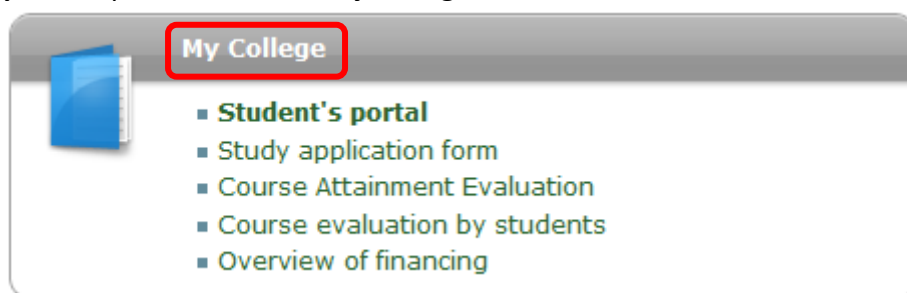1. Log in to UIS Personal Administration. To submit your final thesis, select the ***Student´s portal*** option within the ***My College*** module.


2. You will now see a table showing your studies at CZU (either started or completed) and application icons that are relevant to the given study programme. To submit your final thesis, click on the ***Final thesis*** icon in the row of the current study programme (the current study programme should be marked with a green circle in the first column with the ***Select*** option). The ***Final thesis*** icon is located in the last column of the table.

Choose	Study ID	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Final thesis
✓	245671	FES	Landscape Engineering Environmental Modelling full-time 1	repeats year	✎	❀	📖

3. The thesis submission procedure is described in the ***Instructions for submission of final thesis*** section. You can open it by clicking on the icon in the **Display and download files** section.
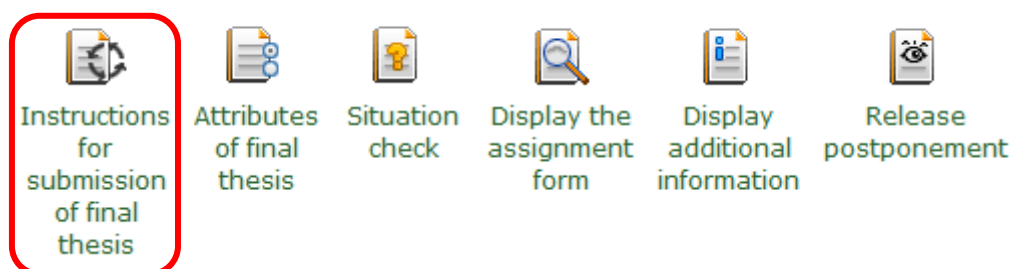
4. It is necessary to complete the following two steps before submitting your work:

Insert additional information

- As additional information, the following list of items is considered: the language of the thesis, thesis title, abstract, keywords, and a legal clause;
- Mandatory items are: **thesis title, abstract, and keywords**;

The legal clause is used to indicate any restrictions that apply to the dissemination of the thesis beyond the copyright and university laws. Based on that, the thesis supervisor will

assess how thesis confidentiality should be ensured. However, most students leave the *Legal Clause* field blank.

Insert file with thesis and attachments

- Use this link to insert an electronic version of your thesis together with attachments;
- This application contains a form for inserting the thesis file and a form for inserting attachments.

Procedure for inserting additional information

a) Click on the *Insert additional information* icon. This option is located in the Final Thesis application in the *Editing application* section.
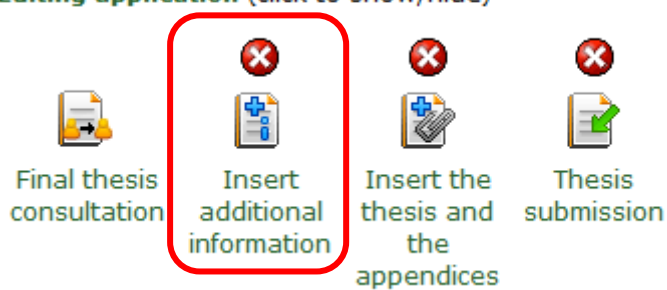
b) If you have not entered all the additional information yet, you will now see (apart from the basic information about your thesis, etc.) a warning in red indicating that the additional information is incomplete. If you have inserted all the additional information, you can proceed to the second step (*Insert the thesis file and attachments).* Please make sure that you tick **all three** icons: *Insert additional information, Insert the thesis and the appendices, and Thesis submission*. If you have done so, you will see these three items marked with green ticks. Examples of system warnings:

c) First, please check that you have selected the language of the work. If you have not done so, choose from the options that will appear when clicking on the black arrow in the *Language of final thesis* section. Confirm your choice by clicking on the *Choose* icon.

Language of final thesis

Compulsory item of additional information is the language of final thesis. Select language from the list and click on the Choose button. Currently selected language of thesis: **not entered**.

English ⌄ Choose

d) As already mentioned, the thesis title, abstract, and keywords (at least three keywords must be inserted) are mandatory items in the additional information. The items must be filled in all language versions (i.e., most often in Czech and English). In the **Language Variants** section you can see a table with the language variants. For each variant, there is a record of whether or not the relevant additional information has been entered. To add information that has not been added previously, click on the icon in the **Modify** column.

Language	Title of the thesis	Summary	Key words	Modify
English	no	no	0	

e) You can now see a form for entering additional information. Enter the title and abstract of the paper in the appropriate field, and then insert the keywords. If you want to insert more than three keywords, click on the **Add more keywords** icon. For example:

Basic items *i*

The compulsory items are the title of the thesis and the summary.

