16 Sep 2022
Enrolment in CE and E subjects in SS:	16 Nov – 25 Nov 2022
Registration to SS timetable:	2 Feb – 10 Feb 2023
Preliminary enrolment in CE and E subjects in WS2023/24:	4 May – 12 May 2023

- (2) Mandatory dates for students in the 2nd year of master studies:

Checks on completion of study obligations for students

Checks on completion of study obligations:	by 10 May 2023
Submission of diploma theses electronically in SIS:	by 10 May 2023
Dates of final state examinations*:	1 Jun – 9 Jun 2023

*Specific dates when the state final examination will take place will be set by the faculty's dean. The date of the state final examination will be published by the faculty on its website no later than 15 days before the date of the state final examination. Students must be provably acquainted with the date of the state final examination. For capacity reasons, dates can also be set outside of the suggested period

- (3) Master graduation ceremonies are held on **27, 28 and 29 Jun 2023**.

Article 5

Common provisions

- (1) The schedule for completion of study obligations for students in part-time study is proposed by the Vice-Dean for Education, in justified cases also by the student, and approved by the Dean. The student must abide by the approved schedule.
- (2) Students can apply for Extraordinary Study Plan (ESP) by the end of the 1st month of the semester in which they are enrolled, at the latest. Only in justifiable cases, in particular for serious health reasons or in connection with pregnancy, childbirth or parenthood, may students apply for ESP outside this period.
- (3) Changes in the study plan (compulsory-elective and elective subjects) can be made in the first 14 days after the beginning of the semester.

- (4) The manner in which study obligations will be checked is subject to organizational guidelines issued by the faculty's dean; it is recommended to use all SIS tools.

Prof. Dr. RNDr. Pavel Matějka, m. p.

Rector, UCT Prague