Master thesis for the academic year 2017/2018

Pursuant to sec. 8 of the Regulation of the dean concerning bachelor and follow up master study programs at the Czech Technical University in Prague – Faculty of Biomedical Engineering the students of the follow –up master study program are obliged to select the theme of their master thesis within the tuition period of the winter semester of the 2nd year at the latest.

Thus for the academic year 2017/18 the assignment of the topic of the diploma thesis has to be chosen by the student from 1.10.2017 to 14.1.2018!

Submission of the master thesis (this also applies to the revised, supplemented or new master theses for the academic year 2016/2017): until 18.5.2018 15.00 o’clock.

Submission of the revised master thesis for the final state examination resit is until 17.8.2018 15.00 o’clock.

Where to submit: Master study branch Biomedical Engineering - room N. 309 (Floriánské nám. 103, Kladno map)

(Until 18.4.2018 3 pm at the latest, you can submit an application to cancel the application to the final state examinations to the Dean of the faculty with the opinion of the supervisor of the thesis, guarantor of the study branch (or his deputy) and the head of the supervising department stating a serious reason).

A student is obliged to submit the master thesis by the deadlines given by the schedule for the respective academic year of FBME. Should a student fail to submit the master thesis in the time given, with no apology, or his/her apology is not accepted, the student is graded “F” (failed). The apology is to be submitted to the Dean of the faculty together with the opinion of the head of the department supervising the respective study branch and the thesis supervisor.

A student enrolls the master thesis as a subject in a semester, in which he/she is supposed to graduate. A credit (assessment) for the diploma thesis, which meets all the formal requirements, is granted by the supervisor of the thesis and in exceptional cases, (e.g. an absence due to an illness, business trip, and in case
of external supervisors) by the guarantor of the study field, his deputy, head of
the department supervising the study field, or his deputy). **This credit**(assessment) must be recorded in KOS and on its basis the secretary of the
relevant department can accept the master thesis. The rule applies that in case
of external supervisors the credit (assessment) has to be recorded in KOS by the
secretary of the relevant department. In case of the absence of the supervisor
(extern), or a failure to receive the opinion, the head of the relevant department
or his deputy assess the formal requirements pursuant to which the credit
(assessment) is granted or not granted. Simultaneously, there is a valid principle
that the level of elaboration must not be conditioned by granting or non-
granting of the credit (assessment). The level of formal elaboration is assessed
solely upon the opinions of the supervisor and the reviewer. A student, who was
granted F in both opinions, can defend such a thesis.

Student has to **pass over or send** by email his/her presentation of the master
thesis so that it can be timely installed into the computer in the examination
room.

The students submit master theses in printed form after having loaded the
electronic version of the work to PROJECTS.

Printed form: The printed version of the final work must be submitted to the
secretariat of the branch supervising department only after loading the
electronic version of the work to PROJECTS (including the filled in fields and
according to the nature of the topic and appendices) and after the student has
been granted credit (assessment) in KOS database in compliance with art. 8 (7)
of this directive. The final works must be submitted by 3 pm at the latest in 2
bound copies including 2 CD ROMs or DVD (inserted in the envelope glued in the
inner part of the back cover). CD ROMs or DVD must contain the following
information: Name, Surname, BT and year and on which the following 5 pdf files
shall be recorded:

1) **Key words**
2) **Abstract in Czech**
3) **Abstract in English**
4) Scan of the assignment of the topic of the master thesis
5) The complete master thesis

Electronic form: the students submit master theses in electronic form by 12.00 a.m. of the day stated as the deadline for submission of these works in the Time schedule of the academic year of FBME in the PROJECTS system (http://projects.fbmi.cvut.cz/). How to input: (http://en.fbmi.cvut.cz/files/nodes/12349/public/Jak%20vlo%C5%BEit%20BP__DP%20do%20syst%C3%A9%20PROJECTS_ENG.pdf).

Until this date, it is possible to download modified electronic versions repeatedly. The original file is then only replaced. The electronic version must be an exact copy of a single page printed version submitted and it must contain the scanned topic assignment. One counterpart of the master thesis contains the original of the topic assignment and the other one contains only the copy of the topic assignment. (The original and the copy of the assignment must be put into the master thesis also in case of rewritten work after unsuccessful defence – the original of the assignment will be picked up by the student at the secretariat of the branch-supervising department). The electronic version must include scanned topic assignment and possibly (according to the nature of the work) the appendices. The electronic version is submitted as a PDF or ZIP file in case of extensive appendices being part of the thesis. A standard limit of one file is up to 100 MB. In case of extensive appendices, it is necessary to contact the support service on projects@fbmi.cvut.cz.

While loading the master thesis into the PROJECTS system it is mandatory to fill in:
key words in Czech
key words in English
abstract of the thesis in Czech
abstract of the thesis in English

Findings from the system THESES are to be published in the system PROJECTS, simultaneously with the disclosure of the opinions. (Dean’s directive n. 2/2013). The result will be stated together with the evaluations from the supervisor and the reviewer and it will serve as the basis for the final state examination committee negotiations.

A student writes the master thesis in the Czech, Slovak, or English language. In case of writing in the English language, the thesis contains the topic in Czech
and English language. This does not concern students studying in the English language where the topic assignment and the language of the work will only be English.

After successful completion of the final state examination the supervisor of the thesis receives one copy of the master thesis with the copy of the assignment of the topic, the other copy shall be stored in the library of FBME just for lending and studying purposes in the study room of the library. The web page https://dspace.cvut.cz/ contains the updated database of defended master theses (see the Act on Universities).

The student, considering a master thesis topic, proposed by an external workplace, can be assigned a master thesis supervisor from the academic staff of CTU FBME, and the extern will be a consultant. The head of the department supervising the relevant study branch can decide, in justified cases and in cooperation with the study branch supervisor, that an extern will be directly a supervisor.

The student will obtain the thesis topic assignment at the secretariat of the study branch department on a prescribed form at the beginning of the summer semester of the second year (typically during the first week of the summer semester). The validity of the topic is limited to three subsequent semesters. On the master thesis assignment, there is a clause: “assignment valid until” according to the above stated rules.

Most important principles and instructions for elaboration of the master thesis can be found on: www.knihovny.cvut.cz/studium/jak-napsat-vskp.

Methodological instructions No. 1/2009 on Adherence to ethical principles while elaborating theses at universities.

Dean’s directive n. 2/2013

- The students shall submit the scan of the assignment of the topic of the master thesis on CD because it is necessary that the reviewers have it while obtaining only the electronic form of the thesis.
- In case of master thesis in the English language, the thesis must contain both Czech and English topic assignment. This does not concern students
studying in the English language where the topic assignment and the language of the work will only be English.

- Each thesis must contain **its goals in its introduction** corresponding with the topic of the thesis.
- Each thesis must have **all margins 25 mm**.
- The length shall be **at least 60 pages without enclosures**.
- The **samples of covers, other pages and statements** are listed here (**http://en.fbmi.cvut.cz/information-for-students/master-study/master-thesis**) together with these specifications.
- Only the official CTU logo must be used and according to the instructions on **www.cvut.cz/informace-pro-media/graficky-manual**
- All pages must have **one-sided print** and be **bound in hard cover**.
- If the cover allows **print on cover** the name, surname, month and year of submission of the thesis must be stated.
- This specifies and amends the instructions from the CTU document (see above) that are mere suggestions from the CTU with **validity for master theses submitted as of 18.5.2018**.