

## University of Chemistry and Technology, Prague

Title	DECREE No. A/V/961/11/2023
Subject	<b>Organization of the Academic Year 2023/2024</b>
Applicability	All school
Effective from	11 September 2023
Effective to	8 September 2024
Revision	-
Cancelled	-
Prepared by	963 – Department of Education
Issued by	prof. Dr. RNDr. Pavel Matějka

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### Article 1

#### Introductory provisions

This decree sets the basic schedule of the academic year 2023/24, defines the dates for completion of study obligations stipulated in the Study and Examination Rules of the University of Chemistry and Technology, Prague and further specifies other dates related to studies in the academic year 2023/24.

### Article 2

#### Basic dates

- (1) The academic year 2023/2024 starts on **11 September 2023** and ends on **8 September 2024** and is divided as follows:

<b>Winter semester (WS):</b>	
Instruction:	18 Sep – 22 Dec 2023
Examination period:	2 Jan – 9 Feb 2024
Enrolment dates will be organized by the respective Dean´s Office of the faculties no later than by 29 Sep 2023. In case of an extraordinary study plan (ESP), the enrolment dates are adjusted to the ESP schedule.	
<b>Summer semester (SS)</b>	
Instruction:	12 Feb – 17 May 2024
Examination period:	20 May – 28 Jun 2024 26 Aug – 30 Aug 2024
Enrolment dates will be organized by the respective Dean´s Office of the faculties no later than by 23 Feb 2024. In case of an extraordinary study plan (ESP), the enrolment dates are adjusted to the ESP schedule.	

(2) Instruction begins usually at 8:00. The lessons always start at the top of the hour and the duration of one lesson is 50 minutes.

(3) Dates affecting the regular timetable and examination dates:

Rector´s Day:	23 Nov and 24 Nov 2023
Students´ Scientific Conference:	23 Nov 2023
Open Day in Dejvice:	24 and 25 Nov 2023, 26 and 27 Jan 2024
Open Day in Jankovcova:	24 Nov 2023, 29 Jan 2024

(4) Changes in instruction:

- a) Winter semester - on 21 Nov 2023 lessons take place according to the Thursday schedule and on 22 Nov 2023 lessons take place according to the Friday schedule
- b) Summer semester – on 7 May 2024 lessons take place according to the Wednesday schedule.

### **Article 3**

#### **Bachelor´s studies**

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

Registration for the WS timetable:	4 Sep – 13 Sep 2023
Preliminary enrolment in CE and E subjects of the SS:	23 Nov – 1 Dec 2023
Registration for the SS timetable:	1 Feb – 9 Feb 2024
Preliminary enrolment in CE and E subjects of the WS 2024/25:	2 May – 10 May 2024

(2) The mandatory dates for students in the third and fourth year of bachelor´s studies are according to the date of the state final exams as follows:

a) Check on completion of students´ study obligations

1 <sup>st</sup> term of state final examinations:	by 11 Jun 2024
2 <sup>nd</sup> term of state final examinations:	by 15 Jul 2024

b) Submission of bachelor´s thesis electronically in SIS:

1 <sup>st</sup> term of state final examinations:	by 7 Jun 2024
2 <sup>nd</sup> term of state final examinations:	by 9 Jul 2024

c) Dates of state final examinations:

1 <sup>st</sup> term of state final examinations:	17 Jun – 27 Jun 2024
2 <sup>nd</sup> term of state final examinations:	26 Aug. – 6 Sep 2024

\*The exact date of the state final examination of a student will be decided by the Dean of the faculty. The terms for state final examinations at the faculty will be announced by the Dean of the respective faculty based on a proposal from heads of departments. The faculty will announce the date of the state final examination 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) Graduation ceremonies of students of bachelor's studies are held on **9 and 10 October 2024**.
- (4) Matriculation ceremonies for first year students of bachelor's studies are held on 19 September 2023. All classes of first year students are cancelled on the day of their matriculation.

#### **Article 4**

##### **Master's studies**

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

Enrolment in CE and E subjects of the WS (first year of studies)	At Dean's Office on the day of enrolment in studies or 4 Sep - 13 Sep 2023
Registration for the WS timetable:	4 Sep – 13 Sep 2023
Preliminary enrolment in CE and E subjects of the SS:	23 Nov – 1 Dec 2023
Registration for the SS timetable:	1 Feb – 9 Feb 2024
Preliminary enrolment in CE and E subjects of the WS 2024/25:	2 May – 10 May 2024

- (2) The mandatory dates for students in the second year of master's studies are as follows:

Check on completion of students' study obligations:	by 17 May 2024
Submission of diploma thesis electronically in SIS	by 13 May 2024
Date of state final examination*:	3 Jun – 13 Jun 2024

\* The exact date of the state final examination of a student will be decided by the Dean of the faculty. The faculty will announce the date of the state final examination 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's graduation ceremonies are held on **24, 25 and 26 June 2024**.

#### **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. Once approved, the schedule is binding for the student.
- (2) Students can apply for Extraordinary Study Plan (ESP) no later than by the end of the first month of the semester in which they are enrolled. 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 Dean of the respective faculty; it is recommended to use all SIS tools.

prof. Dr. RNDr. Pavel Matějka

Rector of UCT Prague