

University of Chemistry and Technology, Prague	
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Issued by	Prof. Ing. Milan Pospíšil, CSc., Rector

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

PART I

GENERAL PROVISIONS

Article 1

Introductory provisions

1. The aim of this Directive is to clarify the concepts related to announcement, assigning, preparing and submitting final theses at the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague') and scheduling the dates and conducting state final examinations (hereinafter referred to as 'SFE'). This Directive builds on and supplements Articles 29–32 and 38 and 39 of the Study and Examination Rules of the University of Chemistry and Technology, Prague (hereinafter referred to as 'SER').
2. In case of studies implemented on the basis of collaboration with another university (based on inter-university agreements, international projects etc), the rules and procedures set out in the founding documents of this type of study take precedence. The rules and procedures under this Directive shall apply by analogy to cases not regulated in the founding documents.
3. The interpretation of this Directive is ensured by the Department of Education of UCT Prague.

Article 2

Definition of terms

1. **Final thesis** – Bachelor, Master and dissertation thesis.
2. **Topic of final thesis** – processes and procedures related to announcing and assigning topics of theses may be specified in an internal document of the faculty.
3. **SFE** – state final examination may include a defence of the final thesis and/or an oral part. SFE includes the parts that are in accordance with the valid accreditation of the study programme (hereinafter referred to as ‘accreditation’) and the Higher Education Act as amended.
4. **Supervisor of final thesis** – is appointed by the head of department according to the instructions of the dean of the faculty. They must be an employee of UCT Prague and must meet the qualification and professional requirements. Their job classification must be professor, associate professor or assistant professor, or researcher. In case a Master thesis is supervised by a researcher, their professional qualification must at least correspond to the qualification requirements of an assistant professor (at least a PhD or equivalent degree). In case a Bachelor thesis is supervised by a researcher who has not yet obtained a PhD degree, this worker must have a Master’s degree and their role as supervisor must be approved by the programme guarantor, the head of the training department and the dean. It is within the competence of the faculties to define further requirements for the qualification of supervisors of final theses. In case of a dissertation, the supervisor of the student in the doctoral study programme (hereinafter referred to as ‘DSP’) is the supervisor of the thesis. The supervisor is appointed by the dean and they must meet the qualification requirements given in Art. 35 of SER and Art. 4 of the internal standard ‘Rules of Doctoral Studies at UCT Prague’. The appointment of a supervisor whose habilitation procedure has not been completed is subject to approval by the faculty’s Scientific Board.
5. **Application sector** – industrial enterprises, the state administration and self-government, other institutions and companies that are potential employers of UCT Prague graduates.
6. **SIS** – Study Information System used at UCT Prague.
7. **SFE protocol** – a document that includes decisive facts about the course of SFE of a particular student. The template is uniform and usually generated from the system.

PART II

Final theses in Bachelor’s and Master’s studies

Article 3

Announcement of topics of final theses

1. The topic of final thesis (hereinafter referred to as ‘thesis topic’) is proposed and announced by the supervisor of the final thesis in cooperation (consultation) with the guarantor of the study programme and the head of department. The thesis topic must correspond to the study objectives and the profile of the study programme graduate, or the specialisation of the study programme for which it is intended. The thesis topic is based on the scientific research focus of the department and further collaboration between the department and the application sector and must be defined so that the student may use the acquired professional knowledge and skills.
2. The thesis topics for the current academic year with all obligatory information must be entered in SIS no later than on the last day of the winter semester of the current academic year. The dates may be specified in an internal document of the faculty.
3. The thesis topic is approved by the guarantor of the study programme or an authorised person at the faculty – usually a vice-dean responsible for this area.

4. The maximum number of Bachelor's and Master's theses for the current academic year per supervisor is 6 in total. Exceptional cases will be assessed and approved by the dean.
5. Topics older than two years that have not been assigned will be removed from SIS; the removal is done by the SIS administrator.
6. If the final thesis contains data and information for which a delay in disclosure is requested pursuant to Art. 16, Para 6 of SER, the supervisor of the final thesis is obliged to submit a student's request for a delay in the disclosure of the final thesis to SIS, including their opinion by the end of the second month of the summer semester as a rule (ie by 31 March). In exceptional and duly justified cases, the request may be submitted later; in such cases, the supervisor must contact the authorised employee at the Department of Education (administrator of theses with delayed publication) and consult the procedure.

