Check-list for the submission of a Bachelor's/Master's thesis for defense

This document is only an aid for students and does not replace the Provision of the Rector R 452 or the Provision of the Vice-Dean for Studies P5 as amended.

Basic guidelines:

|  |  |
| --- | --- |
| **Thesis or part thereof** | **What needs to be met from the points below** |
| does not contain a publication/s, a document/s for publication, a patent/s, or classified information | A1, A2, A5-7, B1, C1 |
| contains a **finished publication/s** and the student **has** the written **consent** of the copyright owner/s to use the publication/s in the published version of the thesis | A1-3, A5-7, B1, C1-3 |
| contains a **finished publication/s** and the student **does not have the consent** of the copyright owner/s to use the publication/s in the published version of the thesis | A1-3, A5-7, B2, B4.2, C1, C2 |
| contains a **document/s** for **publication**, a **patent/s** | A1-3, A5-7, B3.1 nebo B3.2, C1, C2, C4 |
| contains **classified** information | A1, A2, A4-7, B4.1, B4.2, C1, C5  |

 **A. Formal requirements of the thesis**

1. the title page contains the obligatory parts according to provision P5 ☐

2. contains a page with bibliographic data, annotations, and declaration ☐

3. contains a copy/scan of the document expressing the contribution to the included publication/s certified by the co-authors or the corresponding author/s ☐

4. contains a copy/scan of the document justifying the redaction of certain parts ☐

5. the contents sheet is placed before the main text of the thesis ☐

6. the electronic version of the main text of the thesis is in PDF format without watermarks, any attachments are packaged in one file in ZIP format [ ]

 7. the names of thesis files and attachments are in the form set by Provision P5 [ ]

 **B. STAG**

1. the thesis, including any attachments, is uploaded to STAG in full for immediate publication ☐

2. the thesis, including any attachments, is uploaded to STAG as an abbreviated version for immediate publication ☐

3. the thesis and/or its annexes are intended for postponed publication

 3.1. the thesis, including any attachments, is uploaded to STAG in full ☐

 3.2. the thesis, including any attachments, is uploaded to STAG as an abbreviated version ☐

4. the thesis cannot be published in full

4.1. the thesis is uploaded to STAG as an abbreviated version with the marking of redacted parts for immediate publication ☐

 4.2. the thesis is uploaded to STAG in full as a non-public attachment [ ]

 **C. The student delivers to the study department**

1. a signed document with bibliographic data, annotation, and declaration ☐

2. the original of the document expressing the contribution to the included publications, signed by the co-authors or the corresponding authors ☐

3. a document containing the consent of the copyright holder/s of an already published work/s (this may be, for example, a printed e-mail communication with the publisher) ☐

4. in the case of postponement of publication of the thesis in full or postponement of publication of appendices, the completed application form for consent to postpone publication[[1]](#footnote-1), signed by the student and the supervisor; the Dean's consent is provided by the Department of Student Affairs ☐

5. in the case of non-publication of the thesis in full, a signed letter justifying the redaction of certain parts ☐

Once the Department of Student Affairs enters the submission of the thesis into STAG, it cannot be taken back!

1. Annex 2 Provision P5 [↑](#footnote-ref-1)