

## Dean's Decree No. 2D/2023

### ORGANIZATION OF THE ACADEMIC YEAR 2023/2024 AT THE FACULTY OF ELECTRICAL ENGINEERING OF THE UNIVERSITY OF WEST BOHEMIA

In accordance with the Instruction of the Vice-Rector 2P/2023 Schedule of the Academic Year 2023/24, this Decree specifies the organization of basic study activities in 2023/24 at the Faculty of Electrical Engineering of the University of West Bohemia (hereinafter referred to as "FEE"), and the deadlines for the fulfillment of selected duties.

#### Article 1

##### Term Calendar of the Academic Year

The dates for the organisation of the academic year (usually the deadlines for individual activities) are given in Annex 1 to this Decree.

#### Article 2

##### Mandatory Attendance of Students in Class

In accordance with Article 14 (2) of the Study and Examination Regulations of the University of West Bohemia in Pilsen of 13 July 2017 as amended, students are required to attend:

- a. all forms of lectures in all mandatory and compulsory elective courses of the 1st year of FEE Bachelor's degree study programme in full-time study form,
- b. the first week of each semester, respectively the first consultation in the combined study form,
- c. all practical laboratory and test tutorials,
- d. all tutorials where semester assignments are given,
- e. all tutorials and seminars of the Department of Power Electronics and Machines (KEV),
- f. all education forms of courses KEI/EK, KEP/MOD, KEP/ZPEL, KEP/TEL1, KEP/TEL2, KEP/TEL3, KEP/ED.

#### Article 3

##### Final Provisions

- (1) This Decree shall enter into force on the day of its signature.
- (2) As of September 1, 2023, the Dean's decree No. 6D/2022 – Organization of the academic year 2022/2023 at the Faculty of Electrical Engineering of the University of West Bohemia is cancelled.
- (3) Annex:
  - Annex No. 1 – Organization of the academic year 2023/2024

prof. Ing. Zdeněk Peroutka, Ph.D.

Dean of the Faculty of Electrical Engineering  
of the University of West Bohemia

Electronically signed 25. 4. 2023

## TERM CALENDAR OF THE ACADEMIC YEAR 2023 / 2024

### Organization of the academic year

	<b>Bachelor studies</b>	<b>Follow-up master studies</b>
Academic year - administrative period of duration	1. 9. 2023 – 31. 8. 2024	
Matriculation	15. 9. 2023	x
<b>Winter semester</b>		
Beginning of classes in combined form of study	15. 9. 2023	
Beginning of classes (13 weeks, the 1 <sup>st</sup> week is <b>even</b> )	18. 9. 2023	
Modification of the schedule	<p style="text-align: center;">On Monday 18. 12. 2023 – classes as on Wednesday of an odd week (compensation for 8. 11. 2023)</p> <p style="text-align: center;">On Tuesday, 19. 12. 2023 – classes as on Thursday of an odd week (compensation for 28. 9. 2023)</p> <p style="text-align: center;">On Wednesday, 20. 12. 2023 – classes as on Friday of an even week (compensation for 17. 11. 2023)</p>	
Listing examination dates for winter semester courses by departments	by 1. 12. 2023	
End of classes	20. 12. 2023	
Winter holiday period	27. 12. 2023 – 1. 1. 2024	
Winter semester examination period	21. 12. 2023 – 11. 2. 2024	
Specifying registration for the summer semester (except for forced changes)	5. – 9. 2. 2024	
Deadline for earning 18 credits for the first semester of study	16. 2. 2024	
<b>Summer semester</b>		
Beginning of classes in combined form of study	9. 2. 2024	
Beginning of classes (13 weeks, the 1 <sup>st</sup> week is <b>odd</b> )	12. 2. 2024	
Modification of the schedule	<p style="text-align: center;">On Monday 13. 5. 2024 – classes as on Monday of an even week (compensation for 1. 4. 2024)</p> <p style="text-align: center;">On Tuesday, 14. 5. 2024 – classes as on Wednesday of an even week (compensation for 1. 5. 2024)</p> <p style="text-align: center;">On Wednesday, 15. 5. 2024 – classes as on Wednesday of an odd week (compensation for 8. 5. 2024)</p> <p style="text-align: center;">On Thursday, 16. 5. 2024 – classes as on Thursday of an odd week (compensation for 28. 3. 2024)</p> <p style="text-align: center;">On Friday, 17. 5. 2024 – classes as on Friday of an odd week (compensation for 29. 3. 2024)</p>	
Easter holiday	28. 3. 2024	
Listing examination dates for summer semester courses by departments	by 3. 5. 2024	
End of classes	17. 5. 2024	

Summer semester examination period (except for the final years)	18. 5. – 23. 6. 2024, 19. – 31. 8. 2024
Summer holiday	24. 6. – 18. 8. 2024
Deadline for earning course credits for the academic year 2023/24 (except for the final years)	31. 8. 2024

