Format of final theses

Dear students,

recently, there have been numerous cases of problems with uploading final theses in SIS due to a wrong format. Therefore, I would like to appeal to all of you to upload your thesis ahead of time and not last minute.

The instructions on submission of your final theses are on the website Instructions and Information for doctoral students or for master´s students.

If you are having troubles, you can turn to the Public Help Desk for Study Information System – it should be able to solve the problem. The Help Desk deals with the requests one by one; therefore you will not have your reply immediately. Information about the format required and about the size of the file is stipulated in the Dean's Measure no. 72/2017 – Access to the electronic database of final theses. More instructions are in SIS in Thesis (Selection of subject) when editing the theses (see below Notifications in SIS). A thesis that is in a wrong format cannot be uploaded in SIS. Problems with converting to the correct format can be caused mainly by graphs, chemical formulas etc. (see below Notifications in SIS with link to the Instructions for thesis submitting).

I would like to point out also the fact that first you need to upload and submit your thesis in SIS and only after that you can deliver the hard copy to the Department of Study Affairs. The same applies for bachelor and master theses only that the hard copy is handed in at the given department/institute.

If a final thesis contains publications that cannot be made public, such publications shall be uploaded electronically as attachments. You can apply for an extension (for three years) of the deadline for the submission of the attachments before you submit your thesis electronically in SIS.

 I would like to remind you that the Rules of Study at the Faculty of Science state that a thesis must include author's declaration that he/she has written the thesis independently and that all the sources and literature are included. If a thesis contains publications with multiple authors or publications that include results obtained within a research team, there must be a specification of the student's contribution to these results. The formulation itself of such declaration is according to the customs within each study programme.

doc. RNDr. Pavel Chromý, PhD.
Vice-Dean for Study Affairs
27. 4. 2017, updated 1. 2. 2021

Notifications in SIS:

1. First, check whether the information in the heading about your thesis is correct.

2. Then, check or edit the information in the section "Editing".

3. Only after that, upload all the documents, the main text of the thesis above all. And then attachments (if there are any), the abstract in Czech, the abstract in English (it is also possible to upload an annotation).

4. You can check whether the documents are correct by downloading them using the floppy disk icon (on the left for each document).

- Theses can be submitted only the PDF/A format (version 1a or 2u). The instructions on how to create a valid file are in the [Instructions for thesis submitting](). Attachments, both text and visual, are primarily accepted in the format of PDF/A (version 1a or 2u). It is also possible to use the following formats: JPEG, WAW, MP3, MPEG-2, MPEG-4, CSV, XML and plain text. For detailed information, check the [Instructions for thesis submitting](). If there are more attachments, you need to compress them to a ZIP file first.

- In exceptional cases, it is possible to submit an attachment in a different format. Such attachment must be accompanied by a request. More information in the [Instructions for thesis submitting]().

- The size of the files is limited to an approximate size of one CD, i.e. 850 MB. If you thesis, or its attachments, is larger than this size, upload only the text itself and hand in the abstracts and attachments at the faculty on a DVD (at the latest with the hard copy of your thesis).

- **Submit your thesis only after all the controls of the format PDF/A have been run.**

- If you encounter difficulties, please turn to the [Help Desk](). Do not forget to attach the problematic file to your request.