INSTRUCTIONS FOR SUBMITTING THE PHD THESIS

FORMAL STRUCTURE OF THE THESIS:

THE THESIS MUST INCLUDE:

- Contents
- Key words in Czech and English
- Abstract in Czech and English (If the thesis was written in another language (from English and Czech), the abstract may be written also in this language.)
- List of references and other sources

The title page must include:

- Designation “PhD Thesis”
- Name of the university and faculty, where the thesis was submitted (Charles University in Prague, Faculty of Arts), name of the department/institute, name of the subject studied
- Author’s name
- Name of the thesis in Czech and English. If the thesis was written in another language (from English and Czech), the name may be written also in this language.
- Supervisor’s name, consultant’s name (if applicable)
- Year of submission

The title page must be followed by a page with the statement of originality of the thesis: “I declare that I wrote this thesis by myself using only listed and duly quoted sources and references and that the thesis was not used in another university study, or to acquire another or the same title.”

THESIS SUBMITTING GUIDELINES:

The PhD thesis has an electronic version, which is uploaded by the student personally to the SIS interface, and a paper version, which is submitted to the Research Office. The thesis is considered submitted at the moment when both versions are submitted.

The electronic version includes:

- The thesis itself (in a searchable PDF format, version 1.3 or higher)
- Abstract in Czech
- Abstract in English
- Propositions for PhD thesis
- Appendices (if applicable)

The procedure of uploading dissertation into SIS is described in the manual.

If the thesis includes data which cannot be published, the student will extract it into an appendix of the thesis and requires via SIS before submitting the thesis that the appendices be excluded from publication.
Before submitting the electronic version in SIS, it is possible to require a preliminary **check for plagiarism** by means of system Theses.cz. As soon as the electronic version of the thesis is submitted, the check will be done automatically and its results can be seen by both the supervisor and the opponents.

The student can upload **errata** into SIS within 15 days after the defence. This is done in the same manner as the upload of the thesis.

**The paper version submitted at the Research Office includes:**

- The thesis (paper version in hard covers) – 3 copies
- Propositions for PhD thesis – 5 copies
- Structured CV (signed by the student) – 1 copy
- Overview of publishing activities (signed by the student) – 1 copy
- Abstract in Czech – 1 copy
- Abstract in English – 1 copy

**Propositions for PhD thesis:**

- It is a brief summary of basic results of the PhD thesis and a definition of its contribution
- The electronic version is uploaded together with the thesis into SIS
- Structure corresponds to the thesis’ structure
- Header: Charles University in Prague, Faculty of Arts, study programme, subject of study
- Name: Propositions for PhD thesis
- Author’s name
- Thesis’s title in Czech, thesis’ title in English
- Supervisor’s name
- Year of submission
- Text of the propositions including sources and references