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 <u>Rectors's Measure no. 16/2019</u> (Electronical database of dissertations) and <u>Dean's Measure no. 13/2023</u> (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 <u>HERE</u>.

- 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

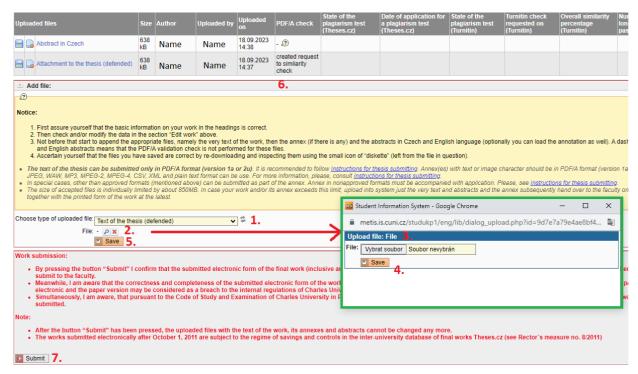
After you upload your dissertation SIS, an automatic format control starts. Such control can take several minutes. After the check is done, you will get the result by e-mail and you will also see it in the column *PDF/A Control*. If the format is not correct, the dissertation cannot be submitted.

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 <u>Helpdesk UK</u> – 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.



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 Odcházel (tomas.odchazel@natur.cuni.cz), with other issues contact your contact person at the Department of Study Affairs.