

State Exams of MAID program: procedure

This is a survey of what should be done in order to register your MAID master thesis at the University of South Bohemia:

- 1) **An assignment form** available at https://www.prf.jcu.cz/images/PRF/PRF-EN/about-faculty/documents/Forms/for-students/5848d48_p1-assignmentprotocol_v2020en.pdf and should be filled out by a student and sent to the email address: hanova@prf.jcu.cz

There should be a signature of the student and the supervisor. In the case of the external supervisor, there should also be a signature of the guarantor from either FSci/USB or DIT. Signatures mentioned in the form above should be provided either all electronically or all scanned.

Send the assignment report as soon as possible.

Once the form is successfully received, the stag system will be opened for **uploading the master thesis and reviews**. Without the assignment protocol, you cannot upload the thesis.

- 2) **Application for the state examinations and defense.** If the student is going to defend, he/she should also add **the annotation of the thesis + bibliographical details + declaration of the student** – see the form the regulations (P5 or D48).
- 3) Application form – https://www.prf.jcu.cz/images/PRF/PRF-EN/about-faculty/documents/Forms/for-students/d48_p3_verze2023_prihlaska_szz_en.pdf

P5 - <https://www.prf.jcu.cz/en/faculty/documents/study-regulations-related-topics/p5>

D48 - <https://www.prf.jcu.cz/en/faculty/documents/study-regulations-related-topics/d48>

By 10.2.2024

- **upload thesis to stag** (My Study -> Final thesis -> Complete data about Master thesis -> Electronic thesis submission form)
- **send Application for the state examinations and defense + the annotation of the thesis + bibliographical details + declaration of the student** to the email: hanova@prf.jcu.cz

- 4) Transcript from DIT - Send the transcript from DIT together with the application or according to the German side when they are able to issue the document. It must be filled in about the grades of all courses in the curriculum, except for the Master Seminar course. Preferably electronically signed from DIT.

Submit the transcript to the email address: hanova@prf.jcu.cz (latest by 10.2.2024, so there is time to check/validate it).

State Exams of MAID program: procedure

- 5) Reviewers' reports are uploaded on the stag by the secretary of the department.
Send the reviews at latest by 26.2.2024 to the email address: episova00@prf.jcu.cz

There should be 1 report of the supervisor, 1 report of the opponent from the university, 1 report of the opponent outside the university.

At the time of submission, the thesis must be uploaded to the stag system!!!

If there any large data/attachments to the thesis (larger than upload in STAG is allowed), please bring it (or sent via cloud storage) to the department secretary (episova00@prf.jcu.cz).

- 6) **State exams and defenses are planned in the week of 11. – 14.3.2024.**

There are maximum two attempts (1 per semester) for both the State Examination and Thesis Defense (if either is failed twice, the study is terminated).