# Manual: How to submit final thesis in IS KOS

Brief Procedure, step by step

1. Log-in to KOS
2. Opening the tag "State Exams" → "My final Thesis"
3. Checking and filling in data on the thesis (it must correspond with the printed thesis version)
4. Uploading the thesis in pdf format, including the thesis assignment with covered signatures)
5. Uploading potential additional annexes of the thesis (including poster)
6. Setting the publication mode of each file
7. Grant consent to the license agreement
8. Confirming electronic submission of the thesis and potential thesis attachments
9. Handing in the printed version of the thesis to the International Office (IO) and solemn declaration that the electronic version of the thesis matches the printed one
10. Downloading the thesis reviews (it will be available in IS KOS, no later than 5 days before the state final exams)

Detailed Procedure

Student submits thesis in IS KOS according to the manual described below. He/she fills in all the required information and confirms the electronic thesis submission. This electronic submission is necessary step **before** submitting printed version of the final thesis to the International office. The electronic pdf version of the final thesis, which student submits in IS KOS, must correspond to the printed book bind version which student hands over to the International Office (one printout, assignment with signatures). Electronic version must contain thesis assignment **without signatures**- downloaded from IS KOS or scanned version of the original assignment with covered signatures. Student will upload all the potential attachments of the thesis together with the thesis. Student is required to upload identical electronic version into Theses system. The thesis is submitted in accordance with Decree of the Directress of Masaryk Institute of Advanced Studies, CTU in Prague No. 3/2020. Submission of the final thesis is precondition for obtaining credits from the thesis supervisor.

1. Logging in KOS, select the tag "State Examinations" and then "My final theses"
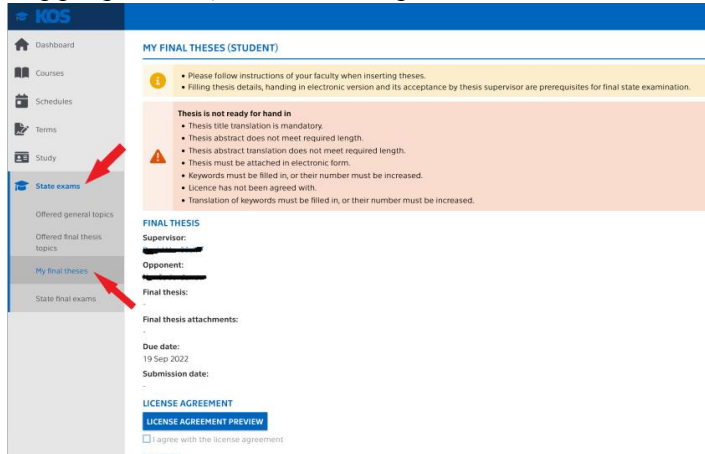
2. In the item "Final Thesis", select option "Edit" in the column "Action"
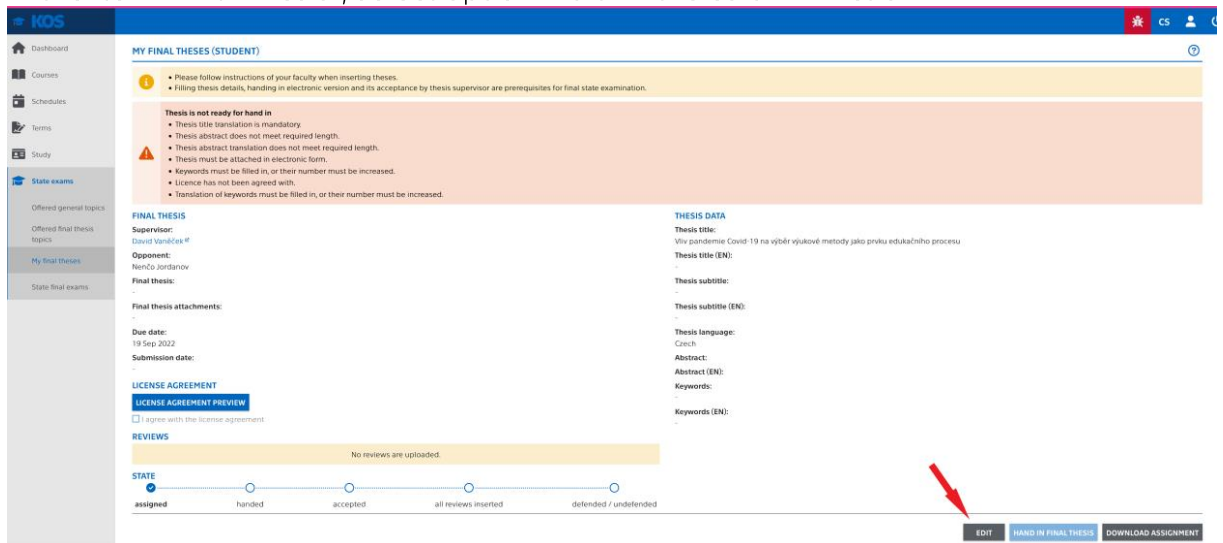
3. The student checks the displayed data and fills in the details about thesis (in accordance with the content of the printed version)

