

Procedure for entering the ASSIGNMENT of the qualification work by the student Palacký University, Department of Geology

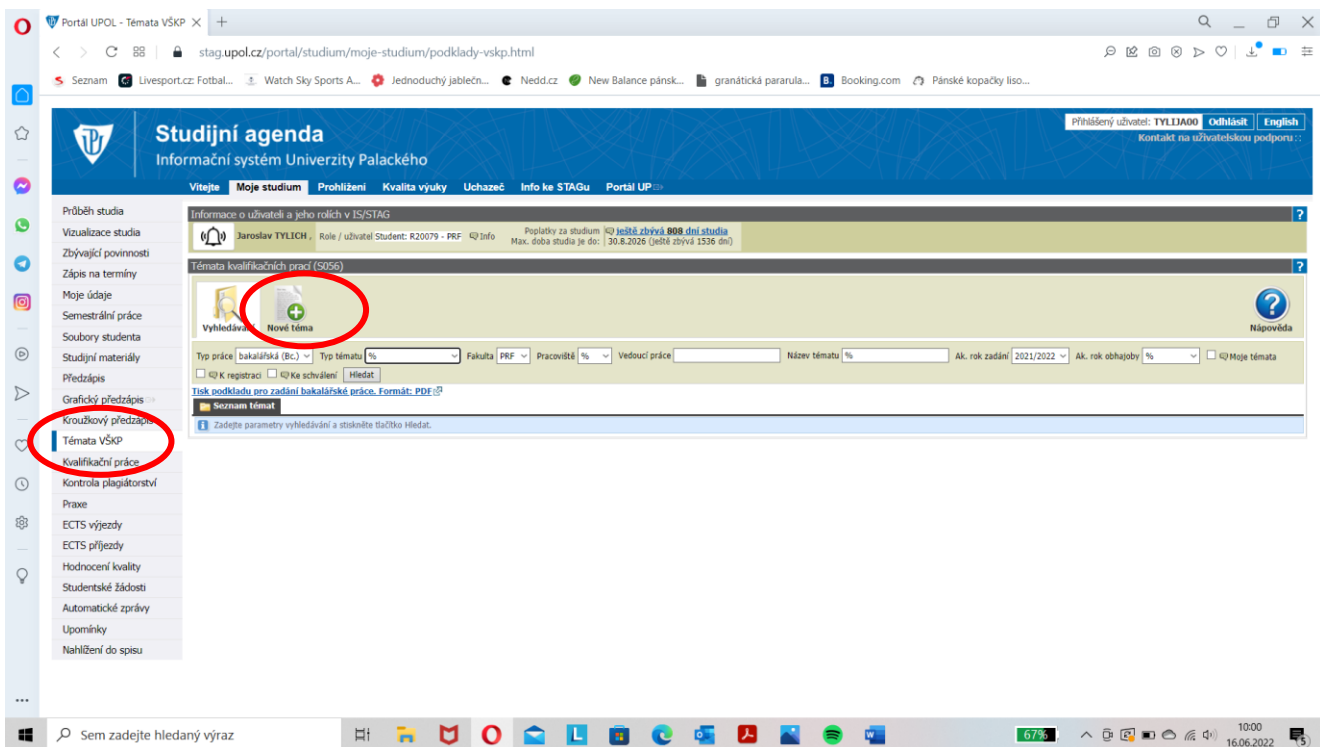
In this document, for the sake of clarity, the ENTERING OF A BACHELOR'S THESIS will be indicated, the same procedure also applies to the submission of diploma or dissertations. Some figures are in Czech here.

1. You have received a document from your supervisor of the bachelor's thesis, which contains the necessary information (Title of the thesis, Principles for the processing thesis, List of Literature - References, also may be given Scope of graphic works, etc.)
2. Log in to the UP Portal.
3. In the main menu, select the "My studies". In the "Final thesis (Kvalifikační práce)", you can see that the documents for the bachelor's assignment have not yet been filled in, the work has not been assigned or entered.

The screenshot shows the 'Studijní agenda' (Study Agenda) page on the UP Portal. The user is logged in as TYL11A00. The main navigation menu includes 'Moje studium', 'Průběh studia', 'Kvalita výuky', 'Uchazež', 'Info ke STAGu', and 'Portal UP'. The 'Moje studium' menu is highlighted with a red circle. The main content area displays 'Kvalifikační práce (S001) - R20079'. A red arrow points to the 'Moje studium' menu item, and another red arrow points to the 'Kvalifikační práce' section in the left sidebar. The main content area contains instructions for submitting the thesis, including a deadline of 30.8.2026 and a list of required documents: 'Vytvořit podklady pro zadání bakalářské práce', 'Doplnit údaje o bakalářské práci', and 'Tisk podkladu pro zadání bakalářské práce'. A red circle highlights the 'Moje studium' menu item and the 'Kvalifikační práce' section in the sidebar.

