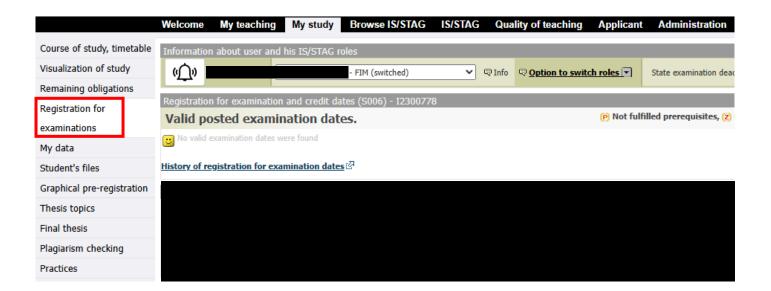
For Students

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

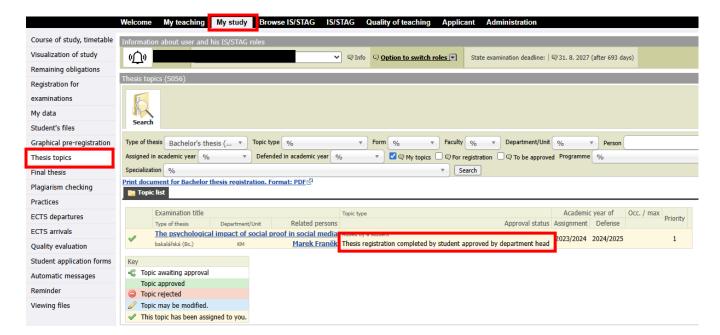
If a student is unable to submit his/her thesis through the IS/STAG interface, he/she can request assistance with this process from the University Service Center at UHK (Building A). This service is charged according to the price list of the Service Center. If you visit in person, please bring your own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

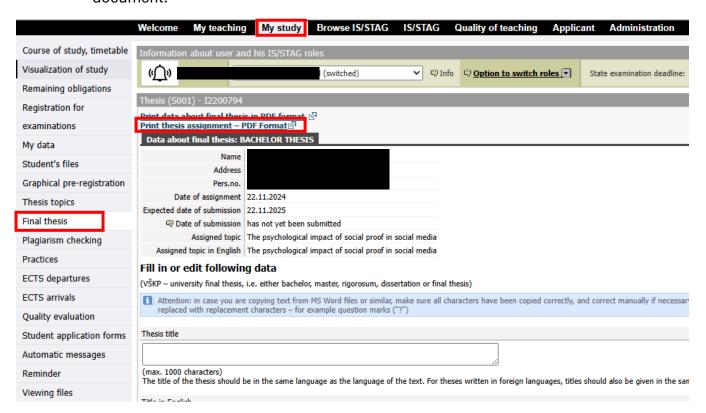


- 2. Confirmed the date of the Final state exam at the department where the exam will be held (to the Administrative Assistant at the Department).
- 3. The topic of the theses in IS/STAG is finalized approved by the head of the department (under **My Studies Thesis Topics**).



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.



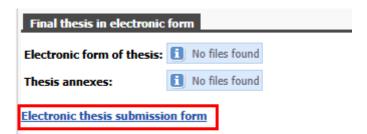
- √ To upload an electronic version of the thesis (identical to the physical printout submitted to the Administrative Assistant at the Department), use IS/STAG – My Study – Final thesis:
 - 1. The student **correctly** edits the fields **Fill in or correct the following information**:

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

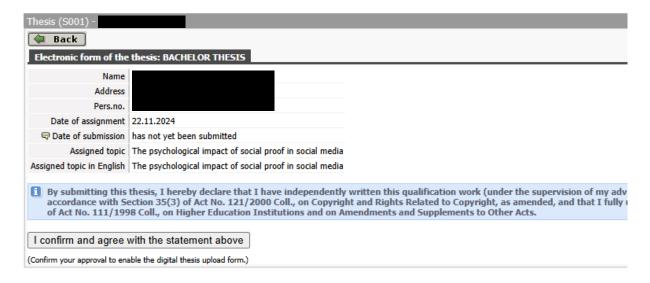
- Title of the thesis
- Title in English
- Concurrent title (does not have to be filled in)
- Subtitle (does not have to be filled in)
- Annotation
- Keywords
- Annotation in English
- English keywords
- Attachments inserted freely (describe what the attachments are)
- Attachments connected with the 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**

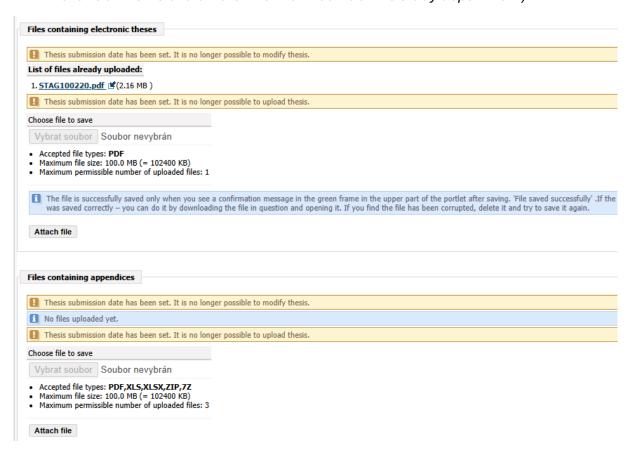


To access the section for uploading, the student must first agree to the terms and conditions for developing a qualification thesis and its handling.



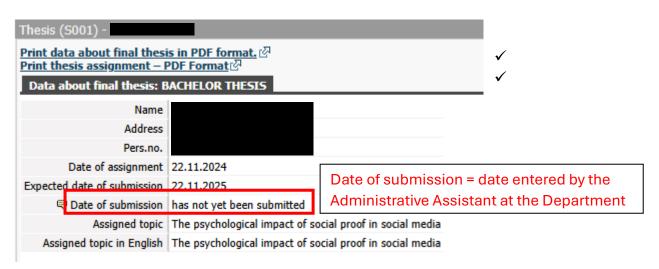
- In the "Final thesis in electronic form" section, click on Electronic thesis submission form and firstly select the file with the electronic version of the thesis in PDF format (Vybrat soubor). Electronic form of thesis Attach a file (clicking "Attach file" will save the file) there can be one file 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).



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.



√ 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	1 No files found
Supervisor	Franěk Marek, prof. PhDr. CSc., Ph.D.
Supervisor Supervisor's assessment	Franěk Marek, prof. PhDr. CSc., Ph.D.
	Franěk Marek, prof. PhDr. CSc., Ph.D. No files found
Supervisor's assessment	-

✓ 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.