

## Submitting bachelor and master theses before the defence

These guidelines describe the procedures and rules regarding dissertations at the Faculty of Science, Charles University, most notably those stated in [Rectors's Measure no. 16/2019](#) (Access to Electronical database of dissertations) and [Dean's Measure no. 13/2023](#) (Rules for the registration, submitting and publication of dissertations).

We recommend that students already familiarise themselves with these guidelines when registering for their thesis; at the latest, students ought to read them before finishing their thesis and submitting it for the defence.

### Formal aspects of the dissertation

- All the formal requirements and rules for submitting the thesis are described in the Dean's Measure, art. 4
- The guarantor of a programme of study can further specify the requirements for theses, e.g. on the department's website or in the courses related to the thesis projects.
- The text of the student's binding declaration as defined by the art. 4, par. 2, letter b) of the Dean's Measure in a study programme in Czech shall always be written in Czech even if the student is allowed to write their thesis in a different language. In the English study programmes, the declaration shall be written in English. The student does not sign the declaration, instead, it is verified by submitting the thesis via SIS.

### Submitting the thesis

- Before submitting the thesis, make sure that you are registered for the course Bachelor/Diploma project in SIS. If not, immediately request to register for the course in SIS. The credits are subsequently awarded by the thesis supervisor. The credits need to be registered before the final state exam requirements check. Furthermore, check whether you are registered for the thesis defence. If not, sign up via SIS as soon as possible.
- The thesis is only submitted electronically via SIS. The deadline for submission for a given study programme is stated in SIS in the detail of the date of the final state exam as well as in the "Overview of two-week periods of final state exams" file [available here](#).
- Before submitting your thesis, check if the language and the title of the thesis stated in SIS match the thesis you are submitting for defence. If there are any differences, you have to correct the information in SIS (title matching the language of the thesis, English title, Czech title). This information can likewise be edited by the supervisor.
- The following steps have to be taken when submitting a dissertation in SIS: uploading the text of the thesis and then submitting it. We recommend trying to upload the text ahead of time to prevent any technical issues in SIS when submitting the thesis. We likewise recommend submitting the thesis at least one hour before the final deadline.
- If the student finds out that a wrong version of the thesis or abstract has been submitted before the final submission deadline, they can ask their contact person at the Department of Study Affairs to unlock access to the submission for them. They can then upload a new document that needs to be submitted again. After the submission deadline has passed,

corrections can only be made using errata.

### **Instructions on how to upload and submit dissertations in SIS**

Documents for dissertations are uploaded via the module *Thesis (selection of subject)*. In the detail of the work, click on the *Edit* section. The submission of the thesis consists of several steps (see the picture below).

#### 1) Choosing the type of a document that is to be uploaded

All the documents (the thesis itself, abstracts, potential attachments etc.) need to be uploaded in the formats stated in art. 5 of the Rector's Measure. The guidelines for how to save your thesis in PDF/A format can be found [HERE](#).

#### 2) Uploading the document from your computer

#### 3) Choosing the file

#### 4) Saving the file

#### 5) Confirming that the dissertation documents have been uploaded

#### 6) Starting the PDF/A check

After you upload your dissertation in SIS, an automatic control of the format is launched. This control can take several minutes. After it is completed, you will be notified of the result via e-mail and you will also be able to see it in the *PDF/A Control* column. If the format is incorrect, the submission of the thesis will not be possible.

All the uploaded documents are likewise checked by an internal antivirus programme. If there is a virus in any of the files uploaded, the submission of the thesis will not be possible.

#### 7) Submission of the final version of your dissertation

If you encounter any problems, please contact the [Helpdesk UK](#) – after you log in using your CAS password, you can submit an enquiry here or describe the issue you are experiencing. This too needs to be done ahead of time.

Furthermore, a plagiarism check is run after a dissertation is submitted. If needed, you can discuss its results with your supervisor, guarantor of the programme of study, or the head of the subject-area board.

| Uploaded files                      | Size   | Author | Uploaded by | Uploaded on      | PDF/A check                         | State of the plagiarism test (Theses.cz) | Date of application for a plagiarism test (Theses.cz) | State of the plagiarism test (Turnitin) | Turnitin check requested on (Turnitin) | Overall similarity percentage (Turnitin) | Nur lon pas |
|-------------------------------------|--------|--------|-------------|------------------|-------------------------------------|--|---|---|--|--|-------------|
| Abstract in Czech                   | 638 kB | Name   | Name        | 18.09.2023 14:38 | -                                   |  |   |   |  |  |             |
| Attachment to the thesis (defended) | 638 kB | Name   | Name        | 18.09.2023 14:37 | created request to similarity check |  |   |   |  |  |             |

**6.** Add file:

**Notice:**

1. First assure yourself that the basic information on your work in the headings is correct.
2. Then check and/or modify the data in the section "Edit work" above.
3. Not before that start to append the appropriate files, namely the very text of the work, then the annex (if there is any) and the abstracts in Czech and English language (optionally you can load the annotation as well). A dashed and English abstracts means that the PDF/A validation check is not performed for these files.
4. Ascertain yourself that the files you have saved are correct by re-downloading and inspecting them using the small icon of "diskette" (left from the file in question).

- The text of the thesis can be submitted only in PDF/A format (version 1a or 2u). It is recommended to follow [instructions for thesis submitting](#). Annex(es) with text or image character should be in PDF/A format (version 1a or 2u). JPEG, WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be used. For more information, please, consult [instructions for thesis submitting](#).
- In special cases, other than approved formats (mentioned above) can be submitted as part of the annex. Annex in nonapproved formats must be accompanied with application. Please, see [instructions for thesis submitting](#).
- The size of accepted files is individually limited by about 850MB. In case your work and/or its annex exceeds this limit, upload into system just the very text and abstracts and the annex subsequently hand over to the faculty on together with the printed form of the work at the latest.

