Submission of a Final Theses - Details

Electronic submission in SIS

Thesis text and abstracts

- In SIS, find the record for your thesis and upload the complete thesis text in **PDF/A** format. The recommended variants are **PDF/A-1a, PDF/A-2a, PDF/A-2u, PDF/A-3a, PDF/A-3u and PDF/A-4**. Simply saving the document with the .pdf extension does not guarantee that it is a PDF/A file.
- Within the same deadline, also submit through SIS
  separate abstracts:
  - in English,
  - in the language in which the study programme is delivered,
  - in the language of the thesis.

  If any of these languages are the same, submit the abstract in that language only once.
  The abstracts must be identical in content to the abstracts included in the thesis. This requirement applies to bachelor´s, master´s and doctoral theses. Submit text abstracts as separate PDF/A files in accordance with the University´s methodological guidelines.

Attachments

The following formats are permitted for electronic attachments:

Attachment type	**Permitted formats**
Text	PDF/A or plain text encoded in UTF-8
Image	JPEG/JFIF (.jpeg, .jpg), PNG (.png) or PDF/A
Audio	WAV (.wav, .wave), MP3 (.mp3), M4A (.m4a)
Audiovisual recording	MPEG-2 (.vob), MPEG-4 (.mp4)
Table	CSV (.csv), XML (.xml); XML must be accompanied by the corresponding XSD or DTD

- If you need to submit several attachment files, place them in a single
  ZIP package. It may contain only files in permitted formats.
- If the nature of an attachment does not allow the use of a permitted format, proceed in accordance with Article 5(4) and (5) of Rector's Measure No. 43/2026 and contact the Faculty coordinator in good time. Submission of an abstract in a non-text format is likewise subject to the coordinator's approval.
- **The maximum file size** is determined by the current Charles University methodological guidelines. If a file exceeds the relevant limit, agree with the Faculty on how it will be transferred; the Faculty will subsequently arrange for its upload to the system in cooperation with the Computer Science Centre of Charles University.

Confirming submission

- Before confirming submission, **check that all files are complete and correct**. Until then, you may modify them in SIS. After the system checks have been completed successfully, confirm submission of the electronic version of the thesis.
- **Once submission has been confirmed, the thesis text and its attachments can no longer be changed.** For descriptive metadata, only those details may be edited that the Faculty allows to be changed in SIS. Minor corrections may be recorded in a separate errata file in accordance with the rules set out below.

Detailed technical instructions are available on the Charles University website under Instructions for submitting a qualifying thesis **. When exporting from a word processor, select PDF/A format and check the result in SIS.**

Submission of a printed copy

- For a bachelor's, master's or doctoral thesis, submit
  one printed copy to the Student Affairs Office. Before submitting it, sign by hand the declaration included in the thesis.

- The thesis must be printed on A4 paper; double-sided printing is recommended. A hard glued binding or ring binding is permitted. The electronic and printed versions must be identical in content where the nature of the thesis and its attachments allows. The student is responsible for the accuracy and completeness of the electronic version and for its correspondence in content with the printed version.
- **The deadline for submitting both versions is the same. The thesis is duly submitted only if all required versions are submitted by the deadline.**
- The printed copy is intended for the reviewers and the examination committee. The Faculty does not archive it and will return it to the student after the examination procedure has been completed.
- **A doctoral thesis must be submitted no later than three months before the maximum period of study expires.** At the same time, the relevant submission deadline for the planned defence must be observed.