Article 4

Obligatory information for submitting final theses

1. **Bachelor thesis:** Thesis topic in Czech; Thesis topic in English; Language of final thesis; Type of final thesis; Faculty; Department; Supervisor of final thesis; Study programme (specialisation) for which the thesis is announced; Principles for writing the thesis; List of specialised literature in accordance with the rules of the faculty.

In case of professionally oriented Bachelor's study programmes, also the Reviewer must be filled in.

2. **Master thesis:** Thesis topic in Czech; Thesis topic in English; Language of final thesis; Type of final thesis; Faculty; Department; Supervisor of final thesis; Study programme (specialisation) for which the thesis is announced; Reviewer; Principles for writing the thesis; List of specialised literature in accordance with the rules of the faculty.
3. The obligation to fill in the annotation may be regulated by an internal document of the faculty which defines the cases for which the annotation must be filled in.
4. 'Title of thesis/Thesis topic' is always given in the language of the final thesis in which the final thesis is written. The title of the final thesis must always be filled in both Czech and English. If the language of the final thesis is 'Slovak', the 'Title of thesis/Thesis topic' is filled in SIS in 3 languages (Slovak, Czech, English). The title of the final thesis in Slovak is only listed in the database and is not included in any print report.

Article 5

Procedures for final theses

1. SIS is used to sign up for a thesis title.
2. The user announcing the thesis may assign a concrete investigator or set the assignment as invisible to students, which will prevent students from signing up without prior consultation with the supervisor of the final thesis.
3. The student interested in the concrete thesis topic can be confirmed in SIS by the supervisor of the final thesis or an authorised person at the department; the procedures are regulated by the internal documents of the faculty. After confirmation (assignment), the interested person becomes the investigator. After the interested person has been confirmed, further editing of the assignment of the final thesis is restricted.
4. After the conditions for progressing to the last semester of study have been met, the study department will check the formal correctness of the final thesis assignment, and in case of irregularities (especially Art. 3, Para 5 and Art. 4, Paras 1 and 2), the study department will initiate correction in accordance with the internal rules of the faculty. If the final thesis is formally correct work and all conditions of study have been duly fulfilled, the study department will confirm the assigned final thesis to the student in SIS (application 'Student') no later than at the end of the penultimate semester of study. The possible handover of the printed original of the final thesis assignment to the student is regulated by the internal rules of the faculty.

5. The assignment generated from SIS includes the following data: Name of university, Department (of the thesis supervisor), Academic year, Name and surname of the investigator, Faculty, Study programme or Specialisation/Field of study, Title of the topic, English title of the topic, Principles for preparation, List of recommended literature, Name and surname of the thesis supervisor, possibly also reviewers and consultants, Date of assignment of the final thesis, Deadline for submission of the final thesis, Name and surname of the head of department and dean of the student's faculty.
6. As a rule, the assignment shall include signatures of the head of department and the dean of the faculty. In justified cases, it can be signed by proxy in accordance with the internal rules of the faculty. A copy of the signed assignment is part of the printed thesis, if applicable.
7. The assignment of the final thesis to the investigator, the Procedure for selecting the thesis topic, student's signing up for the topic and the assignment of the final thesis to the student may be further specified by an internal document of the faculty.

Article 6

Preparation of final thesis

1. General instructions for authors of final theses are provided on the UCT Prague intranet in the section for students. The web page includes links to other SW applications that will help students complete the thesis and with formal style and correct citation of sources.
2. Specific requirements on formal style, titles and order of chapters are the competence of the faculties.
3. The graphic design of the cover and the initial pages of the final thesis is uniform. To generate the cover, the student shall use the SW application for generating covers <https://obalky.cis.vscht.cz/>, where a graphic design of the cover is generated. The student is allowed to choose the binding of the thesis according to the type of thesis (eg hardcover, paperback, thermal binding...).
4. In justified cases, the graphic design of the cover is designed individually.
5. A specific required type of binding may be specified by the faculty in an internal document of the faculty.

