

## Submission and authorisation of qualification thesis reviews

The following document details three possible methods of authorising and uploading the thesis supervisor's or opponent's review to SIS (further information is listed below):

- 1) Uploading thesis review that is not signed directly into SIS
  - 2) Submitting a review with a certified electronic signature and having it uploaded by an authorised person
  - 3) Sending a physical copy of the review with a handwritten signature and having it uploaded by an authorised person
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- 1) **A review without a signature is uploaded directly into SIS by the thesis supervisor/opponent, i. e. by a user signed into SIS.**

The thesis supervisor/opponent logs into SIS using their CAS credentials or via a link found in an e-mail automatically generated from SIS (sent by [studium.noreply@is.cuni.cz](mailto:studium.noreply@is.cuni.cz), subject: *Your Access to the Thesis*) and uploads their report to the module *Student and Qualification Works* in SIS. In this case, the report is authorised by the person having signed into SIS; the report need not be signed, this version is regarded as the original.

- 2) **The review is signed using an accepted form of an electronic signature and subsequently uploaded into SIS by an authorised person**

The thesis supervisor/opponent that holds an accepted form of an electronic signature issued by a certification authority ([First certification authority](#) , [Czech Postal Service](#) , [eIdentity](#)) sends their review with an electronic signature to an authorised person at the department/institute (in case of bachelor's or master's thesis) or to the study department employee (in case of dissertation or rigorous thesis). The electronically signed review is then uploaded into SIS by an authorised person.

- 3) **A physical copy of the review is sent and then uploaded into SIS by an authorised person**

The thesis supervisor/opponent sends a physical copy of the review to an authorised person at the department/institute (in case of a bachelor's or master's thesis) or to the study department employee (in case of a dissertation or rigorous thesis). The review is authorised by a handwritten signature from the thesis supervisor/opponent. The authorised person uploads the review into SIS and attaches the original version of the review to the *Defence Review of State final exam (SZZK) – 'defence' part/ Report on the defence of the dissertation thesis*.