The screenshot shows the 'Study Agenda' page on the UP Portal. The user is logged in as TYL11A00. The main navigation menu includes 'Welcome', 'My study', 'Browse', 'YSTAG', 'Quality of teaching', 'Applicant', 'STAG Info', and 'Portal UP'. The 'My study' menu is highlighted with a red circle. The main content area displays 'Thesis topics (S056)'. A red arrow points to the 'My study' menu item, and another red arrow points to the 'Thesis topics' section in the left sidebar. The main content area contains a search bar and a 'Choose topic' button. A red circle highlights the 'My study' menu item and the 'Thesis topics' section in the sidebar.

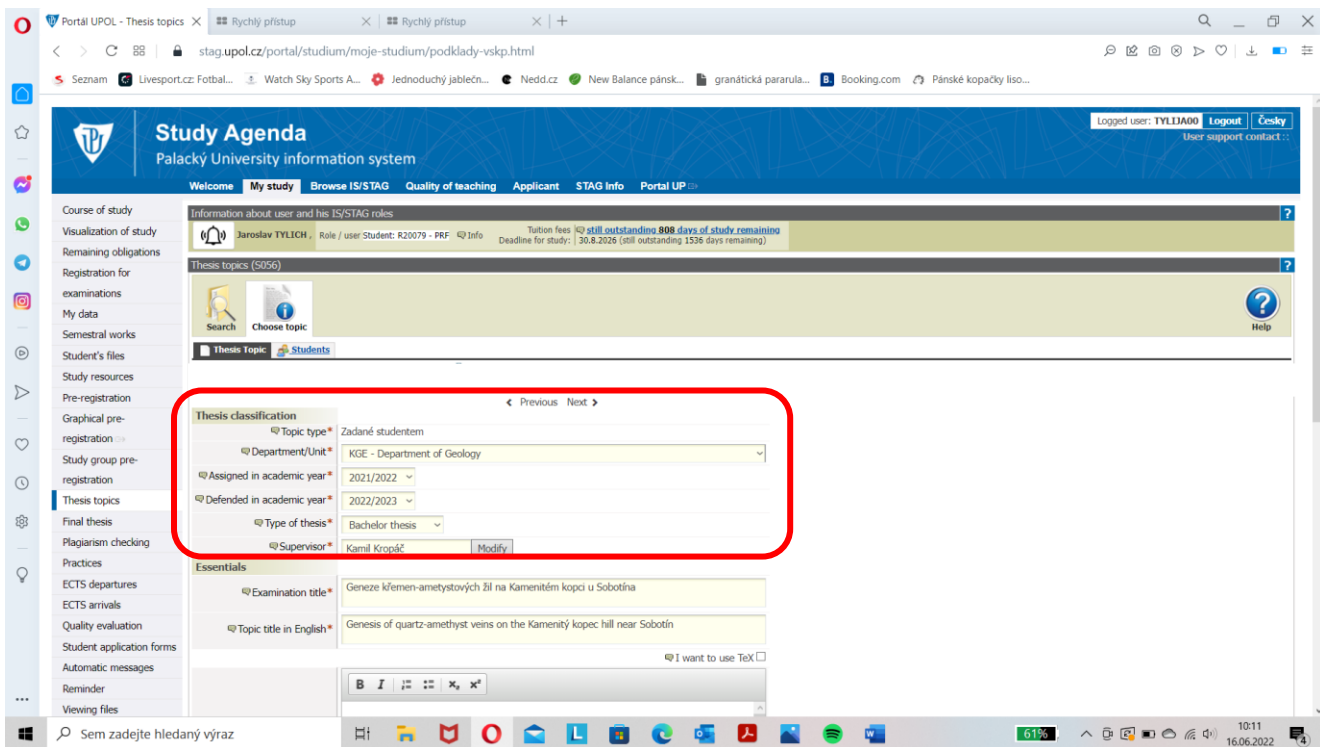
4. Choose "Thesis topic" and open the "New Theme (Nové téma)" menu with the green plus.