Article 7

Submitting and assessment of final theses

1. The student is obliged to submit the final thesis in SIS. The latest submission date is the date set out in the Rector's Decree '**Schedule of the Academic Year**', this date is also part of the final thesis assignment. The faculty may set an earlier date in an internal document of the faculty for operational reasons. If there are serious reasons that prevent the student from submitting the final thesis in SIS by the specified date, the student, with the consent of the supervisor of the final thesis and the head of department, may request the dean of the faculty to postpone the deadline.
2. The deadline for submitting the final theses is set so that there are at least 15 days between the submission of the Master thesis and the date of SFE, and at least 10 days between the submission of the Bachelor thesis and the date of SFE.
3. The student will submit to SIS: Thesis solution (the actual text of the final thesis), Abstract in Czech and Abstract in English which is identical to the abstract in the printed final thesis (Abstract must not be longer than 2,000 words), a declaration signed by the student, possible other attachments.
4. The text of the final thesis submitted to SIS begins with the table of contents, or possibly an acknowledgement.
5. Each submitted final thesis, except for those for which a Request for Delayed Disclosure has been submitted and approved, is automatically sent for review to the Theses.cz anti-plagiarism system after submission. The results of the review are usually available to the student and the supervisor of the final thesis, or possibly the reviewer, in SIS within 48 hours after submission. The supervisor of the final thesis evaluates the results of the review (data on similarity), and possibly takes subsequent steps before writing a report on the thesis. The report of the supervisor of the final thesis must always contain a statement on the results of the 'review' by the anti-plagiarism system. In case plagiarism or authorship

are suspected, procedures are applied in accordance with the internal regulation '**Code of Discipline of the University of Chemistry and Technology, Prague**' and the internal standard '**Code of Ethics of the University of Chemistry and Technology, Prague**'.

6. The reports must be made available to the student in a Bachelor's and Follow-up Master's study programme for them to be able to study them at least 4 days before the date of SFE, unless agreed otherwise with the head of department, thesis supervisor and the student or stipulated otherwise in the rules of the study programme. The student also submits any printed copies of the final thesis, usually at the department where the final thesis was prepared or where the final examination will be held. The faculty may designate another department for operational reasons in an internal document of the faculty.
7. The number of required printed copies will be set by the faculty in an internal document of the faculty with regard to the requirements on archiving and internal organisation of the faculty. The theses are available electronically in SIS and after that immediately, unless a request for delayed disclosure has been approved, after the defence and passing SFE in all subject areas in the Theses Repository of UCT Prague (hereinafter referred to as 'Repository').
8. Theses with delayed disclosure are made public after the agreed period of delayed disclosure has ended.
9. The credit is awarded by the thesis supervisor after the electronic version of the final thesis has been submitted in SIS and the electronic documents and results have been submitted to the thesis supervisor. The credit is awarded for a properly prepared final thesis that meets the formal and content requirements, and plagiarism review. By awarding the credit, the thesis supervisor confirms that they have familiarised themselves with the thesis and will be able to prepare a favourable report (grades A to E). A student who does not earn the credit cannot take SFE in accordance with Para 2 of Articles 29 and 31 of SER.
10. In case the credit is not awarded, the student may submit a request in writing to the dean of the faculty in accordance with Para 2 of Articles 29 and 31 of SER to grant them a date for fulfilment of all requirements and an alternative date of SFE.

In case of an unfavourable report by the reviewer (grade F), the student may take SFE; the final evaluation of the final thesis will be decided by the SFE committee appointed by the dean in accordance with Art. 12.

PART III

Dissertation

Article 8

Announcement of topics of dissertations and obligatory information on dissertations

1. The master topic of dissertation (hereinafter referred to as 'thesis topic') is proposed and announced by the supervisor following consultation with the guarantor of the study programme and the head of department. The thesis topic must correspond to the study objectives and the profile of the study programme graduate for which it is intended.
2. The thesis topic is based on the scientific research focus of the department and further collaboration between the department and the application sector and must be defined so that the student may use the acquired professional knowledge and skills.
3. The thesis topics for the current academic year with all obligatory information must be entered in SIS no later than in accordance with the schedule of the announcement of admissions procedure for the academic year or in accordance with the extraordinary admissions procedure for the given study programme.
4. The thesis topic is approved by the guarantor of the study programme or an authorised person at the faculty – usually a vice-dean responsible for this area after it has been discussed by the subject area board.