Choose type of uploaded file:  **1.**

File:  **2.**  **5.**

**Work submission:**

- By pressing the button "Submit" I confirm that the submitted electronic form of the final work (inclusive of the annex) is correct and I agree to submit to the faculty.
- Meanwhile, I am aware that the correctness and completeness of the submitted electronic form of the work and the paper version may be considered as a breach to the internal regulations of Charles University in Prague.
- Simultaneously, I am aware, that pursuant to the Code of Study and Examination of Charles University in Prague, the submitted work is subject to the regime of savings and controls in the inter-university database of final works Theses.cz (see Rector's measure no. 8/2011).

**Note:**

- After the button "Submit" has been pressed, the uploaded files with the text of the work, its annexes and abstracts cannot be changed any more.
- The works submitted electronically after October 1, 2011 are subject to the regime of savings and controls in the inter-university database of final works Theses.cz (see Rector's measure no. 8/2011).

**7.** Submit

## Requests relating to the dissertation submission

### 1) Request for a non-standard format of the attachment (art. 5, par. 4 of [the Rector's Measure](#))

If it is not possible to save the data in the formats allowed (e. g. scientific data, applications), the student uploads the attachment in a different format and requests approval in SIS. The request is filed via SIS under the detail of the thesis in the *Requests* tab. It is possible to submit the dissertation even before this request is approved.

### 2) Requesting postponing the publication of the attachments or the whole dissertation (art. 8 of [the Dean's Measure](#))

It is possible that a dissertation contains information that cannot be published at the time of its submission. In this case, the student has to extract such data into the attachment of the thesis. However, if this method would harm the comprehensiveness of the whole thesis, the student can request postponing the publication of the entire dissertation. The document with the attachments or the thesis itself is uploaded in SIS even before this request is approved.

This type of request is submitted by the advisor in the *Student thesis* module in the detail of the thesis in the *Requests for non-publication of documents and deadline extensions* tab. It can be submitted from the moment of thesis registration to the moment of its submission. This request can only be submitted if a "thesis attachment" file is uploaded. If no attachments are uploaded, the request will be denied on the basis of irrelevance.

We recommend setting up the request for the maximum period available (1 096 days) since any shorter period cannot be prolonged once it is approved.

In case of publications, we ask you to pay close attention to the information available at the following link: <https://openscience.cuni.cz/OSCIEN-38.html>

If the publishing house allows for making publications available, any request to delay publication could be denied due to lack of relevance.

### **Date of the thesis defence**

The student will receive detailed information about the date of the thesis defence (exact date, time, place) 7 days before the date at the latest. The details of the date including the committee members is published in SIS in the module *Invitations for state exams and defences*.

**Legitimate excuse from the defence** – the registration for the state exam is binding and the student's absence can only be excused for serious reasons (e.g. health complications) or if the student has not met all the necessary requirements. If a student decides to excuse themselves from the exam or the exam does not take place for a different reason, the date is postponed. The thesis, as well as the supervisor's and reviewer's report, remain the same. In such cases, the version of the thesis that was originally submitted is defended in the next period for which the student registers. Detailed information on excusing oneself from the thesis defence can be found [here](#).

**Withdrawal from the defence** – In case the supervisor and reviewer do not recommend the thesis for defence in their report, the student has the right to withdraw from the defence up to 2 days before the exam date. In such case, the student writes an announcement of withdrawal stating that they have read the reports, understand them and acknowledge that based on the supervisor's and opponent's comments, it is necessary for them to rewrite their thesis. This announcement then needs to be sent via the faculty e-mail to the chair of the examination committee and to the supervisor. The announcement's hard copy needs to be signed and delivered to the Department of Study Affairs by the day of the exam at the latest. The date of the exam then lapses to no effect. After the thesis is archived in SIS, the supervisor enters the topic in SIS once again and assigns it to the student.

**Control of the study requirements** – Submitting the thesis does not automatically mean that the defence can take place. Run the control in SIS to see whether you have met all the study requirements for the state exam. This control is done electronically in SIS, without the student's participation. Once the requirements are met, the student receives an e-mail detailing which parts of the requirements they have fulfilled and when. The students can periodically check if they meet the requirements or not. If the student submits their thesis and registers for the defence but cannot meet the requirements before the date of the requirements control, it is not possible to proceed to the exam. The student can later ask the employee of the Department of Student Affairs to unlock the thesis for them so they can rework it, upload the documents once again and resubmit it.

Since the study plans for the programmes **for teachers and didactics** are rather complicated, we recommend that the students carefully check whether they have completed the requirements for all the parts of the final state exam in SIS. Should the students have any doubts, they should contact the Department of Student Affairs. This should help to prevent any misunderstandings, when the result of the requirements check in SIS informs them that they can proceed with the final state exam but in reality cannot, due to the complexity of the final state exam requirements in teaching programmes.

**Unsuccessful defence** – If the thesis defence is unsuccessful, the student is obliged to inform the supervisor whether they want to rewrite the same topic or choose a different topic or a different supervisor. In the case of the same topic, the supervisor either copies the original topic in SIS or creates a new thesis topic. In the period between autumn and winter exam periods, the students are not allowed to register for a thesis topic themselves, and they therefore need to be signed up for the topic by their supervisor or by the department's secretary.

**Solving problems** – In case of technical difficulties, please contact the SIS management at [sis@natur.cuni.cz](mailto:sis@natur.cuni.cz). In other cases, please contact your [contact person at the Department of Student Affairs](#).