5. Now you will enter all the mandatory information marked * - Mandatory field.

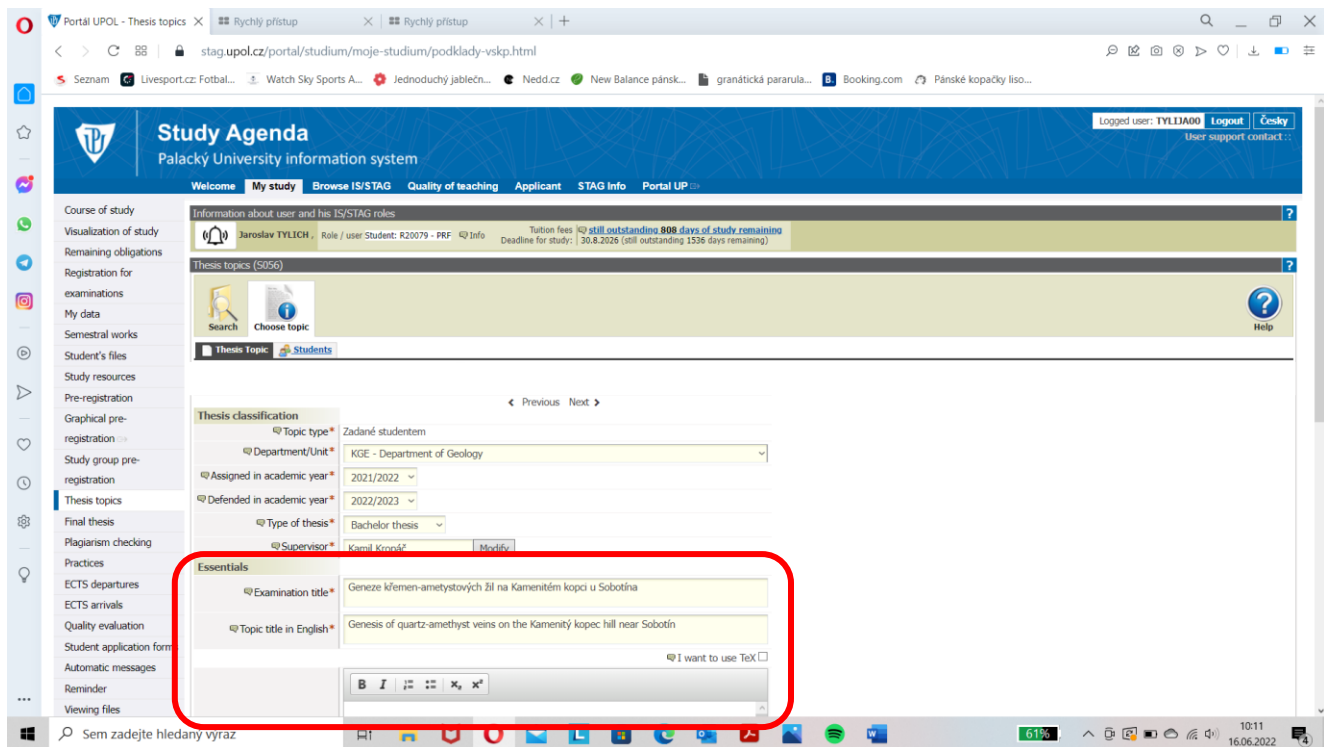
Thesis classification

Some information is already pre-filled (such as Topic type - entered by the student, Type of thesis - bachelor's thesis), others must be completed (Department/Unit - in our case, Department of Geology, Assignment in academic year, Defended in academic year, Supervisor - select from the list, if possible)



Essentials

Here you must fill in the Topic Name/Examination title = Title of bachelor's thesis in English, Principles for the processing thesis (Zásady pro vypracování), Literature.

