




HOW TO SUBMIT THE MASTER THESIS in 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. The original signature on the Author's Declaration is replaced by action in InSIS during submission.
4. **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 for your MT defence!






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.




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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

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