

## State Exams of MAID program: procedure

There are instructions on how to register your master's thesis at the University of South Bohemia:

### **1) Assignment protocol** - [https://www.prf.jcu.cz/images/PRF/PRF-EN/about-faculty/documents/Forms/for-students/5848d48\\_p1-assignmentprotocol\\_v2020en.pdf](https://www.prf.jcu.cz/images/PRF/PRF-EN/about-faculty/documents/Forms/for-students/5848d48_p1-assignmentprotocol_v2020en.pdf)

The deadline for submitting the assignment protocol for theses is no later than 4 calendar months before the expected date of defense. Your latest date for submitting your assignment is **30.11.2025**. Please send the completed form signed by you, your supervisor, or any other relevant persons back to [hanova@prf.jcu.cz](mailto:hanova@prf.jcu.cz).

(If you have already attempted to register electronically via application, please let us know, and we will check it.)

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

### **2) Application for the state examinations and defense, please send **no later than 31.1.2026** to [hanova@prf.jcu.cz](mailto:hanova@prf.jcu.cz)**

**Application form** [https://www.prf.jcu.cz/images/PRF/PRF-EN/about-faculty/documents/Forms/for-students/d48\\_p3\\_verze2023\\_prihlaska\\_szz\\_en.pdf](https://www.prf.jcu.cz/images/PRF/PRF-EN/about-faculty/documents/Forms/for-students/d48_p3_verze2023_prihlaska_szz_en.pdf)

If the student is going to defend, he/she should also add and send **the annotation of the thesis + bibliographical details + declaration of the student** – see the form and the regulations (P5 or D48).

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>

### **3) Upload Thesis to STAG IS no later than **31.1.2026**** (My Study -> Final Thesis -> Complete Data About Master Thesis-> Electronic Thesis Submission Form)

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

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**4) Transcript from DIT** - DIT will send the final transcript of records on USB (no later than by 2.3.2026, to allow enough time for checking/verification)

**5) Reviewers' reports** are uploaded to the STAG IS by the secretary of the Department of Informatics. **The reviews will be sent from DIT no later than 28.2.2026 (2.3.2026) to sumerauerova@prf.jcu.cz**

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

**6) State exams and defenses are planned in the week of 9.3. – 13.3.2026.**

Maximum of two attempts (one per semester) is permitted for the state examination and thesis defense (if the student fails twice, his study is terminated).