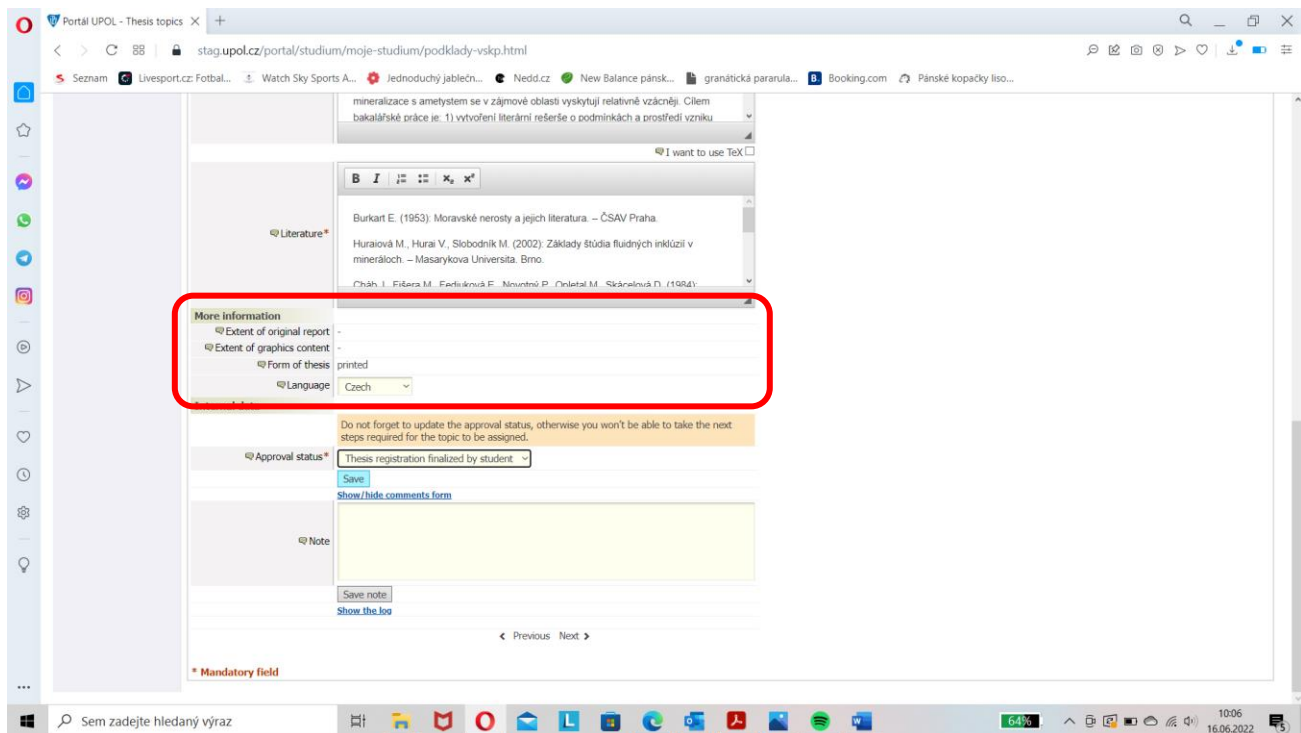


The screenshot shows the 'Study Agenda' portal for Palacký University. The user is logged in as TYL11A00. The main content area displays the 'Thesis topics (5056)' section. Under the 'Thesis classification' tab, the 'Essentials' section is highlighted with a red box. It contains the following fields:

- Examination title***: Geneze křemen-amethystových žil na Kamenitém kopci u Sobotína
- Topic title in English***: Genesis of quartz-amethyst veins on the Kamenitý kopec hill near Sobotín

Below these fields is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and text color.

If you have the “Extent of original report” – mean number of pages and the “Extent of graphics content” specified by the supervisor, it should be possible to insert it in the “More information” section. The language is set according to the language you are studying in, so English.



The screenshot shows the 'Study Agenda' portal with the 'Thesis topics (5056)' section. The 'More information' section is highlighted with a red box. It contains the following fields:

- Extent of original report***: -
- Extent of graphics content***: -
- Form of thesis**: printed
- Language**: Czech

Below these fields is a warning message: "Do not forget to update the approval status, otherwise you won't be able to take the next steps required for the topic to be assigned." The 'Approval status*' field is set to "Thesis registration finalized by student". There are buttons for "Save", "Show/hide comments form", "Save note", and "Show the log".

6. Internal data – here it is necessary to change the "Approval Status" - **YOU SAVE 2x!**

You can do this using the **drop-down arrow on the right** - "document created by the student" - select "Save" – **1. save**

If you have entered all the data correctly, you must approve the input - "Thesis registration finalized by student" - click "Save" – **2. save**

Internal data

Do not forget to update the approval status, otherwise you won't be able to take the next steps required for the topic to be assigned

Approval status* Thesis registration finalized by student

Save

Show/hide comments form

Note

Save note

Show the log

7. Subsequently, you will see that "Topic has been saved" and "This topic has been assigned to you".

Portal UPOL - Thesis topics

stag.upol.cz/portal/studium/moje-studium/podklady-vskp.html

Study Agenda
Palacky University information system

Logged user: TYL13A00 Logout

Information about user and his IS/STAG roles

Baroslav TYEICH Role / user Student: R20079 - PRF

Thesis topics (5/56)

Print document for Bachelor thesis registration. Format: PDF

This topic has been assigned to you.

Thesis registration details:

- Topic type: Zadané studentem
- Department/Unit: KGE - Department of Geology
- Assigned in academic year: 2021/2022
- Defended in academic year: 2022/2023
- Type of thesis: Bachelor thesis
- Supervisor: Kamil Kropáč

Essentials

- Examination title: Geneze křemen-amethystových žil na Kamenitém kopci u Sobotína
- Topic title in English: Genesis of quartz-amethyst veins on the Kamenitý kopec hill near Sobotín

8. Now it is necessary to print the "Bachelor thesis registration" in two copies – see and print blue text "Print document for Bachelor thesis registration. Format: PDF".

9. Submit the 2x printed and signed "Document for Bachelor thesis registration" to the department's secretariat, where the "Document" will be registered and approved.