








HOW TO SUBMIT THE MASTER THESIS

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 Thesis appendices** – add the MT OUTLINE (newly obligation for students, who are going to pass the new version of the final state exam)
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).







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

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