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

Dear Colleagues,

If you have not yet supervised a thesis at the Faculty of Science, Charles University, it is **necessary to first be approved as a supervisor by the programme guarantor**.

A mandatory prerequisite for approval and the ability to supervise Master’s students is the successful completion of a Ph.D. degree or its equivalent in a field closely related to the programmes in Genetics, Molecular Biology, Virology, or Microbiology.

The basis for approval is **your professional CV, including publications**. Please send it to the following study advisors:

* RNDr. Michaela Schierová, Ph.D., **misnovak@natur.cuni.cz** if you wish to supervise students in the Follow-Up Master's Programme **Genetics, Molecular Biology, and Virology**
* RNDr. Gabriela Mikušová, Ph.D., **gabriela.seydlova@natur.cuni.cz** if you wish to supervise students in the Follow-Up Master's Programme **Microbiology**

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. Your full name with titles, as you would like them to appear in the databases
2. Your date of birth
3. Your nationality
4. Current contact details for your workplace, including postal address, phone number, and email

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 relevant study advisors, 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.

Alternatively, the programme study advisors can enter the thesis topics and credits for you, provided you supply them with the necessary information (see below). However, you should still obtain an SIS password for the other purposes mentioned above. Instructions for obtaining the password can be found on the faculty website at the following link:

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

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

* Thesis topic (in Czech and English)
* Keywords (in Czech and English)
* Abstract: the rationale for the project (motivation), objectives, and methodology. The scope of the objectives must be reasonable and achievable within two academic years, including the writing of the thesis. 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.

Most of the information (except for the title, which initially matches the thesis topic) can be edited during the course of the project. Significant changes must be consulted with the study advisor for the respective programme.

**The topic for the current academic year must always be entered by November 1st**

If the topic is not used during the respective year, it remains in the SIS for the following academic year. It is recommended to remove or modify older topics in the SIS (at the very least, update the year of entering it into the SIS to the current academic year).