

# 1. Manual for students of the Faculty of Social Sciences for the "Thesis (Selection of subject)" module

This manual is intended to assist students with the process of registering for previously announced topics (subjects) of Bachelor's, Master's, State Doctoral Examination and Dissertation theses through the university's Student Information System (SIS). The manual should be used in conjunction with Dean's Provision No. 29/2010 (see <http://intraneteng.fsv.cuni.cz/FSVINTEN-25.html>), which describes in detail how topics are assigned and how theses (together with their evaluations) should be uploaded in SIS. As a first step, students must register for the corresponding thesis topic (unless registered directly by their advisor/supervisor) so as to be able to insert annotations, to upload parts of the thesis, or to change some other parameters. Students are required to upload the thesis in PDF format, together with all supplements, in order to submit it. Errata to the thesis can be inserted up to 15 days following the thesis defence.

The **Thesis (Selection of Subject)**  module can be found in the upper part of SIS after you log in.

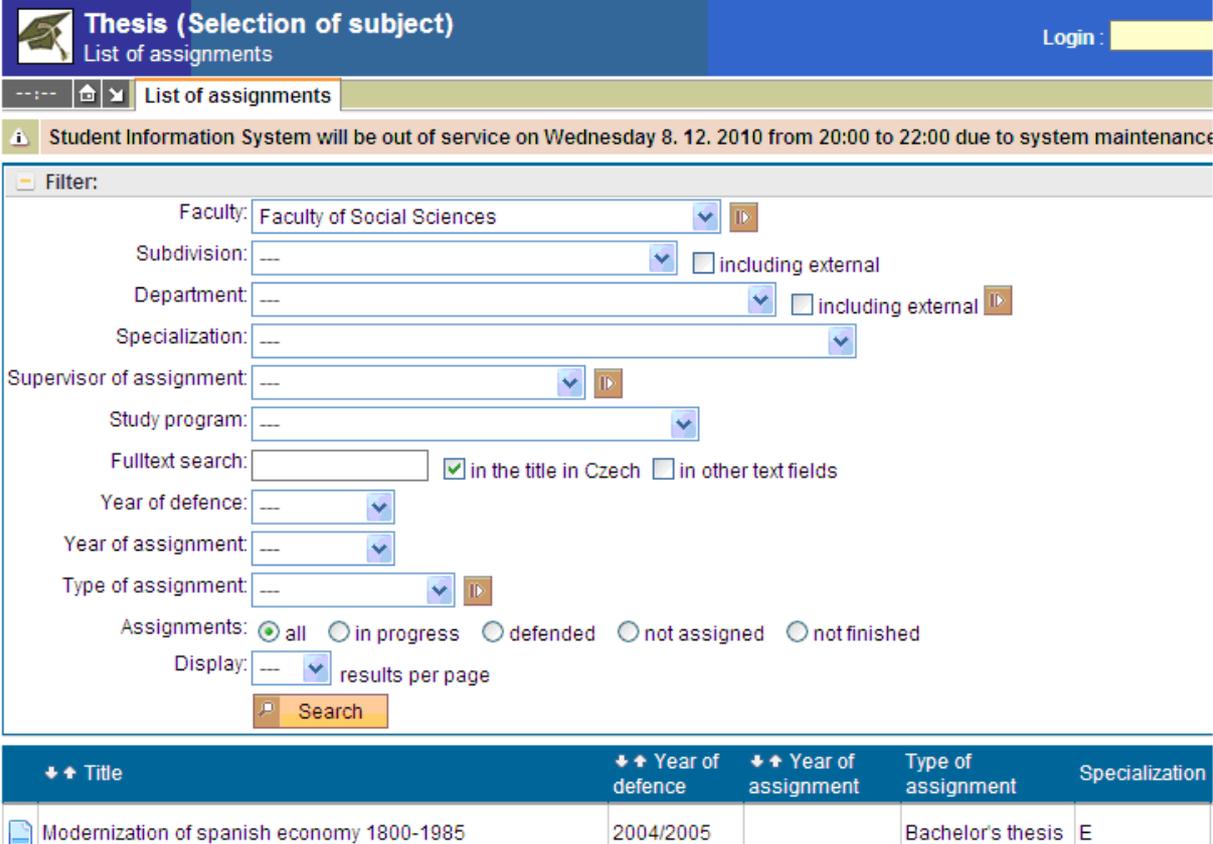
## 1.1. Registration for the subject (topic) of the thesis

The student can register for the thesis himself/herself and have the instructor confirm the registration, or the instructor himself/herself registers the student. Thesis topics not announced in the current academic year can only be registered by the instructor (or by a designated person at the teaching department) via the Author field. The student is not able to register for such a thesis himself/herself!!!