   a. Prefilled thesis topic in Czech and English displays in the window "Data on final thesis", and, further below, the Supervisor's name (line: "Persons participating in FT supervision")
   b. Student **checks the correctness of the Thesis topic** (Czech and English one) because the thesis data will be printed in the Diploma Supplement. If the thesis topic is incorrect, student can continue in uploading but is required to immediately arrange the correction of the data with his/her Supervisor or International office.
   c. The student checks, or potentially corrects, the choice in line "FT language"
   d. The student must fill in the items (in the same wording as stated in the printed thesis):
      • "Abstract in Czech" and "Abstract in English"
      • "Key words in Czech" and "Key words in English"
   e. Filling in the items "FT subtitle in Czech" and "FT subtitle in English" is not compulsory.

4. Student uploads the thesis, including the scanned assignment of the thesis with covered signatures, in pdf format in the database in the section "Final Thesis" by clicking on "Search" and "Save" buttons. Students are recommended to choose as **short names of files** and their attachments as possible without diacritics (without stating their names and without words "Bachelor thesis", "diploma thesis" or "attachment"), as IS KOS assigns the files automatically generated names according to the template -{[BP]/[DP]}-{year}-surname-name- {student´s file name}.pdf.

    a. After saving the thesis in KOS, student sees **"Publish immediately (now**-new IS KOS)/ publish after X years", in the row "Final Thesis". Student leaves the tagged option "Publish immediately", if he/she does not have an exception granted from directress of MIAS CTU. Thesis will not be accepted without the set option "publish immediately". The option not to publish the thesis must be approved by MIAS CTU study coordinator on the basis of request. After that, the thesis is not submitted via IS KOS. Information about postponing the thesis publishing must be published in DSpace together with justification.

5. The student uploads poster and potential additional attachments (e.g. audio recordings, programmes etc.) in the database in the section "Saving attachments" by clicking on buttons "Search" and "Save". The attachments which are already included in the pdf of the thesis itself are not uploaded separately again. Name the supplement in format:

    [brief_name of the_supplemet]. [format_of the_supplement].

    a. If the supplement is the thesis result and therefore a part of the thesis, student leaves the choice "Publish immediately" by the uploaded supplement. If it is only supplementary file, it is not uploaded in to the KOS.

