Procedure for entering the ASSIGNMENT of the qualification work by the student Palacký University, Department of Geology
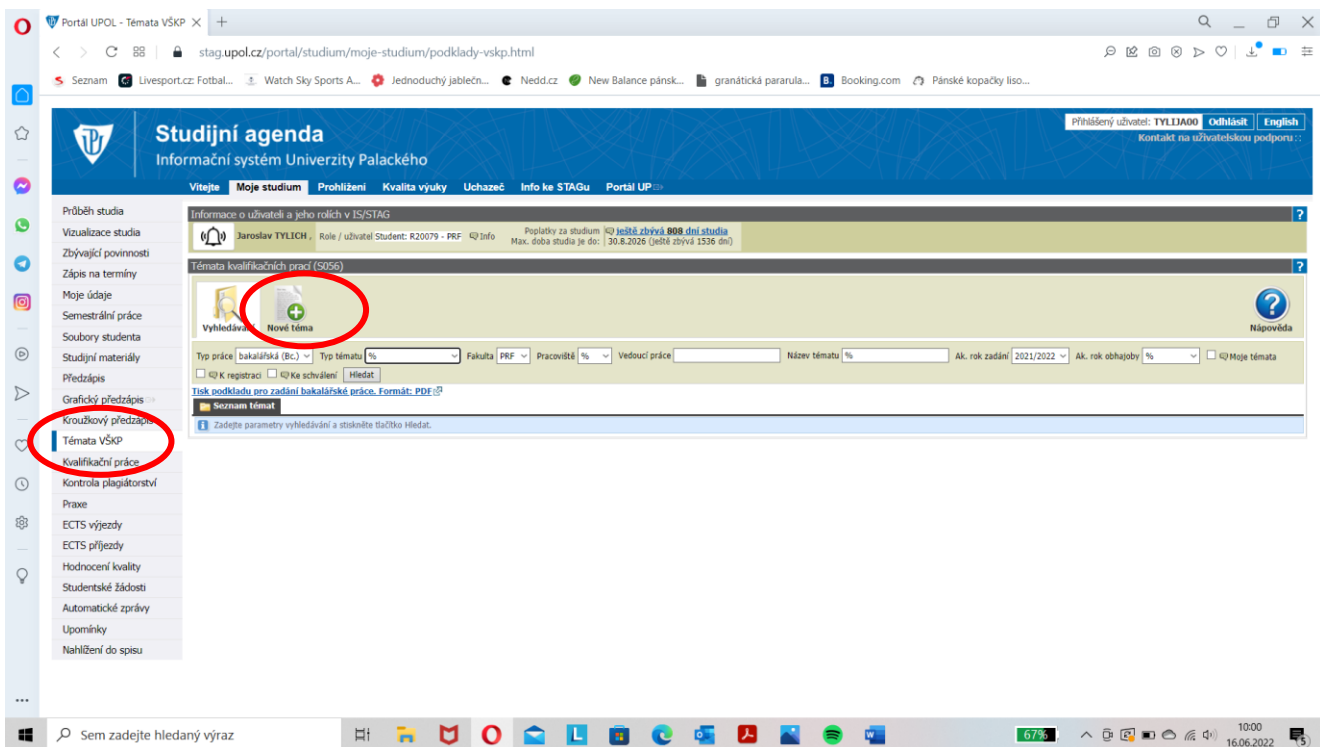
In this document, for the sake of clarity, the ENTERING OF A BACHELOR'S THESIS will be indicated, the same procedure also applies to the submission of diploma or dissertations. Some figures are in Czech here.

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.

