
Submitting the Thesis

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](#)).

You do not have to wait until the exact day of the deadline to submit your thesis; you can submit it earlier. But **thesis should be submitted no later than that day and time**. Requests for an extension of the deadline will not be granted; if you do not submit your thesis by the deadline, you may submit it on the following deadline.

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's thesis is **submitted first in electronic version to SIS**, i.e. before submitting a hard copy to your secretary. The electronic version of the thesis must be identical to the version that will be submitted in hard copy. The bachelor thesis does not have to contain an abstract in either Czech or English.

The thesis is submitted in the Final Exams module in 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.

Please note that you will not be able to submit your work unless it is registered.

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.

Bachelor thesis in printed form

The bachelor's **thesis is then submitted in one hardback or paperback copy** (slat binding or thermal binding, not ring binding) no later than one week after the electronic submission in SIS.

Once you submit the thesis in SIS, you will be informed about the details of the hard copy submission by email.

You do not have to hand in your thesis in person. If someone else submits it for you, or if you send it by post, keep in mind that the thesis will only be accepted if it meets all the requirements (signed affidavit attached, completed application form for the State Final Examination and the thesis uploaded in electronic form to SIS). After the defence, a copy is offered to the supervisor of the bachelor's thesis (or the student can take it away).

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