5. Topics older than two years will be removed from SIS.
6. If the dissertation contains data and information for which a delay in disclosure is requested pursuant to Art. 16, Para 6 of SER, the supervisor is obliged to ensure a request for a delay in the disclosure of the dissertation is submitted to SIS no later than 4 months before the request for defence of dissertation is submitted. The supervisor must always contact, through the Dean's Office, the authorised employee at the Department of Education (administrator of theses with delayed publication).
7. The obligatory information for announcement of master dissertation topics include: Topic (title) of the thesis in Czech and English; Academic year of announcement; Type of thesis (dissertation); Faculty; Department; Supervisor (Thesis Supervisor); Study programme, Form of study, Method of financing (proposal); Annotation in Czech and English; in case of topics of collaborative dissertations according to joint accreditation, the Place of performance of the final thesis is also obligatory. It is recommended to include keywords.

Article 9

Submitting application for dissertation topic and admissions procedure

1. An applicant applies for a framework dissertation topic as part of the admissions procedure in a manner set out in the announcement of the admissions procedure to the given Doctoral study programme.
2. Admission to study in a study programme and the admissions procedure are regulated in accordance with Sections 48 and 49 of the Act, the Statute of UCT Prague and the Rector's Decree 'Admission Proceedings for Admission to Doctoral Study Programmes' for the given academic year, or an extraordinary announcement of admissions procedure in accordance with Art. 2c of the Rector's Decree 'Admission Proceedings for Admission to Doctoral Study Programmes'.

Article 10

Preparation, submission and evaluation of dissertation

1. The rules for dissertations, their submission and defence are regulated by Art. 7 of the internal standard 'Rules of Doctoral Studies at UCT Prague' (hereinafter referred to as the 'internal standard on Doctoral studies') and ensure the implementation of Section 47b of Act No. 111/1998 Coll., on Higher Education Institutions, as amended, on providing access to final theses to the public.

Article 11

Dissertation with defence at UCT Prague in normal mode

1. The student will present their dissertation together with the application for permission to defend the dissertation after fulfilling all study obligations prescribed in SER and the internal standard on Doctoral studies and with all formal requirements according to Art. 7 of the internal standard on Doctoral studies.
2. Before the cover of the dissertation is printed, the student will check all data in SIS and in case an update is needed, they will contact the Dean's Office and submit the updated information in writing.
3. To print the cover of the dissertation, the title pages and declaration, the student will use the generator provided on the Intranet of UCT Prague → Final Theses. The cover, title pages, declaration and mandatory pages layout must comply with UCT Prague's approved format in the English or Czech language version.
4. Information about printing and binding are provided on the Intranet.
5. In justified cases, the graphic design of the cover is designed individually.
6. For the purpose of legally demanded public access to final theses, the student must, before the defence and submission of the printed version of the dissertation, upload to SIS an electronic version in a machine-readable format, or in case of the declaration in the form of a signed scan, in the following structure of obligatory parts:

- i. abstract in Czech – text version without images,
 - ii. abstract in English – text version without images,
 - iii. scan of the student’s signed declaration – .pdf,
 - iv. the actual thesis with annexes – .pdf,
 - v. list of publications – .pdf,
 - vi. CV – .pdf.
7. The manner of submitting the dissertation in the study system is explained on the UCT Prague Intranet → Final theses → Instructions for preparation, printing and submission of dissertation.
 8. The student is responsible for the consistency of the uploaded electronic version with the submitted printed version.
 11. Each submitted final thesis, except for those for which a Request for Delayed Disclosure has been submitted and approved, is automatically sent for review to the Theses.cz anti-plagiarism system after submission. The results of the review are usually available to the student and the supervisor of the final thesis, or possibly the reviewer, in SIS within 48 hours after submission. The supervisor of the final thesis evaluates the results of the review (data on similarity), and possibly takes subsequent steps before writing a report on the thesis. The report of the supervisor of the final thesis must always contain a statement on the results of the ‘review’ by the anti-plagiarism system. In case plagiarism or authorship are suspected, procedures are applied in accordance with the internal regulation ‘Code of Discipline of the University of Chemistry and Technology, Prague’ and the internal standard ‘Code of Ethics of the University of Chemistry and Technology, Prague’.
 9. An employee of the Dean’s Office will make the theses and its obligatory annexes available to all members of the Committee 30 days prior to the defence.
 10. The reviewer may use SIS to complete their report or submit their report to the Dean’s Office of the faculty as a machine-readable PDF.
 11. After a successful defence, an employee at the Dean’s Office will check and possibly put together in SIS without undue delay:
 - i. reviewer’s report – .pdf,
 - ii. report of the defence of the dissertation approved by the Committee’s chair of vice-chair – .pdf.