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.
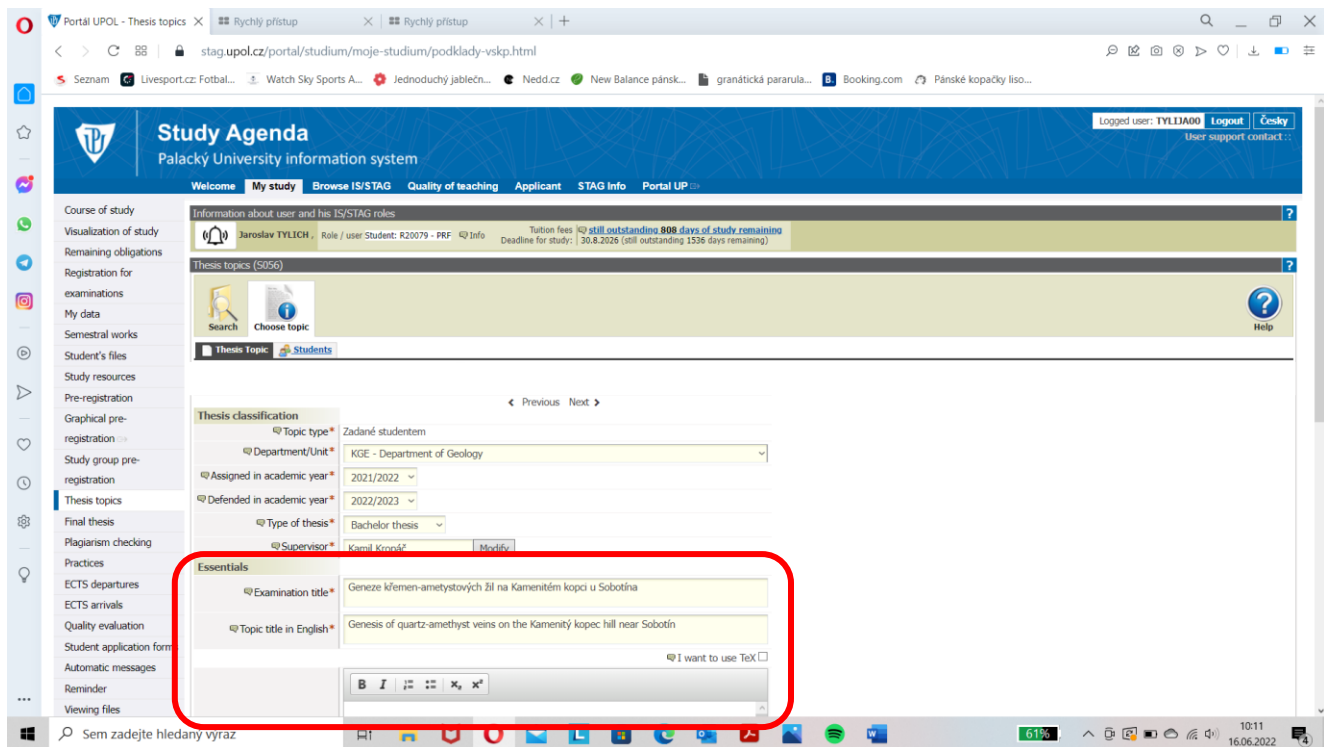
Thesis classification

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)
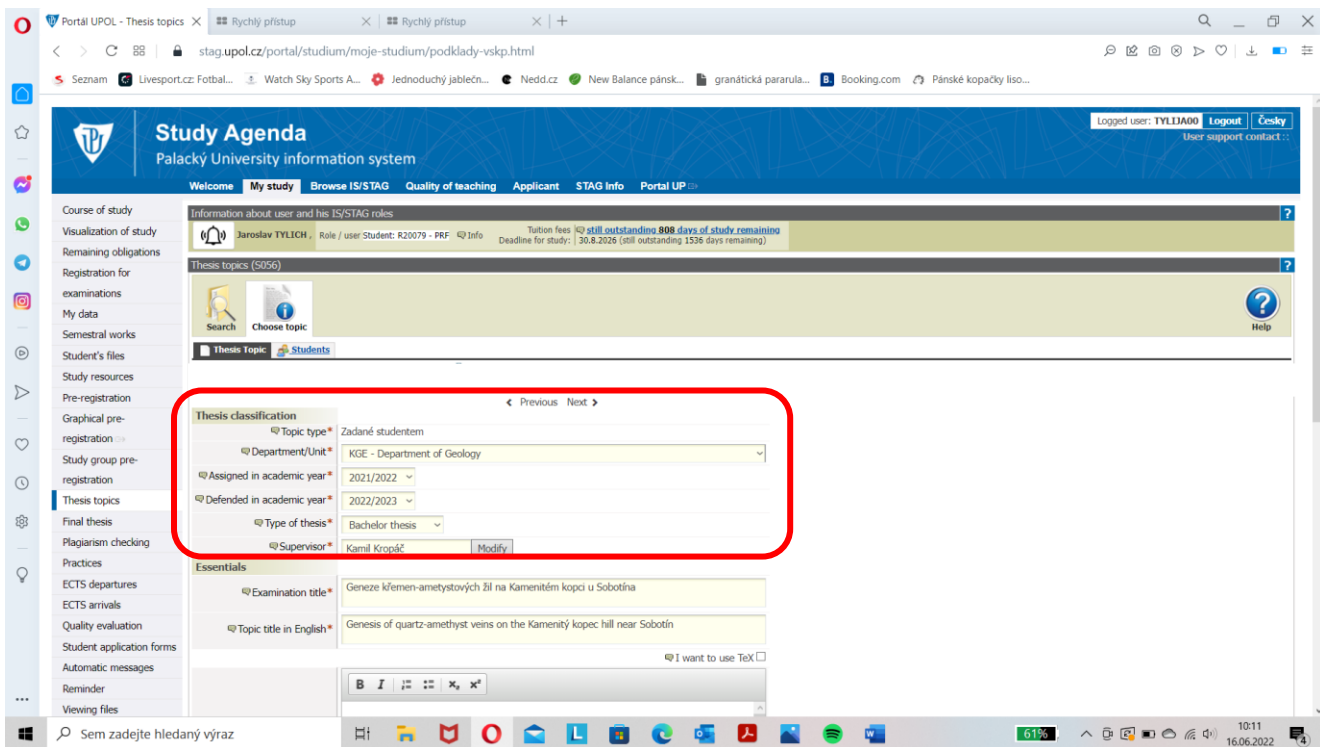
Essentials

