

## Submitting dissertations 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. 16/2019](#) (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 text of the student's binding declaration in a dissertation (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 curriculum vitae does not include personal information such as date of birth. The types of information that should be included are: education, professional experience, publications, conferences and seminars, skills and competences, awards, professional membership etc. The CV is targeted at the committee members, so they know more about the student. It is not published in SIS.

### Submitting the dissertation and registering for the defence

- Dissertations are submitted in SIS after the student met all the requirements in the individual study plan. Submitting the dissertation means also applying for the defence.
- It is possible to submit a thesis any time. The defence should take place within three months after the submission. If the student aims at obtaining the scholarship for finish the studies in time and the advisor at the reward for this (Dean's Measure on scholarships), the dissertation must be submitted at least three months before the planned date of defence, i.e., at least three months before the final date for obtaining the given scholarship/reward.
- Before submitting the thesis, the student must check in SIS whether the registered title and language of the dissertation are the same as in the actual dissertation. Any differences in the Czech title, English title and the language of dissertation must be corrected in SIS. This can be done also by the advisor. Submitting a dissertation in a language different than Czech and English must be approved by the subject-area board.
- 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.
- 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 and it is necessary to upload new, correct files.

#### 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)	Nutrition pas
Abstract in Czech	638 kB	Name	Name	18.09.2023 14:38	- .D						
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). 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: Text of the thesis (defended) **1.**

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

**Work submission:**

- By pressing the button "Submit" I confirm that the submitted electronic form of the final work (inclusive of annexes) is correct and 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

Student Information System - Google Chrome

metis.is.cuni.cz/studukp1/eng/lib/dialog\_upload.php?id=9d7e7a79e4ae8bf4...

Upload file: File **3.**

File: Vybrat soubor Soubor nevybrán

**4.** Save

## Request 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. 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 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 (1 095 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://knihovna.cuni.cz/rozcestnik/open-access/chci-publikovat-open-access/zelena-cesta/>.

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

**Controlling if the dissertation is complete and the study requirements are met**

After the dissertation is submitted, the Department of Study Affairs runs a control of the thesis and also of the study requirements. If there are problems, the student is asked to solve them or provide necessary documents. Once all the requirements are met, the student receives a notification from SIS and the registration for defence is confirmed.

**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*.

In case of any technical issues, please contact the SIS manager Tomáš Odcházal (tomas.odchazel@natur.cuni.cz), with other issues contact your contact person at the Department of Study Affairs.