Article 12

Dissertation of students studying under a cotutelle agreement or in accredited double-degree study programmes (under a joint supervision in collaboration with a foreign university based on an agreement on joint supervision of student)

1. The agreement with a foreign university on joint supervision of a student (hereinafter referred to as the ‘Agreement’) must always contain a list of the requirements of UCT Prague on the student and the dissertation according to the valid regulations of UCT Prague and the Copyright Act No. 121/2000 Coll., as amended.
2. The rules set out in Article 10 are used mutatis mutandis on the preparation, submission and evaluation of the dissertation, unless stipulated otherwise in the Agreement.
3. The rules set out in this regulation are taken into account when preparing the text of the Agreement.
4. The Dean’s Office will make sure all the requirements of the defence are met in accordance with the cotutelle agreement.
 - i. In case of defence at UCT Prague, an employee at the Dean’s Office will make the theses and its obligatory annexes available to all members of the Committee 30 days prior to the defence.
 - ii. In case of defence taking place at a foreign university, the Dean’s Office of the UCT Prague faculty will provide the defence committee with valid forms to write the report of the defence in English and the supervisor will make sure the forms are completed and signed and delivered to the Dean’s Office of the UCT Prague faculty immediately after the defence.

5. After the successful defence of the dissertation, the reviewer's report and the report of the dissertation defence are uploaded in electronic form by an employee at the Dean's Office without undue delay to the Repository of final theses of UCT Prague.
6. If the conditions of study in a Doctoral study programme in the partner's country for cotutelle studies require subsequent incorporation of the reviewers' reports into the definitive final thesis, the graduate shall submit the final version of the defended final thesis to the Dean's Office of their faculty after the defence and incorporation of the comments:
 - i. in electronic form, to be uploaded to the Repository as an annex to the originally uploaded thesis,
 - ii. in printed form.

PART IV.

State final examination in Bachelor's and Master's studies

Article 13

SFE dates

1. The regular dates of SFE in Bachelor's and Master's studies are given in the Schedule of the Academic Year. Extraordinary dates may be announced by the dean.
2. The student shall register for the examination date (period) during the first 2 months of the last semester of study. The concrete dates are announced by the faculties and are linked to the schedule of the academic year. Information, concrete registration/deregistration dates (from-to) are available to students in SIS
3. When registering for the examination date, the student will choose potential facultative areas for SFE in accordance with the accreditation.
4. The dates of SFE for the given study programme/specialisation are published by the faculty following an agreement with the heads of departments no later than 15 days before the date of SFE. The student will be informed about the concrete day or approximate time of SFE no later than 4 days before their SFE.
5. The invitation to SFE and other communication with students regarding SFE is usually conducted electronically in SIS.

Article 14

SFE Committee

1. The faculty SFE Committee is appointed by the dean of the faculty following an agreement with the heads of departments, or the programme guarantor, no later than 1 week before the date of SFE. The SIS tool can be used to appoint individual committees (generating appointment letters and sending them out). The original committee appointment letter is signed by the dean and archived.
2. In accordance with Act No. 111/1998 Coll., on Higher Education Institutions, professors, extraordinary professors and associate professors may become members of Committees. Assistant professors at UCT Prague and other outside experts are approved as members of SFE Committees by the Scientific Board of the faculty (hereinafter referred to as 'SB').

The list of approved members of the faculty SFE Committees is maintained in SIS by an authorised person at the faculty. The SFE Committee in both the Bachelor's and Master's study programmes has a minimum of 5 members. Each Committee must have an appointed chair and vice-chair, who takes over the chairmanship in the absence of the chair.
3. Before the student's SFE, the presence of the members of the Committee is noted in SIS.
4. The agenda associated with organisation and conducting of SFE is usually done in SIS.

