

# Guidelines for the Assignment and Submission of Bachelor and Master Theses Faculty of Health Sciences UP (in effect from the academic year 2023/2024)

## I. Bachelor's Theses (BT)

### 1. Assigning the Topic of the Bachelor's Thesis

Students of the final years of Bachelor study programmes fill in the required information on their Bachelor's thesis in *Portal UP > My Study > Thesis Topic* in the form „New Topic”, i.e. topic in Czech and English, name of the supervisor, thesis guidelines (the process of creating of the thesis in points) and literature. Students will save the data entered in the form, change the „approval status” on the bottom of the page to „Thesis registration finalized by student”, and print the form in 3 copies. If the thesis supervisor's name is not listed in the codebook, the student selects the „AAA-not listed” option and manually adds the supervisor's name directly in the printed forms.

Students sign all 3 printed „Bachelor Thesis Registration” forms and submit them to their thesis supervisor for signature. The signed documents are then given to the secretary of their department.

Students are responsible for ensuring that the information on printed forms matches the information they have entered in STAG via the Portal UP.

**Deadline: by the end of November**

**Notice:** After the assignment of BT has been printed and submitted, further changes in the „Bachelor Thesis Registration” form are possible only with the approval of the head of the department (see procedure in Part III, point A).

### 2. Submission of Bachelor Thesis Registration

a) A printed „**Bachelor Thesis Registration**” form is given to the head of the guaranteeing department for approval and signature by the department's secretary.

b) The department's secretary gives one copy of the „Bachelor Thesis Registration”, signed by the head of the department, to the student affairs officer (to add to the student's file), the second copy will be kept at the department for record-keeping, the third copy will be given to the student.

c) The department's secretary closes the electronic „Bachelor Thesis Registration” form in STAG (i.e. fills in the tabs „Date of assignment”, „Planned date of submission”, „Evaluation”, and „Language” copies the information from the „Bachelor Thesis Registration” form and checks the topic of the BT.

If the supervisor's name is missing in the codebook and has to be added manually on the printed form (external supervisor of the Bachelor thesis), the secretary will enter this person in the „List of persons” and list him/her as a BT supervisor.

**Deadline: by the end of January**

### 3. Annotation – Completion of Data About the Bachelor Thesis

After the closure of the „Bachelor Thesis Registration” form in STAG by the respective secretaries, students will receive access to the annotation in „Complete data about Bachelor Thesis” in *Portal UP > STAG > My Study > Final Thesis* section. Fill in the required fields (i.e. title of the thesis, annotation in Czech and English, keywords in Czech and English, etc.) and save the entered data.

**Deadline: by the date set by the head of the department for BT submission**

#### **4. Entering the Full Text of the Bachelor Thesis into STAG / Bachelor Thesis Submission**

a) After completing and saving data about the BT in the annotation form, students enter the full text of their BT **in PDF format** into STAG via *Portal UP > My Study > Final Thesis section > Electronic Thesis Submission Form* link. **Click on the „Procházet” tab and upload the electronic version of the thesis.** The file name must contain the student’s surname and the abbreviated title of the thesis (e.g. *Brown\_Jane\_Physiotherapy of the Elderly*).

b) Students choose the option „**YES – access for everyone**” and the time of access to the thesis as „**Immediately after submission of thesis**” when uploading the electronic version of their BT in STAG, unless prevented by circumstances worthy of consideration (see UP Internal Standard) which are decided by the thesis supervisor. If the Bachelor thesis contains personal or sensitive information within the meaning of Act No. 101/2000 Coll., on the protection of personal information, the student must allow the thesis supervisor to check the anonymization of the information before the electronic version of the thesis is uploaded into STAG.

#### **Notice:**

**The Bachelor’s thesis is a student’s original work in which paraphrases and possible quotations are indicated by references to sources including the page. The thesis includes a list of bibliographic citations of sources used in the text. Students follow the current citation standard (APA). Violation of these rules is grounds for disciplinary action.**

c) After uploading the electronic version of the BT into STAG, students will print the automatically generated form with data about the Bachelor thesis, including the information on its upload into STAG via the „Print document for Bachelor thesis registration” option in *Portal UP > My Study > Final Thesis* section. The document must be submitted to the department’s secretary; sending a signed scan is also an option. Thus, the BT is considered to be submitted.

**Deadline: by the date set by the head of the department for BT submission**

**Notice: After uploading the Bachelor’s thesis via Portal UP, additional changes to the thesis are not possible.**

d) The department’s secretary then confirms the receipt of the BT in STAG in the „Date of submission” tab.

e) The secretary adds the printed form with data about the BT to the state final examination protocol.