### How to register for the subject of the thesis:

1. The student selects a subject (topic) for his/her thesis (or provides the instructor with the subject s/he would like to have approved).
2. The student identifies a corresponding subject in the list of previously announced thesis subjects (see **Picture 1**). Thesis subjects may be searched on the basis of a variety of criteria (department, study program, name of the advisor, etc.).
3. Once a suitable subject from the previously announced list has been identified, s/he clicks on it to see the so-called Detail of the thesis (see **Picture 2**).
4. The student registers for the corresponding thesis subject by clicking on the  icon located at the bottom left. The student is allowed to cancel his or her registration only until the instructor confirms the registration!
5. Once registered, the instructor has to confirm the registration of the student for a given thesis subject. Make sure you ask the instructor to confirm your registration.

Picture 1: Thesis Module (sub-category List of assignments)



**Thesis (Selection of subject)**  
List of assignments

Login:

--- -- List of assignments

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Filter:

Faculty: Faculty of Social Sciences

Subdivision: ---  including external

Department: ---  including external

Specialization: ---

Supervisor of assignment: ---

Study program: ---

Fulltext search:   in the title in Czech  in other text fields

Year of defence: ---

Year of assignment: ---

Type of assignment: ---

Assignments:  all  in progress  defended  not assigned  not finished

Display: --- results per page

Search

◆◆ Title	◆◆ Year of defence	◆◆ Year of assignment	Type of assignment	Specialization
Modernization of spanish economy 1800-1985	2004/2005		Bachelor's thesis	E

## Picture 2. Thesis Module (Details and Registration)

The Lévy-Steinitz theorem on rearrangements of series	
Academic year of assignment proposal:	2009/2010
Type of assignment:	Bachelor's thesis
Assignment's language:	
Department:	Mathematical Institute of Charles U
Supervisor:	<a href="#">RNDr. Roman Lávička, Ph.D.</a>
Author:	
Specialization:	General Mathematics (MOM)
Committed/finalized:	no

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Guidelines
Lévy-Steinitzova věta tvrdí, že pro danou řadu vektorů z konečně dimenzionál konvergentních přerovnání je buď prázdná nebo afinity. Student pochopí a v prostorech nekonečné dimenze.

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References
P. Rosenthal, The Remarkable Theorem of Lévy and Steinitz, Amer. Math. M
M.I. Kadets and V.M. Kadets, Series in Banach spaces: Conditional and unc

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Caption
Přerovnávání řad v prostorech konečné i nekonečné dimenze.

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Caption in English
Rearrangements of series in spaces of finite and infinite dimensions.

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Action:
<input type="button" value="Register"/> <input type="button" value="Sign-in"/>

