QUALIFICATION THESIS SUBMISSION

**Numbers of Copies**

1. Students shall submit a bachelor’s or master’s thesis in two bound copies and one digital copy of the same contents. After the defence of the thesis both bound copies shall be returned to the student, the digital copy shall be retained by the Faculty.

Apart from the required bound copies it is advisable for the student to have an extra copy of the thesis in order to be able to follow supervisor’s and opponent’s comments at the defence.

1. The author of the thesis is responsible for the identical contents of the bound and digital copies.

**A Digital Copy Submission**

1) The author shall submit the digital copy of the thesis through *eVŠKP* application which is available at <https://ris.uhk.cz/eVSKP>.

2) The author is obliged to do the following when submitting the digital copy of the thesis through *eVŠKP* interface:

a. To check the data which were transferred from the faculty records (Stag) – author’s name, thesis topic, supervisor’s name etc. In case anything is incorrect, the student shall contact the secretary of the department where the thesis was assigned.

b. To enter at least three key words describing the thesis.

c. To enter a thesis abstract in the language of the thesis and optionally in another language (Czech, English, Russian, German or French).

d. To upload the file with the thesis including attachments if there are any.

**Permitted Data Formats of Digital Copies**

1) The digital copy of the thesis must be one file with the text of the thesis including pictures.Permitted file formats are: \*.doc; \*.docx; pdf. \*.rtf. The maximum size of the file is 20 MB. The author is obliged to submit a larger file by the help of the faculty service centre.

2) For information on submitting special graphic attachments, photographs, video and audio files the student shall contact the faculty service centre.

3) Theses submitted in forbidden formats will not be admitted to the defence.

**Printed Copies Submission**

1. Students shall submit printed bound copies of the thesis at the secretariat of the department where the thesis was assigned. The student shall submit bound copies **only after** submitting the digital copy through *eVŠKP* system.

**Thesis Submission Deadlines**

1) The deadline for submitting the thesis is 29 April. Students shall not be allowed to submit the thesis after the given deadline.

**Verification at the Faculty Department**

1) The faculty department shall check randomly if the printed and digital copies are identical. After this verification the thesis will be marked as “accepted” in *eVŠKP* application and the thesis will be admitted to the defence.

**Supervisor’s and Opponent’s Reports**

1) Thesis supervisors as well as opponents shall be obliged to upload reports in *eVŠKP* interface minimum 5 days before the thesis defence.

3) The author of the thesis shall find the report in *eVŠKP* application*.* The author shall be notified of the submitted reports by e-mail (UHK address). The reports are not sent in a printed form.