**Deadline: by the following day after receiving the BT form**

#### **5. Preparation of the Bachelor Thesis Evaluation Reports (BTER)**

a) The department’s secretary requests the thesis supervisor and reviewer to send the prepared thesis evaluation reports by the given deadline. Documents must be delivered in one printed copy with the signature of the evaluator and also sent to the email address of the department’s secretary. The Bachelor thesis evaluation reports will be published in STAG at least 7 days before the Bachelor thesis defence.

**Deadline: by the date set by the department for publishing the BTER: at least one week before the defence**

b) The department’s secretary uploads the electronic version of the BTER into STAG (tab Graduate > Final Theses > Files) and prepares them for the defence.

**Deadline: a week before the date of the defence**

## II. Master's Theses (MT)

### 1. Assigning the Topic of the Master's Thesis

Students of the final years of Master study programmes fill in the required information on their master's thesis in *Portal UP > My Study > Thesis Topic* in the form „New Topic”, i.e. topic in Czech and English, name of the supervisor, thesis guidelines (the process of creating of the thesis in points) and literature. Students will save the data entered in the form, change the „approval status” on the bottom of the page to „Thesis registration finalized by student”, and print the form in 3 copies. If the thesis supervisor's name is not listed in the codebook, the student selects the „AAA-not listed” option and manually adds the supervisor's name directly in the printed forms.

Students sign all 3 printed forms of „Master Thesis Registration” and submit them to their thesis supervisor for signature. The signed documents are then handed over to the secretary of their department.

Students are responsible for ensuring that the information on printed forms matches the information they have entered in STAG via the Portal UP.

**Deadline:** by the end of January

**Notice:** After the assignment of MT has been printed and submitted, further changes in the „Master Thesis Registration” form are possible only with the approval of the head of the department (see procedure in Part III, point A).

### 2. Submission of Master Thesis Registration

a) A printed „**Master Thesis Registration**” form is given to the head of the guaranteeing department for approval and signature by the department's secretary.

b) The department's secretary gives one copy of the „Master Thesis Registration” form, signed by the head of the department, to the student affairs officer (to place in the student's file), the second copy will be kept at the department for record-keeping, the third copy will be given to the student.

c) The department's secretary closes the electronic „Master Thesis Registration” form in STAG (i.e. fills in the tabs „Date of assignment”, „Planned date of submission”, „Evaluation”, and „Language” copies the information from the „Master Thesis Registration” form and checks the topic of the MT.

If the supervisor's name is missing in the codebook and has to be added manually on the printed form (external supervisor of the Bachelor thesis), the secretary will enter this person in the „List of persons” and list him/her as an MT supervisor.

**Deadline:** by the end of February

### 3. Annotation – Completion of Data About the Master Thesis

After the closure of the „Master Thesis Registration” form in STAG by the respective secretary, students will receive access to the annotation via „Complete data about Master Thesis” in *Portal UP > STAG > My Study > Final Thesis* section. Students must fill in the required fields (i.e. title of the thesis, annotation in Czech and English, keywords in Czech and English, etc.) and save the entered data.

**Deadline:** by the date for MT submission set by the head of the department

### 4. Entering the Full Text of the Master Thesis into STAG / Master Thesis Submission

a) After completing and saving the data about the MT in the annotation form, students enter the full text of their MT **in PDF format** into STAG via *Portal UP > My Study > Final Thesis section > Electronic Thesis Submission Form* link. **Click on the „Procházet” tab and upload the electronic version of the thesis.** The file name must contain the student's surname and the abbreviated title of the thesis (e.g. *Brown\_Jane\_Physiotherapy of the Elderly*).

b) Students choose the option „YES – access for everyone” and the time of access to the thesis as „Immediately after submission of thesis” when uploading the electronic version of their MT in STAG, unless prevented by circumstances worthy of consideration (see UP Internal Standard) which are decided by the thesis supervisor. If the Master thesis contains personal or sensitive information within the meaning of Act No. 101/2000 Coll. on the protection of personal information, the student must allow the thesis supervisor to check the anonymization of the information before the electronic version of the thesis is uploaded into STAG.

**Notice:**

**The Master’s thesis is a student’s original work in which paraphrases and possible quotations are indicated by reference to sources, the page included. The thesis includes a list of bibliographic citations of sources used in the text. Students follow the current citation standard (APA). Violation of these rules is grounds for disciplinary action.**

c) After uploading the electronic version of the MT into STAG, students will print the automatically generated form with data about the Master thesis, including the information on its upload into STAG via the „Print document for Master thesis registration” option in *Portal UP > My Study > Final Thesis* section. The document must be submitted to the department’s secretary; sending a signed scan is also an option. Thus, the MT is considered to be submitted.

**Deadline: by the date for MT submission set by the head of the department**

**Notice: After uploading the Master thesis via Portal UP, additional changes to the thesis are not possible.**

d) The department’s secretary then confirms the receipt of the MT in STAG in the „Date of submission” section.

e) The secretary adds the printed form with data about the MT to the state final examination protocol.