Title of the thesis: Mathematical modeling of evapotranspiration processes   final thesis assignment form
Summary:

Key words *i*

Fill in the following form with key words. The minimum is three key words. If you wish to add more key words, click on the Add more key words button.

Add more key words

Save

f) Once all the required information has been entered, click on the **Save** icon.
g) To return back, use the link at the bottom of the page:

- Back to Insert additional information
- Back to Final thesis
- Back to my College
- Back to Personal administration

5. If you receive a message that the additional information is complete when entering the additional information, you can proceed to the second step.

✅ **Transaction was successfully completed.**

Procedure for inserting thesis files and attachments

a) Click on the **Insert the thesis and the appendices** icon. This option is located in the Final Thesis application in the **Editing application** section.
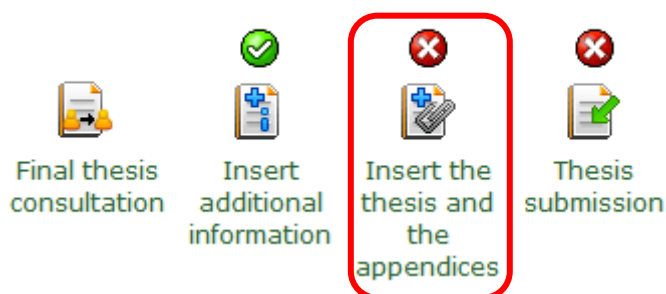
b) If the thesis has not been inserted yet, in addition to basic information about the thesis, etc, you will see a warning in red indicating that the thesis has not been inserted yet.

🚫 **Inserting the thesis and appendices is incomplete.**
- **Thesis has not been inserted.**

c) This application consists of two parts: The first one is for inserting the thesis (mandatory) and the second one is for uploading attachments (optional). To insert the thesis file, click on the **Select file** icon. Find the thesis file on your PC and click on **Open**. The file must be in PDF format! Once the file is selected, click on the **Insert the thesis** icon.

It is possible to enter only files of PDF type. 50 MiB is the quota for inserting the final thesis.

File: [Procházet...] Soubor nevybrán.

[Insert the thesis]

It is possible to enter only files of PDF type. 50 MiB is the quota for inserting the final thesis.

File: [Procházet...] final.pdf

[Insert the thesis]

Own thesis

Following table contains information on inserting your own thesis. If you wish to download the thesis, click on the icon in the Own thesis column.

✅ **Inserting the final thesis and appendices is complete.**

Own thesis	Date of insertion
📄 PDF	23. 09. 2021

If you wish to insert a new version of the thesis, it is necessary to delete the thesis currently inserted. To delete it, press the button Delete inserted thesis.

[Delete the inserted thesis]

d) To insert attachments, click on the *Select File* icon in the *Thesis appendices* section. The procedure is the same as for inserting a thesis file.

Thesis appendices

Following table shows appendices to the supervised final thesis. If you wish to download the appendix, click on the icon in the column Appendix.

Any types of file can be inserted. 200 MiB is the quota for inserting the appendices.

Name	Attachment	Date of insertion
No suitable data found.		

To insert a file click on the Browse button and select the file you wish to insert. Click on the Insert the appendix button to confirm the insertion.

File: [Procházet...] Soubor nevybrán.

[Insert the appendix]

e) If, when inserting the thesis, a message appears indicating that the thesis and attachments have been inserted completely, you can proceed to the actual thesis submission. This is done via the *Thesis submission* icon, located in the *Editing application* section.

Editing application (click to show/hide)

Final thesis consultation   Insert additional information   Insert the thesis and the appendices   Thesis submission

WARNING: After submitting your work, you will not be able to update the submitted work or additional data. At the same time, by pressing the *Submit final thesis* icon you, confirm that you have filled in the additional information correctly and that the electronic version of the uploaded thesis matches the paper version.

Completeness of final thesis

Next follows the information about the final thesis state.

❌ **Actions of the author**

Electronic version of the final thesis has been inserted but is still to be indicated for submission.

❌ **Actions of the supervisor**

Final thesis opponents have not been designated.
The supervisor's review of the final thesis has not been inserted into the information system.

✅ **Other transactions**

Assignment is approved.

ℹ **Thesis has been entered** – Final thesis was entered in the information system, but its submission failed to be finally confirmed. The author can still make modifications to the thesis.

Submit final thesis

Tick the checkbox and click on the Confirm button to confirm the stated declaration and submit your thesis. **Submission of final thesis can be cancelled not later than 1 day on submission.**

☑ I hereby confirm that the uploaded files and the entered summary of the thesis are identical to the printed version.

[Submit final thesis]

After clicking on the *Submit final thesis* icon, the thesis will be marked as submitted and will be checked for comparison (plagiarism check).

Completeness of final thesis

Next follows the information about the final thesis state.

✅ **Actions of the author**

❌ **Actions of the supervisor**

Final thesis opponents have not been designated.
The supervisor's review of the final thesis has not been inserted into the information system.

✅ **Other transactions**

Assignment is approved.

✅ **Thesis has been submitted.** – Submission of final thesis can be cancelled by 24/09/2021 14:34. Further processing will be done after expiration of the term.

Submission of final thesis can be cancelled by 24/09/2021 14:34.

[Cancel submission]

Now you, as a student, just need to wait for the supervisor to appoint an opponent (if they have not already done so). A plagiarism check (checking the assessment of the papers for consistency) must be carried out before insertng the assessments.

WITHOUT THE APPROVED THESIS ASSIGNMENT (BY THE THESIS SUPERVISOR, THE HEAD OF THE DEPARTMENT, AND THE DEAN), THE THESIS CANNOT BE UPLOADED!