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)