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# Submitting the Thesis

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## Bachelor Thesis - Submitting the Thesis

### Terms

Bachelor theses are submitted in specific terms that are listed in **the schedule of each academic year** (see [Schedule of the academic year](#) ).

20 credits for **Bachelor's Thesis Preparation** (old study plan) or 10 credits for **Diploma seminar II.** (new study plan) will be given to your SIS for the submission of your work, and with those you should have the required 180 credits for graduation.

### Bachelor thesis in electronic form

The bachelor thesis is at first submitted in the electronic form to the SIS: Final Exams ? Thesis Title ? Editing ? Submit. This electronic version has to be inserted into SIS till the deadline for submission (11:59 pm). It's highly recommended submitting your work earlier as it takes a while to check for plagiarism and PDF/A format.

The thesis must be submitted in PDF/A format - instructions for format conversion: <https://cuni.cz/UK-8002.html>. Once the file is uploaded, it will be automatically checked for correctness of the PDF/A file. The result of the check is a "Is PDF/A" confirmation. The system will then ask you again whether you want to submit the thesis. You must confirm that.

The bachelor thesis does not have to contain an abstract either in Czech or English.

### Bachelor thesis in printed form

One copy of the bachelor thesis (lath or thermo binding, not ring binding) should be submitted no later than one week after the submission of the electronic version in SIS. You will be informed about details of submission by your secretary once you have submitted the electronical version in SIS.

Please note that you will not be allowed to sit the examination without a hard copy of your bachelor's thesis.