

Inserting bachelor and master theses' topics in SIS and registering for these topics

The students of the third year of the bachelor studies and the students of the first year of master studies register for a topic of their thesis in SIS and they have to do so within the deadline stated in the academic calendar for the given year.

The students are fully responsible for the content, completeness and correctness of their theses and therefore we recommend student to read carefully, already before choosing the topic, the guidelines for thesis submission and the rules for submission of theses (Dean's Measure no. 13/2023) The breach of the rules may lead to not allowing a student to proceed to the defence of their thesis and also to not prolonging their studies.

Description of basic steps:

1. Supervisors insert a selection of topics in SIS

The heads of departments, together with programme guarantors, are responsible for the availability of sufficient number of relevant topics that can be selected for students' theses.

The students can register only for the topics that are available only for the current academic year. The supervisors can change the academic year for topics prepared in earlier years.

Detailed instructions for lecturers is at the end of the document.

2. Registration for a topic

There are two ways a student can register for a thesis topic:

- a) A student can, preferably after discussing it with a potential supervisor, register by themselves to a topic in the module *Student thesis*, they can also adjust the topic after discussing it with their supervisor.
- b) A student can explore the research of the given department and come to a potential supervisor with their own topic suggestion. After discussing the topic, preferably also with the programme guarantor, the supervisor will register the topic in SIS and then the student can register for such topic.

3. Confirmation of a supervisor (binding registration for a thesis topic)

The supervisor controls all the topic details in SIS (Czech and English title, academic year of the topic registration, the thesis type, language of thesis, outline of the content). After that, the supervisor confirms the student's registration for the given thesis topic (in the detail of the thesis topic). By doing this confirmation, the supervisor accepts the role of the supervisor.

After this confirmation, it is not possible to change the thesis type, the student, the supervisor or the department. The cancellation of the thesis topic (before it is approved by the guarantor) can be done only by the Department of Study Affairs upon an e-mail request by the student (this request needs to be sent from a faculty e-mail account). The message must state clearly that the supervisor agrees with such cancellation.

4. Approval by the guarantor of the study programme

The guarantor of the study programme approves the thesis topic in SIS. In case of disagreement or enquiries, the guarantor sends their comments via SIS both to the student

and the supervisor. The student and the supervisor then discuss the comments and find a solution. Detailed instructions are [here](#) (only in Czech).

5. Changing the topic

If a student wants to change the topic or the supervisor of a thesis already approved by the guarantor, they need to send a [request](#) to the [Department of Student Affairs](#). The request must include statements of the original and new supervisor and of the guarantor of the study programme.

Registration of a new topic – guidelines for the lecturers

1) Choose the option *New thesis*.

2) Fill in the field *Thesis topic in Czech* and *Thesis topic in English*. The topic cannot be changed during the process of writing the thesis.

After the topic is assigned to a student, these fields transform into the title of the thesis and the title in English. These titles can be changed before the thesis is submitted.

3) Fill in *Language of thesis* (choose from the options given). This is the language in which the thesis will be written. If a language other than Czech and English is filled in and the guarantor approves it, there is no need to submit another request to allow this language.

The language of the thesis can be changed before the thesis is submitted, but the change has to be approved by the guarantor.

4) Fill in *Thesis type* (choose from the options given).

5) *Academic year* is filled in as the current academic year.

6) The fields *Department* and *Supervisor* are filled in automatically based on the person logged in SIS.

7) The field *Applicant* is filled in only if the supervisor already knows which student would write the thesis.

8) If the student who is planning to write the thesis on the given topic is a student of a programme in didactics, it is necessary before filling in the field *Thesis subject area*, to fill in the field *SIMS Thesis subject area* the programme for which the thesis is assigned.

9) The field *Thesis announced on* is filled in automatically, but it can be changed.

10) The field *Guidelines for thesis preparation* can contain courses recommended by the supervisor.

11) The field *Bibliography* can contain literature recommended by the supervisor for the thesis elaboration.

12) The field *Preliminary scope of work in Czech language* is obligatory. The supervisor must write an overview of the content and goals of the thesis (e.g. specify the topic, research problem, research questions, goals). This field needs to be filled in even for theses written in English if they are written within Czech study programmes. In case the results are planned to be published later (especially some new ideas and methods), we recommend not to include details in this field as this field is public (due to the obligatory register of all the theses). The field is public even without logging in SIS.

13) To save the topic, press the button *Save*. After the official assignment of the thesis to the student, the thesis is submitted to the study programme guarantor for approval.