

**PROCEDURE FOR STUDENTS OF THE 1ST & 2ND STAGE OF STUDY
FOR COMPLETING THE SS OF 2019/2020**

1. Teaching in the summer semester (SS) took place in full-time form in the first 3 weeks. The rest of the semester will be realized by self-study in an individual form. The publication of study materials and instructions is in the competence of the guarantors of individual subjects. Email and system tools are the preferred form of publishing and communication in MAIS, MOODLE and WEBEX.
2. In the case of subjects, the content of which is also the full-time form of teaching in laboratories, teaching will take place in September (block form, max. 2 weeks). In the next 2 weeks after the block teaching, the examination will take place. Guarantors of such subjects will inform students of the exact dates of block teaching and exams.
3. Instructions for completing the SS will be continuously published by e-mail messages, through the website fei.tuke.sk and the FB social network.
4. Students are therefore obliged to follow messages and announcements in the official e-mail box name.surname@student.tuke.sk and in the above sources.
5. The SS examination period for **non-final-year** students will according to the schedule commence on **2020, May 18**: http://fei.tuke.sk/uploads/da/f0/daf03b5c6179a4e92436868377ed6107/Casovy_rozvrh_studia_FEI_2019_2020.pdf . The form of examination is in the competence of the teachers of individual subjects.
6. Examination period **for bachelors in their final year of studies** commences on 2020 April 27 and ends on **2020, May 5**.
7. The schedule for submission of final theses is amended (**Masters' by 2020, May 4, BC's till 2020, May 29**). The procedure will be as follows:
 - a. The Faculty will submit assignment sheets directly to the University Library (UL) without the student contacting TUKE,
 - b. UL posts the assignment sheet to its portal,
 - c. In line with the made-public schedule, the students will hand in their theses, through the closing theses gateway, to the UL,
 - d. UL will ensure control of originality,
 - e. Binding will be implemented by the UL,
 - f. Payment for the execution of final theses will be made by students through the payment gateway *,
 - g. The binding of diploma theses will be glued for all final theses,
 - h. UL submits all final theses to the study department, which distributes them to the individual departments.
8. State final examinations will take place according to the schedule, in the form of videoconferencing. The state exam week for the **Masters' study students** will from **25 May, 2020 till 29 May, 2020**, for the **BC study students** from **22 JUN till 26 JUN, 2020**. Students of the Master studies must submit their presentations of the final thesis by **22 May, 2020**, students of the BC study until **19 JUN, 2020**. The submission of

presentations is described in detail in the document "[Procedure for defending final theses in acad. year 2019/20](#)".

9. Students must have an internet connection with audio-visual functionalities during the defence of state final theses.
10. The student must use his / her full name (not a nickname or abbreviation) to log in to the WEBEX videoconferencing system).
11. For the planned defences via the WEBEX system prepared will be server for submission of theses named [obhajoby.fei.tuke.sk](#). The application procedure and other details are defined in the document "Defences-Registration"
12. Graduates will be able to receive diplomas and certificates of the state final examination at the study department. The date will be published on the website.
13. In the event of the release of measures against the spread of COVID-19, promotions may take place at a later date. The FEI management prefers the first variant, i.e. completion of studies without celebrations.
14. Before taking over the diploma, the student must submit to the study department:
 - thesis with a signed solemn declaration, which is an integral part of it,
 - signed license agreement,

*The thesis binding: 8.50 € (graphic design of cover, paperback, bookmark on CD / DVD, backup thesis on CD / DVD, graphic print of CD / DVD). The thesis printing price: number of B&W pages * 0.05 + number of coloured pages * 0.20 = final, resulting price of printing.

Price for binding and printing = 8.50 + final price for printing.