Article 15

SFE areas

1. The student will choose areas for SFE in SIS in accordance with the accreditation of the study programme in which they study.
2. The student will choose areas for SFE in SIS within dates pursuant to Art. 13.

Article 16

SFE and SIS

1. SIS includes a module and tools for the organisation and conducting of SFE.
2. The agenda related to SFE is available to students and other users in accordance with the assigned roles in SIS.
3. A report is made of SFE (hereinafter as 'SFE Report'), which is composed of reports on the thesis and protocols of the defence of the thesis and the oral part, if they are part of SFE defined in the accreditation of the study programme.
4. Reports and protocols are mostly completed electronically in SIS. In case of reports originating outside of SIS, the report may be uploaded to SIS to the thesis by a user with the relevant authorisation.
5. The supervisor's report and possibly the reports of reviewer/s will be made available to students and members of the Committee electronically.
6. Physical signatures on individual documents created and generated in SIS are not required. A digital footprint of the records and users who made the record is kept in SIS.
7. SFE protocols in accordance with the valid accreditation of the given study programme, ie on the defence and/or examination in SFE areas, are filled in electronically directly in SIS.
8. For the purpose of maintaining a hybrid student file, SFE protocols are printed and the paper version of the SFE Report is signed at least by the chair of the Committee (the member who is the chair of the Committee for the student in accordance with Art. 14).
9. Detailed, updated instructions for processing and conducting SFE are available in e-learning <https://e-learning.vscht.cz>. The Department of Education is responsible for its updates.

Article 17

Course of SFE and completing of protocols

1. In accordance with the valid accreditation of the study programme, SFE consists of the defence of the final thesis and the oral part of SFE, or just the oral part of SFE or just the defence of the final thesis.
2. The defence and oral part of SFE are usually held in the language of the study programme. The chair of the Committee may, taking into account the student's request and the composition of the Committee, decide that the defence will be taken fully or partly in English.
3. SFE has a public part and a non-public part – the evaluation of the student. Before the start of the non-public part, the student or other guests will leave the room and the Committee will discuss the evaluation of the student.
4. During SFE, an absolute majority of the committee members must be present; the chair or vice-chair must always be present. The present members of the Committee will sign the attendance list of the given committee.
5. SFE is presided over by the chair of Committee. An electronic report of SFE is made in SIS.
6. The individual protocols on the parts of SFE are signed at least by the chair of the Committee; in case of a failed part of SFE, they are signed by all members of the Committee present.
7. The generated and completed Report of a successfully completed SFE from SIS is signed at least by the chair of the Committee, who is responsible for its correctness.
8. Further processing and archiving are carried out in accordance with other internal documents of UCT Prague.

Article 18

Further processing – documents for graduation of student

1. The Dean's Office (study department of faculty) will process and check the formal correctness of the SFE Report and will graduate the student.
2. The diploma number is generated (assigned in SIS) according to the given rules. Its uniqueness is ensured by being linked to the unique identifier of study (hereinafter as 'study ID').
3. Archiving in electronic and paper form is carried out in accordance with other internal regulations of UCT Prague
4. Diploma and diploma supplement are usually presented to the student at the ceremonial meeting of the Scientific Board of the faculty (graduation).

PART V

State final examinations in Doctoral study programmes

1. The rule of state final examination in Doctoral studies are governed by Art. 38 SER and further by Art. 6, 7 and 8 of the internal standard on Doctoral studies.
2. Conducting and preparing SFE for Doctoral studies uses mutatis mutandis the procedures and rules as defined in Art. 16 and 17 – SFE and SIS in Part IV.
3. Further processing – the documents for graduating from Doctoral studies are governed mutatis mutandis by Art. 18 in Part IV. As a rule, the diploma supplement is issued to the student by the Dean's Office (study department of faculty) without undue delay after graduation.

Article 19

Dates of SFE

1. The dates of SFE within the framework of DSP take place throughout the academic year in accordance with the rules set out in the internal standard on Doctoral studies and the rules of faculties.

Prof. Ing. Milan Pospíšil, CSc.

Rector

- 1) Annex 1: Template 'REPORT FROM STATE FINAL EXAMINATION'
- 2) Annex 2: Template 'REPORT'
- 3) Annex 3: Template 'STUDENT'S DECLARATION'