

For Students

Instructions for uploading an electronic version of a qualification thesis (bachelor's/master's) to IS/STAG

If a student is unable to submit his/her thesis through the IS/STAG interface, he/she can request assistance with this process from the University Service Center at UHK (Building A). This service is charged according to the price list of the Service Center. If you visit in person, please bring your own equipment (laptop) for uploading.

The deadline for submitting the electronic version of your work and submitting the physical copy to the Administrative Assistant at the Department (where the Final state examination and defense will take place) must be strictly KEPT according to the Academic year schedule! If you upload your work and want to submit it after the official deadline, it may not be accepted!

✓ **A student can submit his/her final thesis to IS/STAG if he/she:**

1. Has a final exam date assigned in IS/STAG under **My Studies – Registration for examinations** - record under **State Exam Commission Dates**.

The screenshot displays the IS/STAG web application interface. At the top, a navigation bar includes links: Welcome, My teaching, My study (active), Browse IS/STAG, IS/STAG, Quality of teaching, Applicant, and Administration. On the left, a sidebar menu lists various student services, with 'Registration for examinations' highlighted by a red rectangle. The main content area, titled 'Information about user and his IS/STAG roles', shows a user profile with a notification bell icon, a dropdown menu set to '- FIM (switched)', and buttons for 'Info' and 'Option to switch roles'. Below this, a section for 'Registration for examination and credit dates (S006) - I2300778' displays 'Valid posted examination dates.' with a warning icon and the text 'Not fulfilled prerequisites, 2'. A message states 'No valid examination dates were found'. A link for 'History of registration for examination dates' is provided. The bottom portion of the page is a large black rectangular area.

2. Confirmed the date of the Final state exam at the department where the exam will be held (to the Administrative Assistant at the Department).
3. The topic of the theses in IS/STAG is finalized - approved by the head of the department (under **My Studies – Thesis Topics**).

Course of study, timetable
Visualization of study
Remaining obligations
Registration for examinations
My data
Student's files
Graphical pre-registration
Thesis topics
Final thesis
Plagiarism checking
Practices
ECTS departures
ECTS arrivals
Quality evaluation
Student application forms
Automatic messages
Reminder
Viewing files

Welcome My teaching **My study** Browse IS/STAG IS/STAG Quality of teaching Applicant Administration

Information about user and his IS/STAG roles
(Info) [Name] (switched) Info Option to switch roles State examination deadline: 31. 8. 2027 (after 693 days)

Thesis topics (S056)
Search

Type of thesis Bachelor's thesis (...) Topic type % Form % Faculty % Department/Unit % Person %
Assigned in academic year % Defended in academic year % ☒ My topics ☐ For registration ☐ To be approved Programme %
Specialization % Search

Print document for Bachelor thesis registration. Format: PDF

Topic list

Examination title	Type of thesis	Department/Unit	Related persons	Topic type	Approval status	Academic year of	Occ. / max	Priority
						Assignment	Defense	
The psychological impact of social proof in social media bakalářská (Bc.)		K04	Marek Franěk	Thesis registration completed by student approved by department head		2023/2024	2024/2025	1

Key
 Topic awaiting approval
 Topic approved
 Topic rejected
 Topic may be modified.
 This topic has been assigned to you.

4. He/she copied data about the thesis into IS/STAG under **My Studies – Final thesis**.

In this section, a student can find the document "Assignment of the Thesis" under the link "**Print Thesis Assignment**". PDF format – will be inserted into the electronic version and the physical printout of the thesis as the last page of this document.

Welcome My teaching **My study** Browse IS/STAG IS/STAG Quality of teaching Applicant Administration

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Information about user and his IS/STAG roles
(Info) [Name] (switched) Info Option to switch roles State examination deadline:

Thesis (S001) - I2200794
Print data about final thesis in PDF format
Print thesis assignment – PDF Format

Data about final thesis: BACHELOR THESIS

Name	[Name]
Address	[Address]
Pers.no.	[Pers.no.]
Date of assignment	22.11.2024
Expected date of submission	22.11.2025
Date of submission	has not yet been submitted
Assigned topic	The psychological impact of social proof in social media
Assigned topic in English	The psychological impact of social proof in social media

Fill in or edit following data
(VŠKP – university final thesis, i.e. either bachelor, master, rigorosum, dissertation or final thesis)

Attention: in case you are copying text from MS Word files or similar, make sure all characters have been copied correctly, and correct manually if necessary replaced with replacement characters – for example question marks ("??")

Thesis title
[Text area]
(max. 1000 characters)
The title of the thesis should be in the same language as the language of the text. For theses written in foreign languages, titles should also be given in the same language in English.

- ✓ **To upload an electronic version of the thesis (identical to the physical printout submitted to the Administrative Assistant at the Department), use IS/STAG – My Study – Final thesis:**

1. The student **correctly** edits the fields **Fill in or correct the following information:**

(it is not recommended to copy and paste text from another file, as character recoding may occur)

- Title of the thesis
- Title in English
- Concurrent title (does not have to be filled in)
- Subtitle (does not have to be filled in)
- Annotation
- Keywords
- Annotation in English
- English keywords
- Attachments inserted freely (describe what the attachments are)
- Attachments connected with the thesis (tick the appropriate boxes)
- Scope of the thesis
- Related to practice (leave NO; YES only if the person participating in the thesis is considered as a consultant outside the university)
- Language in which the work is written

SAVE DATA – save data before uploading the thesis!