**Deadline: by the following day after receiving the MT form**

### **5. Preparation of Master Thesis Evaluation Reports (TER)**

a) The department’s secretary requests the thesis supervisor and thesis reviewer to send the thesis evaluation report by the given deadline. The document must be delivered in one printed copy with the signature of the evaluator and also sent to the email address of the department’s secretary. The thesis evaluation reports will be published in STAG at least 7 days before the Master thesis defence.

**Deadline: by the date set by the department for publishing the TER: at least one week before the defence**

b) The department’s secretary uploads the electronic version of the MT evaluation report into STAG (tab Graduate > Final Theses > Files) and prepares them for the defence.

**Deadline: a week before the date of the defence**

### **III. Changing the Topic or the Date of Submission of the Bachelor's / Master's Thesis**

#### **A) Request to Change the Topic of the Bachelor's / Master's Thesis**

1. The student submits a reasoned written request to change the thesis topic (the form is available for download on the faculty website in the *Student* section or in *Portal UP > Electronic Forms > General Application*). The request must include a statement from the thesis supervisor. The student submits the request to the head of the department.
2. If the head of the department approves the request, the student makes the change of information in *Portal UP > My Study > Final Thesis* (in case the document can no longer be edited, the change needs to be done via the department secretary), prints 3 copies of the updated "Document for Registering Bachelor/Master Thesis = NEW ASSIGNMENT" and gives to the thesis supervisor for signature. The document is then submitted to the department secretary, who ensures the approval and signature of the department head.
3. One copy of the updated "Document for Registering Bachelor/Master Thesis" is given to the faculty Student Affairs Office for record-keeping in the student's file together with the request for change of the thesis topic approved by the head of the department. One copy stays at the relevant department for record-keeping, and the student keeps the last copy.
4. In case of a non-approval of the change of the thesis topic by the head of the department, the student's original topic of the thesis remains valid.

*Note: Minor changes to the thesis title, which only specifies the assigned topic (see Document for Registering Bachelor/Master Thesis), do not need to be solved this way.*

#### **B) Request for Postponement of the Deadline for Bachelor's/Master's Thesis Submission While Maintaining the Defence in the Spring Term of the Final State Examination**

1. The student submits a reasoned written request to postpone the deadline for the thesis submission (the form is available for download on the faculty website in the *Student* section). The request must include a statement from the thesis supervisor and be given to the head of the relevant department.
2. If the head of the department approves the request, the student gives the approved document to the department secretary for recording. The head of the department also sets a new deadline for the thesis submission.
3. The student must inform his/her thesis supervisor about a newly set deadline for thesis submission.
4. In case of a non-approval of the postponement, the original deadline for the thesis submission remains valid. If the student fails to meet the submission deadline, he/she cannot attend the spring term Final State Examination.

*Note: In justified cases, the deadline for the thesis submission may be extended up to a maximum of 4 weeks before the date of the Final State Examination to ensure the verification of the thesis' originality.*

**C) Request for Postponement of the Deadline for Bachelor's/Master's Thesis Submission and Postponement of the Defence to the Fall\*\* Term of the Final State Examination**

*Note: The thesis defence is an integral part of the Final State Examination, and its submission by the given deadline is a condition for the student's participation in the Final State Exam. It follows that for the student to participate in the spring term of the Final State Exam, it is necessary to submit the thesis by the given deadline or by an extended deadline based on the student's request under point B.*

*In case of the postponement of the thesis submission deadline and its defence to the fall term of the Final State Exam, the other part of the Final State Exam will be postponed to the fall term.*

1. The student submits a reasoned written request to postpone the thesis submission deadline (the form is available for download on the faculty website). The request must include a statement from the thesis supervisor and be given to the head of the relevant department.
  
2. If the head of the department approves the postponement of the thesis submission deadline and its defence in the fall term of the Final State Examination, the student gives the approved request to the department secretary. The head of the department also sets a new deadline for the thesis submission. The department secretary forwards a copy of the student's recorded application with the statement of the head of the department to the Student Affairs Officer to be added to the student's file.
  
3. The student must inform his/her thesis supervisor about the deadline for the thesis submission.

*Note 1: In case the thesis defence is postponed to the fall term of the Final State Examination, the head of the relevant department sets a deadline for the thesis submission to ensure the timely delivery of thesis evaluation reports and to allow the verification of the originality of the thesis.*

*Note 2: Requests related to theses (postponement, change of topic, etc.) can be found in Portal UP > Electronic Forms > General Application.*

\* Spring term of the Final State Exam – the FSE period following the summer semester of the final year of study

\*\* Fall term of the Final State Exam – the FSE period taking place before the start of the winter semester of the next academic year