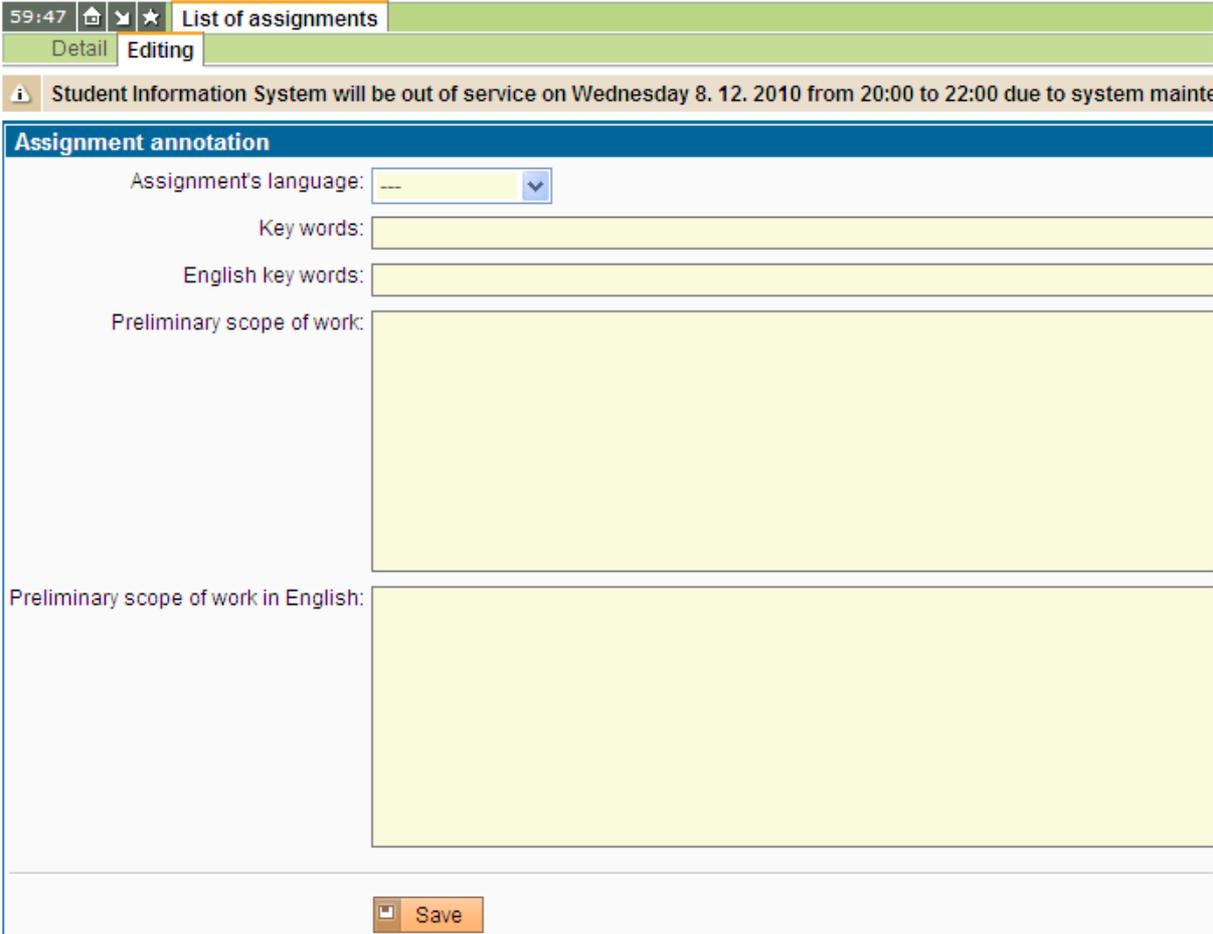
**Note:** The registration process described here only applies to thesis subjects announced in the current academic year (other theses cannot be registered by the student himself/herself).

**Hint:** If the registration process for a thesis subject announced in the current academic year fails to work, this is usually because there is an error in the study discipline or in the level of the thesis in SIS (Bachelor's Master's, etc.). Ask the instructor to correct this.

## 1.2. Editing the parameters of the thesis

The following items (obligatory fields) must be completed to finalize the records of the thesis: Language of the thesis, Key words, Key words in English, Preliminary scope of the thesis, Elaboration principles, List of academic literature, Preliminary scope of the thesis in English (see **Picture 3**). The student completes the fields in consultation with the advisor or the supervisor of the thesis, once the advisor/supervisor has confirmed the registration of the subject of the thesis. The student locates his or her thesis (see point 1.1 and **Picture 1**) and clicks on Editing. Once all the changes have been inserted he or she clicks on .

**Picture 3: Editing data of the thesis by the student**



59:47    List of assignments

Detail Editing

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**Assignment annotation**

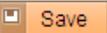
Assignment's language:  

Key words:

English key words:

Preliminary scope of work:

Preliminary scope of work in English:

 Save

## 1.3. Uploading files

Once the student has registered for the subject of his/her thesis and his/her registration has been confirmed by the instructor (or the instructor has directly assigned the subject of the thesis to the student), the student is allowed to upload files relating to the thesis in SIS (at the bottom of the screen – see **Picture 4**).

The student is required to upload the final (Bachelor's, Master's, State Doctoral, or Dissertation) thesis, together with all its supplements.

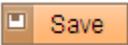
Upon agreement with the advisor/supervisor, working drafts of the thesis may also be uploaded while the thesis is in preparation.

