

HOW TO SUBMIT THE MASTER THESIS

A. InSIS

1. **Insert/upload the thesis** - only final version of the thesis – confirmed by the supervisor – in pdf format
2. **Additional information** (keep the title of your thesis in English in both versions)
 - summary – in Czech and English language (use English also for the Czech version)
 - key words – in Czech and English language (use English also for the Czech version)
3. **Final submission of the thesis - you need to click submit after upload!** (For your reference, you will receive an email (onto your school's email from InSIS confirming that the MT was successfully submitted. - This confirmation email has to be printed out and submitted together with your MT paper version!

After successful completion of all steps you will see the following in your InSIS:

Correct thesis entry confirmed - Correct submission of final thesis has been confirmed. Thesis cannot be modified any longer.

Display and download files (to display/hide Help click)

- Instructions for submission of final thesis
- Situation check
- Display the assignment form
- Display additional information
- Final thesis
- Thesis appendices

Supervisor and opponent's editing application (to display/hide Help click)

- Make changes in the assignment form
- Confirm completeness
- Opponents designation
- Insert the report
- Set up confidence
- Send final thesis back
- Change of marital status
- Change in the thesis supervisor

Student's editing application (to display/hide Help click)

- Insert additional information
- Insert the thesis and the appendices
- Date of submission
- Insert errata

B. PRINT VERSION

- The printed version is the same as the pdf inserted in InSIS!!!
- **2 copies** of the printed and bounded thesis
- One thesis will be returned to the student after the defence