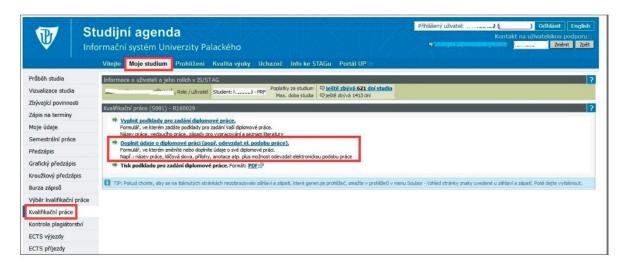
## Procedure for entering the qualification work to STAG

The bachelor's thesis is submitted only electronically, i.e. by entering it into STAG.

Your final thesis must be submitted to STAG by the date indicated on the document *Dates of State Final Examinations* provided by the Department of Geology, where the dates for the entire calendar year are listed. The document is usually published on the department's website in November/December of the previous year (e.g. for 2023 the dates are published from November 2022).

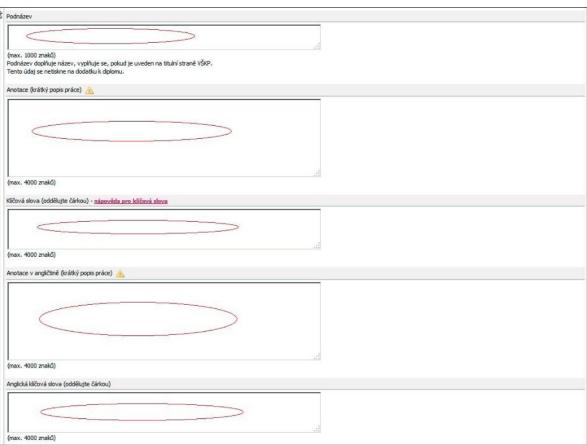
## **Entry procedure:**

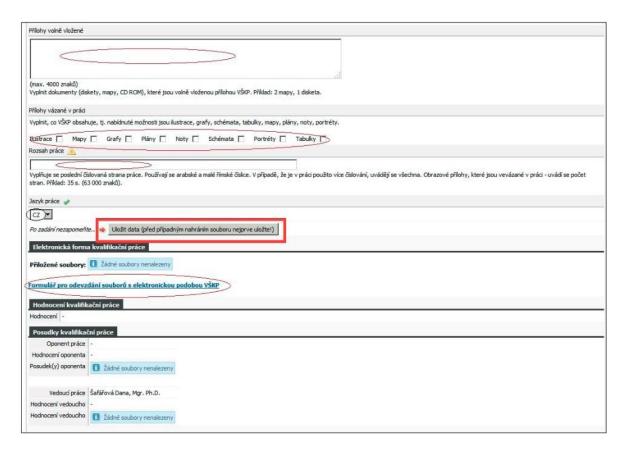
- 1. Log in to the STAG.
- 2. Select "My studies" in the menu.
- 3. Next, select the "Qualification work" option.
- 4. Select the link "Add information about bachelor's/diploma/dissertation".



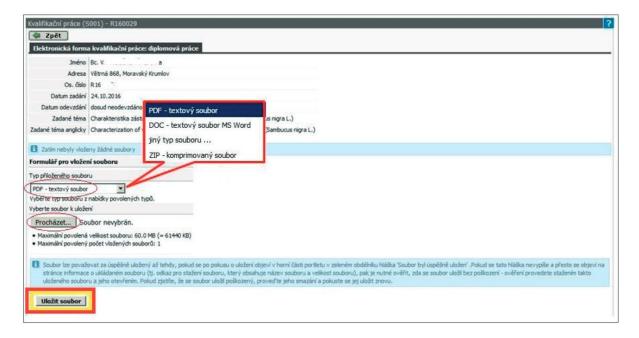
## 5. Fill in the information about the bachelor thesis and save it.







- 6. Select the link "Form for submission of files with the electronic version". The maximum file size is 60 MB, but be aware that at this size the file takes quite a long time to load on a slow internet connection. It is better to use the network UP!
- 7. Select the file type of the qualification thesis, select your file with your bachelor thesis and load it.
- 8. Save your bachelor thesis file using the "Save File" button.



9. Select the link "Print data on qualification work. PDF format" and print the created document. Submit the printed document *Data on the bachelor's thesis* to the secretariat of the Department of Geology as soon as possible.

