



FINAL THESIS SUBMISSION (1ST AND 2ND CYCLE STUDY PROGRAMS) - INSTRUCTIONS FOR STUDENTS



You can submit your final thesis in electronic form in **PDF-A format** via the online system on the faculty's website: **MY FDV - FORMS – FINAL THESIS SUBMISSION** when you have the consent of your mentor stating that your thesis is ready for submission (mentors enter their approval and consent directly through the online system) and when your thesis is technically appropriate.

For the purpose of technical examination of your final thesis, you are required to deliver one printed and unbound copy of your thesis to the Student Affairs Office (every working day between 11:00 and 13:00). The Student Affairs Office determines whether the work has been prepared and arranged in accordance with the [Rules on the final thesis in first and second cycle study programs](#) and the [Guidelines for writing and editing professional and scientific works at FDV](#).

Once your thesis is uploaded, the content will be checked in accordance with the [Rules on content similarity detection of the electronic form of the written final work of studies and on provisions regarding temporary inaccessibility of the content of the written final work of studies](#).

You must submit your final thesis within three working days after receiving a positive report on the similarity of the content that you receive through the online system. When submitting the final thesis, it is necessary to submit the following to the Student Affairs Office:

- **three (3) copies of the final thesis in thermal binding** (spiral binding not allowed). The thesis must be printed on both sides from the introduction onwards; all bound copies must include the *Author's Statement* (you print out the form available in the online system and sign it; it should be included as the first inside page or immediately after a thank-you note);
- **completed and signed form of [Master's Thesis Submission](#)**. The form must be manually signed by the mentor, who thus confirms the final title of the thesis and proposes the members of the evaluation committee as well as possible dates of defence.

The Student Affairs Office provides the signature of the Vice Dean for Student Affairs (required on the submission form).

When the submission form is signed by the Vice Dean, the Student Affairs Office starts coordinating the date and time for defence. You will be informed about the timing of the defence by e-mail, and the announcement of the defence will also be published on the faculty's website. After successful defence, the graduate receives a provisional certificate at the Student Affairs Office.