**Picture 4: Uploading thesis files**

The screenshot shows the SIS upload interface. At the top, there is a 'Save' button. Below it is a table with the following columns: 'Uploaded files', 'Size', 'Author', and 'Uploaded by'. The table currently displays '\* No attachments'. Below the table is the 'Add file:' section, which contains a help icon and a large yellow text box with instructions in Czech. The instructions include: 'Nejprve si zkontrolujte správnost základních informací o Vaší práci uvedené v záhlaví. Poté zkontrolujte příp. upravte údaje v oddílu "Editace práce" výše. Pak teprve k Vaší práci přiložte odpovídající soubory, a to zejména vlastní text práce, dále přílohu (má-li práce nějakou) a abstrakty. Správnost uložení souborů si zkontrolujte jejich následným stažením a prohlédnutím pomocí ikonky diskety (vlevo u daného souboru). Vyjma příloh jsou přijímány pouze soubory ve formátu PDF. Přílohou může být soubor v libovolném formátu. V případě, že příloh k d formátu ZIP nebo GZ. V případě souborů ve formtu PDF doporučujeme využít PDF verze alespoň 1.4. Přijímány jsou soubory verze minimálně 1.3. Přiklád pouze o naskenované obrázky. Důvodem je zejména indexace obsahu v centrálním repozitáři UK. Velikost přijímaných souborů je jednotlivě omezena přibližně na velikost jednoho CD, tj. 850MB. V případě, že Vaše práce resp. její předejte fakultě na DVD nosiči nejpozději spolu s tištěnou podobou práce. Pro konverzi dokumentu do formátu PDF doporučujeme použít univerzitní konvertor, který je k dispozici na následujícím odkazu: PD'. Below the text box is a dropdown menu labeled 'Choose type of uploaded file:' with a list of options: 'Solution of the thesis', 'Attachment to the thesis', 'Abstract in Czech', 'Abstract in English', 'Annotation', and 'Annotation in English'. The 'Solution of the thesis' option is selected. Below the dropdown is a red text box with instructions: 'Stisknutím tlačítka "Submit" již nebude možné vložené soubory s textem práce, jejich příloh ani abstraktu dále m'. At the bottom of the 'Add file:' section is a 'Submit' button.

**Technical requirements:** The thesis itself (the so-called "Solution of the thesis" in SIS) must be uploaded in searchable PDF format (version 1.4 or higher). Other attachments can be of any format. In the event that the thesis has a larger number of supplements, the student will insert one compressed file combining all the supplements (e.g. in ZIP or GZ format).

**Note:** The size of the files that can be stored in SIS is limited to about 850 MB. In the event that the thesis or its supplements exceed this limit, the student will upload only the text of the thesis and its abstract. S/he will then submit any additional supplements on DVD, together with the printed version of the thesis.

Confirm each inserted file by clicking on .

## 1.4. Checking uploaded files

Once the files (the thesis and its supplements) have been uploaded, the student can check them by clicking on the corresponding file (note: this does not work for ZIP or other compressed files).

All uploaded files will be listed in the system (see **Picture 5**), and may then be checked, downloaded or deleted.

**Picture 5: Checking uploaded files**

Uploaded files		Size	Author
	Review - Supervisor	105 kB	Petr Soukup
 	Solution of the thesis	105 kB	Petr Soukup



The disc icon allows files to be downloaded; the other icon enables files to be deleted.

## 1.5 Final submission of the thesis

Once your thesis has reached its final version and you intend to submit it, click on



**Caution:** When committed, nothing in the thesis can be modified. The only supplementary correction allowed is the insertion of a list of Errata during the 15 days following the thesis defence (see point 1.7).

**Note:** Should the thesis or its supplements contain any data which cannot be published, use the electronic form in SIS to request that the files be locked before you submit the thesis.

## 1.6. Evaluations by advisors and opponents

Once the advisor and/or or the opponent have uploaded their evaluations of the thesis, they can be viewed in SIS and downloaded (see **Picture 6**). To view or download the evaluations, the student must first locate his or her thesis (see point 1.1 and **Picture 1**) and then click on Detail of the thesis.

**Picture 6: Evaluations of the thesis – previewing and downloading**

Uploaded files	Size	Author
 Review - Supervisor	105 kB	Petr Soukup

Click on [Review advisor/supervisor/opponent](#) to view the evaluation, or save it by clicking on the disc icon .

## 1.6 Uploading Errata

The student can upload a list of Errata up to 15 days following the thesis defence. The procedure for uploading Errata is identical to that for uploading the thesis itself (see point 1.3).

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