### Organization of the enrollment of the course Kxy / ZPR - Final project for bachelor 3rd year students

Reporting of Final project framework topics by departments	by 30. 4. 2024
Publication of Final project framework topics for students	from 10. 5. 2024

### Organization of the study conclusion in the relevant academic year:

(i.e. students taking part in the defence and the State final examination)

	Bachelor studies	Follow-up master studies
Deadline for submitting the End-of-study thesis by student	24. 5. 2024	
Deadline for closing credits and exams	13. 6. 2024	6. 6. 2024
State Final Examinations and Defences of End-of-study thesis	18. – 26. 6. 2024	10. – 14. 6. 2024
Announcing of the corrective term of the State Final Examination	by 12. 7. 2024	
Graduation ceremony	9. 7. 2024	28. 6. 2024

### Registration for academic year 2023 / 2024 for students in full-time study form

	Bachelor studies	Follow-up master studies
For 1st year for newly accepted students	4. 9. (14. 9.)	4. 9. from 9:00 in EP206
For 2 <sup>nd</sup> year for students of 1st year in academic year 2022/2023 <ul style="list-style-type: none"> <li>programme EIT, alphabetically A – K</li> <li>programmes EIT, alphabetically L – Ž</li> </ul>	6. 9. from 9:00 in EP208 6. 9. from 13:00 in EP208	x
For 2 <sup>nd</sup> year for students of 1 <sup>st</sup> and 2 <sup>nd</sup> year in academic year 2022/2023 <ul style="list-style-type: none"> <li>programme MTEL</li> <li>programmess EITE and VSEE</li> </ul>	x	6. 9. from 9:00 in EP206 6. 9. from 13:00 in EP206
For 3 <sup>rd</sup> year for students of 2 <sup>nd</sup> and 3 <sup>rd</sup> in academic year 2022/2023 and for “extended” study <ul style="list-style-type: none"> <li>programme EIT, branches EAT, ELE, KOE, AEL</li> </ul>	8. 9. from 9:00 in EP208	x

### Registration for academic year 2023 / 2024 for students in combined study form

	Bachelor studies	Follow-up master studies
For 1 <sup>st</sup> year for newly accepted students	4. 9. from 14:00 in EP208	5. 9. from 13:00 in EP208
Enrollment in higher years	September - October 2023 - particular dates will be specified during June 2023	

**Organization of assigning the End-of-study theses for students ending their study in this academic year**

	<b>Bachelor studies</b>	<b>Follow-up master studies</b>
Decisions on the allocation of End-of-study thesis assignments after the second round by supervisor	by 4. 9. 2023	
Final check of the completeness and content and formal accuracy of the assignment by head of the assigning department and by guarantor of study programme	by 22. 9. 2023	
Submission of the assignment to the Dean's signature	by 6. 10. 2023	
Acceptance of the assignment by the students (the student will collect the assignment against the signature at the secretariat of the guaranteeing department)	18. – 31. 10. 2023 (14:00)	

**Organization of assigning End-of-study theses for students ending their study in the next acad. year**

	<b>Follow-up master studies</b>
Allocation of the number of assignments among the awarding departments by Vice-Dean for Educational Activity	by 23. 2. 2024
Proposing End-of-study thesis topics by students themselves (submission of the own proposal to the guaranteeing department)	by 1. 4. 2024
Entering of a full assignment to IS/STAG by supervisor	by 15. 4. 2024
Checking the completeness, quality and complexity of the End-of-study thesis assignment, assessment of the Study Field relevance and the complexity of the topic by head of the assigning department	by 30. 4. 2024
Checking the completeness, quality and complexity of the End-of-study thesis assignment, assessment of the Study Field relevance and the complexity of the topic by guarantor of study programme	by 7. 5. 2024
Making the topics public for students	9. 5. 2024
1 <sup>st</sup> round of student registration for topics	13. 5. – 7. 6. 2024
Selection of the registered students, assignment of topics to the students, rejection of the others - publication of the selection by supervisor	by 14. 6. 2024
2 <sup>nd</sup> round of student registration for topics	17. 6. – 28. 8. 2024
Deadline for registration for topics *)	28. 8. 2024
Decisions on the allocation of End-of study thesis assignments after the second round by supervisor	by 2. 9. 2024
Final check of the completeness and content and formal accuracy of the assignment by head of the assigning department and by guarantor of study programme	by 20. 9. 2024
Submission of the assignment to the Dean's signature	by 4. 10. 2024
Acceptance of the assignment by the students	16. – 31. 10. 2024 (14:00)

\*) This also applies to students who were readmitted for study in 2024/25 who, due to the recognition of previously completed courses, will take SFE and defend ET already in 2024/25. (If these students are interested in proposing their own ET topics, they must do so by 19 August 2024 at the latest, and individually negotiate its recognition and listing at the guaranteeing department so that they can register by the deadline).