**Information for New Bachelor´s Thesis Supervisors at the Department of Genetics and Microbiology**

Dear Colleagues,

B.Sc. theses are organized jointly for all departments within the Biology Section under the guidance of the guarantors of the respective B.Sc. programmes, see:

<https://natur.cuni.cz/biologie/studium/bakalarske-studium> (*currently only in the Czech language*)

The following guide is intended for **new supervisors of B.Sc. theses** of students who are interested in **defending their B.Sc. thesis at the Department of Genetics and Microbiology.**

If you have not yet supervised a B.Sc. thesis at the Biology Section of the Faculty of Science, Charles University, it is **necessary to first be approved as a supervisor by the departmental coordinator of the defenses of B.Sc. theses (see contact below)**.

A mandatory prerequisite for approval and the ability to supervise Bachelor´s students is the successful completion of a Ph.D. degree or its equivalent in Biology, Medicine or Biochemistry fields. Our Department also allows doctoral students to supervise Bachelor’s students, provided that the thesis has an assigned co-supervisor with a Ph.D. degree who meets the above-mentioned requirements.

The basis for approval is **your brief professional CV, including the most important publications**. Please send it to the departmental coordinator of the defenses of B.Sc. theses:

* **RNDr. Tomáš Mašek, Ph.D.,** masek@natur.cuni.cz; tel: +420221951710

Once approved, the next step is to **enter your name into the university's personnel database (WhoIs) and then into the Study Information System (SIS)**. For this purpose, please send the **following details** (*to the same email address as your CV, preferably at the same time*):

1. full **name with titles**, as you would like them to appear in the databases
2. **date of birth**
3. **nationality**
4. current **contact details** for your workplace, including postal address, phone number, and e-mail

If you studied at the Faculty of Science, or are already supervising students of another programme or department, please provide also your **UKČO** (*the unique personal identification number that appeared under your photo on your ISIC card, which you likely used for logging into CAS, Moodle, etc.*).

Based on this information, the departmental coordinators for WhoIs and SIS will enter you into the appropriate databases. You will be informed once this is completed by the departmental coordinator of the defenses of B.Sc. theses, who will also inform you about your UKČO (*if you do not already have one*).

After being added to the databases, the next step is **obtaining a password to login into the SIS** so that you can enter theses topics into the SIS, edit them later if needed, grant students credit for work on their thesis, *etc*. If you studied at the Faculty of Science (or are already supervising students in other programmes), you should already have a password, which should still work under the same conditions as before.

Instructions for obtaining the password can be found at the following website:

<https://natur.cuni.cz/en/biology/departments-and-work-places/department-of-genetics-and-microbiology/documents-links-and-media/for-external-and-internal-teachers-supervisors-reviewers-and-applicants-for-supervision-or-teaching>

If you are supervising students at another department of our Faculty and do not wish to change your affiliation, but your student has decided to defend his/her thesis at our Department, please contact the departmental coordinator of the defenses of B.Sc. theses (before your student registers for the thesis in the SIS!). The coordinator will create a general copy of the thesis which you will be able to annotate yourself (in such case, the thesis will be administered under the Department of Genetics and Microbiology).

**The thesis information (entered into the SIS) must include:**

* **Thesis topic** (in Czech and English)
* **Keywords** (in Czech and English)
* **Abstract**: a specific focus of a literature review that will be the main scope of the thesis; experimental work is not permitted in B.Sc. theses defended at the Biology Section of our Faculty. The abstract is sufficient in Czech, but you may also include an English abstract.

You can choose whether the thesis will be written in Czech, English, or Slovak.

**Guidelines for inserting a thesis topic into the SIS**, student registering for such topic, and your confirmation that you accept the role of supervisor for the respective student (**formal assignment of the thesis**) can be found at the following website:

<https://natur.cuni.cz/en/students/bachelor-and-post-bachelor-master-study/theses-defences-and-state-examinations>

**The deadlines for posting a new thesis topic, for student registration for the thesis, and for the formal assignment of the thesis** follow the notice issued for the current academic year by the programme guarantor, which can be found at the following website:

<https://natur.cuni.cz/biologie/studium/bakalarske-studium> (*currently only in the Czech language*)