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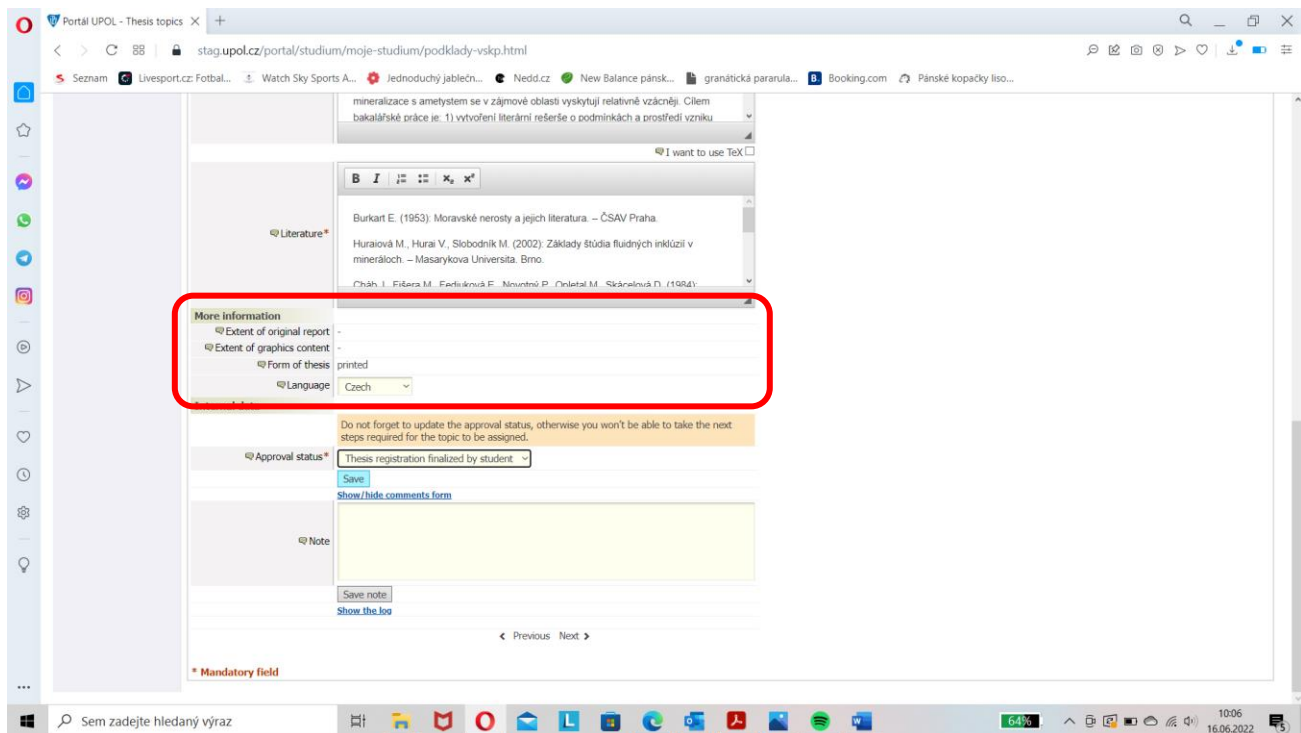

If you have the "Extent of original report" – mean number of pages and the "Extent of graphics content" specified by the supervisor, it should be possible to insert it in the "More information" section. The language is set according to the language you are studying in, so English.

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".

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.