

Submitting bachelor and master theses before the defence

These guidelines describe the procedures and rules regarding dissertations at the Faculty of Science, Charles University, as stated especially in [Rectors's Measure no. 72/2017](#) (Electronical database of dissertations) and [Dean's Measure no. 13/2023](#) (Rules for the registration, submitting and publication of dissertations).

We recommend that students read these guidelines already when registering for their thesis, but the latest before finishing it and submitting it for the defence.

Formal aspects of the dissertation

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

Submitting the thesis

- Before submitting the thesis, make sure that you have registered for the course Bachelor/Diploma project in SIS. If not, immediately make a request to register for the course in SIS. The credits are then submitted by the thesis supervisor. The credits need to be registered before the control of the requirements for the state exam. Also check whether you are registered for the defence. If not, do so as soon as possible.
- The thesis is submitted only electronically via SIS. The deadline for submission for a given study programme is stated in SIS in the detail of the state exam and also in the file "State exam periods".
- Before submitting the thesis, check if the language and the title of the thesis stated in SIS is the same as in the actual thesis. If there is any difference, you need to correct it in SIS (title in the language of the thesis, English title, Czech title). This information can be edited also by the supervisor.
- When submitting a dissertation in SIS, the following steps must be done: upload the text and then submit it. We recommend trying to upload the text ahead of time in order to prevent any technical issues in SIS. We recommend submitting the thesis at least one hour before the final deadline.
- If a student finds out that a wrong version of the dissertation has been submitted, they can ask their contact person at the Department of Study Affairs to unlock it for them. After that, they can upload a new document and submit it again. Other corrections can be done only using errata.

Instructions on how to upload and submit dissertations in SIS

Documents for dissertations are uploaded in the module *Thesis (selection of subject)*. In the detail, you choose *Edit*. The submission includes several steps (see the picture below).

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

All the documents (abstract, attachments etc.) need to be uploaded in the formats stated in art. 5 of the Rector's Measure.

The guidelines on how to save your thesis in PDF/A is [HERE](#).

2) Uploading the document from your computer

3) Choosing the file

4) Saving the file

5) Confirmation of the upload of the documents for your dissertation

6) Starting the PDF/A check

After you upload your dissertation SIS, an automatic format control starts. Such control can take several minutes. After the check is done, you will get the result by e-mail and you will also see it in the column *PDF/A Control*. If the format is not correct, the dissertation cannot be submitted.

All the documents uploaded are also checked by an internal antivirus programme. If there is a virus in any of the files uploaded, it is not possible to submit the thesis.

7) Submission of the final documents of your dissertation

In case of troubles, contact the [Helpdesk UK](#) – after logging in using your CAS password, you can ask about the issue you are having. This also needs to be done ahead of time.

The plagiarism check is also run after a dissertation is submitted. If needed, discuss the results of this check with your supervisor 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	- .P						
Attachment to the thesis (defended)	638 kB	Name	Name	18.09.2023 14:37	created request to similarity check						

6. Add file:

1. Choose type of uploaded file: Text of the thesis (defended)

2. File: - .P

5. Save

3. Upload file: File

4. Save

7. Submit

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 dash 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 JPEG, WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be use. 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.

Work submission:

- By pressing the button "Submit" I confirm that the submitted electronic form of the final work (inclusive a submit to the faculty).
- Meanwhile, I am aware that the correctness and completeness of the submitted electronic form of the work electronic and the paper version may be considered as a breach to the internal regulations of Charles Univ
- Simultaneously, I am aware, that pursuant to the Code of Study and Examination of Charles University in P submitted.

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)

Requests relating to the dissertation submission

1) Requesting 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 (for instance scientific data, applications), the student uploads the attachment in a different format and requests an approval for this in SIS. It is possible to submit the dissertation even before such request is approved.

The request is submitted in the detail of the dissertation in SIS in the tab *Requests*.

2) Requesting postponing the publication of the attachments or the whole dissertation (art. 7, par. 2 to 4 of [the Dean's Measure](#))

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

This request is submitted by the advisor in the module *Student thesis* in the detail of the given thesis in the tab *Requests for non-publication of documents and deadline extensions*. The request can be submitted from the moment of the thesis registration to the moment of its submission.

We recommend leaving the maximum period in the request (1 096 days) because a shorter period cannot be prolonged once it is approved.

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

If the publishing house allows for publication, a request in this sense may be denied as unnecessary.

Date of the defence

The exact information about the date of defence (date, time, place) is delivered to the student 7 days before the date the latest. The detail 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 be excuse only for serious reasons (e.g. health related) or because the student has not met all the 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 moved further. The thesis remains the same as well as supervisor's and reviewer's report. The thesis is defended in the version it was submitted for the first time. Details on excuses from the defence are [here](#).

Withdrawal from the defence – In case the reports of the supervisor and reviewer do not recommend the thesis for defence, the student has the right to withdraw from the defence up to 2 days before the date of the exam. In such case, the student writes an announcement of withdrawal stating that they read the reports, they understand them and acknowledge it is

necessary to rewrite the thesis. Such announcement is then 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. The date of the exam then lapses to no effect. After the thesis is archived in SIS, the supervisor creates a new topic 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. Such control is done electronically in SIS, without the student. Once the requirements are met, the student gets an e-mail with such information. The student is able to check in advance what requirements are met or not. In case the student submits the thesis, registers for the defence, but is not able to meet the requirements before the date of the control, it is not possible to proceed to the exam. Later, the student can ask the employee of the Department of Student Affairs to unlock the thesis, change it, upload the documents and submit it again.

As the programmes **for teachers and didactics** are rather complicated, we recommend that the students check very well all the requirements in advance and for all the parts of the state exam. In case of any doubts, the students should contact the Department of Student Affairs. This can prevent situations when the SIS control of requirements seems to be fine but it is really not due to the complexity of the system.

Unsuccessful defence – If the defence is not successful, the student is obliged to inform the supervisor whether they want to rewrite the same topic or to choose a different topic or a different supervisor. In 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 by themselves, therefore this needs to be done by the supervisor or the department's secretary.

Solving problems – In case of technical issues, please contact the SIS management at sis@natur.cuni.cz, in other cases contact your employee of the Department of Student Affairs.