6. Student tags the option **"I agree with the license agreement"** and herby gives his/her consent to the licence agreement with CTU on use of this school work in the sense of § 60 Act No. 121/2000 Coll (The preview of the agreement can be viewed and saved by the student).
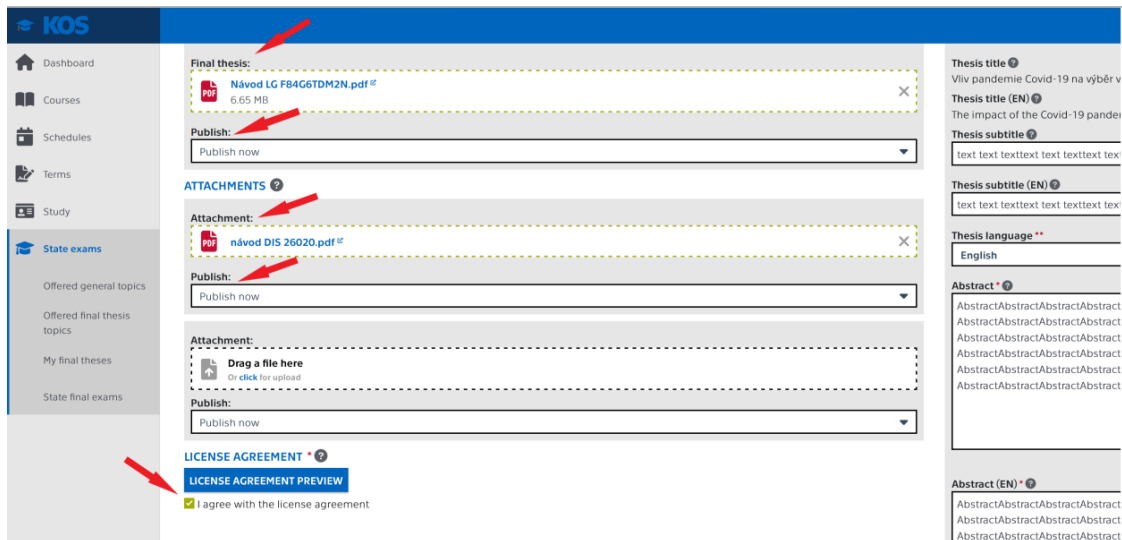
7. For saving and submitting the thesis, students can see buttons:
   a. **"Save"** (old IS KOS)- student can regularly save texts and files which he/she has uploaded and get back to them or change them at any time later, until the finale date of thesis submission. Saved thesis can be seen and downloaded by the thesis supervisor.
   In the new IS KOS, thesis and potential additional attachments are saved automatically after being uploaded.
   b. **"Check before submission"**- student checks if all compulsory attributes of the thesis have been filled in.
   c. **"Confirm submitting"** (old IS KOS) **"Hand in the final thesis"** (new IS KOS)- Student submits the FT electronic version without a possibility of any further changes. Doing this the student confirms the completeness and correctness of the input data. The Supervisor may return the thesis to the student in IS KOS from the state "Submitted" to the state "Return to Student" for the reason of making modifications in the text - this, however, is only possible before the expiry of the deadline for the FT submission. After this date, the student will not be able to upload the thesis in the database or change the uploaded thesis.
   d. "Confirmation of the submission" is necessary step prior to the submission of the printed version of the thesis.
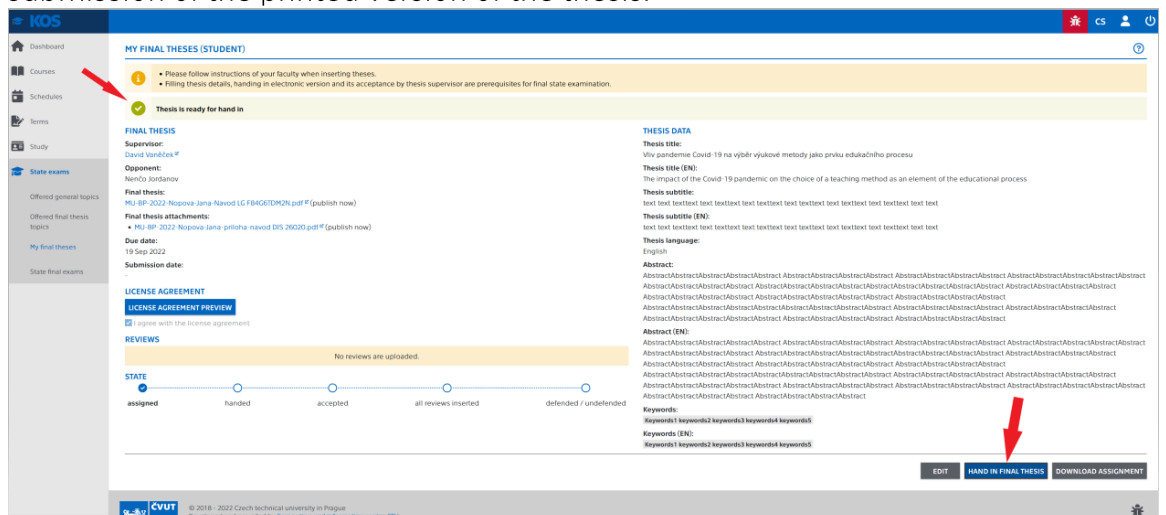
8. Student has a chance to see the thesis reviews from opponents and thesis supervisor no later than 5 days before the date of the state final exam.
    - these reviews are accessible to the student in KOS immediately after their uploading
9. After their defence, the theses will be published in the CTU Central Digital Library dspace.cvut.cz.