2. The student **submits (uploads) the file (thesis)** under the link **Electronic thesis submission form**

Final thesis in electronic form

Electronic form of thesis: No files found

Thesis annexes: No files found

[Electronic thesis submission form](#)

To access the section for uploading, the student [must first agree to the terms and conditions for developing a qualification thesis and its handling](#).

Thesis (S001) - [REDACTED]

[Back](#)

Electronic form of the thesis: BACHELOR THESIS

Name	[REDACTED]
Address	[REDACTED]
Pers.no.	[REDACTED]
Date of assignment	22.11.2024
Date of submission	has not yet been submitted
Assigned topic	The psychological impact of social proof in social media
Assigned topic in English	The psychological impact of social proof in social media

i By submitting this thesis, I hereby declare that I have independently written this qualification work (under the supervision of my advisor) in accordance with Section 35(3) of Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright, as amended, and that I fully comply with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts.

☐ I confirm and agree with the statement above

(Confirm your approval to enable the digital thesis upload form.)

- In the **"Final thesis in electronic form"** section, click on **Electronic thesis submission form** and firstly select the file with the electronic version of the thesis in PDF format (Vybrat soubor). **Electronic form of thesis** - Attach a file (clicking "Attach file" will save the file) – *there can be one file in pdf format only.*
- In the **"Thesis annexes"** section (if there are any attachments), first **select** the PDF file containing the work's attachment.
Attach a file (clicking "Attach file" will save the attachment) – *a maximum of 3 attachments from the offered formats can be included (for increasing the number of attachments or a different format – contact the study department).*

Files containing electronic theses

i Thesis submission date has been set. It is no longer possible to modify thesis.

List of files already uploaded:

1. [STAG100220.pdf](#) (2.16 MB)

i Thesis submission date has been set. It is no longer possible to upload thesis.

Choose file to save

- Accepted file types: **PDF**
- Maximum file size: 100.0 MB (= 102400 KB)
- Maximum permissible number of uploaded files: 1

i The file is successfully saved only when you see a confirmation message in the green frame in the upper part of the portlet after saving. 'File saved successfully'. If the file was saved correctly – you can do it by downloading the file in question and opening it. If you find the file has been corrupted, delete it and try to save it again.

Files containing appendices

i Thesis submission date has been set. It is no longer possible to modify thesis.

i No files uploaded yet.

i Thesis submission date has been set. It is no longer possible to upload thesis.

Choose file to save

- Accepted file types: **PDF,XLS,XLSX,ZIP,7Z**
- Maximum file size: 100.0 MB (= 102400 KB)
- Maximum permissible number of uploaded files: 3

After submitting the electronic version of the thesis, it is necessary to submit an identical hard copy of the thesis to the department. One physical copy will be personally handed over to the relevant Administrative Assistant at the Department. The thesis must be signed in the "Declaration" section at the beginning of the document.

Upon receiving the physical copy, the Administrative Assistant at the Department will perform a basic check to ensure the written and electronic versions of the work are identical. After the checking and confirming compliance, the Administrative Assistant at the Department will enter **the date of submission** into the IS/STAG system (the student will see the date submission of his/her work). Only then is the thesis submitted properly. Upon entering the date of submission, the student, thesis supervisor, and thesis opponent (if already assigned) will receive an email notification about the work's submission.

Thesis (S001) - [REDACTED]	
Print data about final thesis in PDF format. ✓	
Print thesis assignment – PDF Format ✓	
Data about final thesis: BACHELOR THESES	
Name	[REDACTED]
Address	[REDACTED]
Pers.no.	[REDACTED]
Date of assignment	22.11.2024
Expected date of submission	22.11.2025
☒ Date of submission	has not yet been submitted
Assigned topic	The psychological impact of social proof in social media
Assigned topic in English	The psychological impact of social proof in social media

Date of submission = date entered by the Administrative Assistant at the Department

✓ Supervisor's assessment, Opponent's assessment

Once the supervisor or opponent has attached their assessment to the thesis, the student will receive an email notification. Assessments are available in IS/STAG – **My Studies – Final Thesis** – at the bottom of the page - **Final thesis reviews**. It is the student's responsibility to familiarize themselves with the assessments.

The name of the Reviewer can be entered later – after submitting the thesis

Final thesis reviews	
Reviewer	-
Reviewer's assessment	-
Reviewer's report	 No files found
Supervisor	Franěk Marek, prof. PhDr. CSc., Ph.D.
Supervisor's assessment	-
Supervisor's report	 No files found

✓ Plagiarism checking

The following morning, after the date of submission is entered, the plagiarism check result, which is usually performed overnight in the Theses.cz system (during peak times when a large number of checks are being conducted in the system, the plagiarism check may be delayed by a few days), will be downloaded. Information about the completed check is indicated in the **"Status of Check"** column as **"Done"**. Regarding the plagiarism check result, the supervisor and opponent comment on one of the specified points directly in the review (in IS/STAG, the Similarity Assessment column is not set; it remains in the "Not Assessed" state). Students will see the plagiarism check result in IS/STAG – **My Studies – Plagiarism Checking**.