

MEDIA AND AREA STUDIES (MARS): JUNE 2024 THESIS DEFENSE

Here is some vital information and dates you should consider if submitting a thesis for **June defense**.

The defense will take place in a **week from June 24 until June 28, 2024**, the exact date(s) will be confirmed after the submission deadline. **Submission deadline is April 30, 2024.**

The **minimum length of the thesis is 50 standard manuscript pages**, excluding supplements. The manuscript page is 1800 characters long (including spaces).

Please, use [MARS Thesis template](#). It is also recommended to look at the [Review form](#) to know what is evaluated by the supervisor and the reviewer.

Deadlines and steps you MUST do to be allowed for the defense in June:

- 1) Register for the final state exam** via SIS between April 17 until April 30, 2024. A detailed manual on registering can be found on the [FSV web page](#).
- 2) Submit thesis via SIS.**
 - The **deadline** to submit a thesis for defense in June is **April 30, 2024**.
 - Submit your thesis **electronically** via SIS in **PDF/A format**.
 - No need to submit a printed version of the thesis.
 - Please get familiar with registering and submitting your thesis well before the deadlines. Also, please do not wait for it until the very last moment.

IMPORTANT: The electronic version of your thesis **must include a scan of your approved Thesis Proposal. You must make sure the signatures are blinded** (e.g. by inserting a black box over the original signature).

- 3) The thesis must include a Czech abstract.**
- 4) Complete and record all your study obligations by June 2, 2024**

If you wish to change the title of the thesis, get in touch with Lukas Budin (lukas.budin@fsv.cuni.cz). You must send him a new title in English and in Czech.

Creating PDF/A file in Microsoft Word 2016

Under "File", click on "Save As".

Click on "More options..." located under the form for the file title and format.

Under "Save as type", select "PDF (*.pdf)". Then click on "Options".

In PDF options", select "PDF/A compliant."

Save.

For other text editors, look at <https://cuni.cz/UK-8002.html>

Checking the Final Thesis by the Turnitin System in the SIS

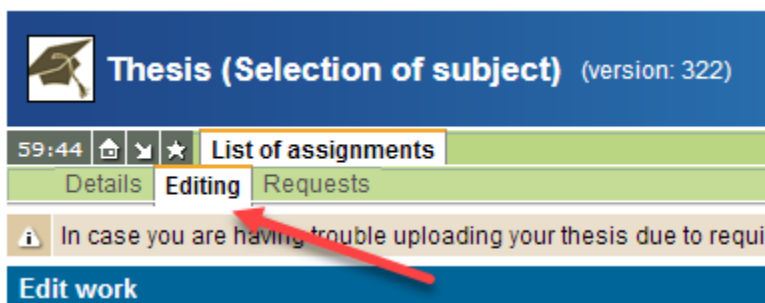
Students can have their final thesis checked in the Turnitin originality check system directly in the SIS before the final submission of their thesis. The maximum number of checking requests is five. An incomplete check does not prevent the submission of the thesis - after the thesis has been submitted, the ongoing check is cancelled, and a new check is launched.

We recommend the students to follow this procedure because the checked thesis is not stored anywhere when being scanned against the texts in the Turnitin database. On the contrary, we strongly warn against uploading the final thesis to Turnitin in another way, where the process of storing can take place, or to online systems on the Internet that promise to check originality, but it is not clear how they will later handle the thesis you have been diligently working on.

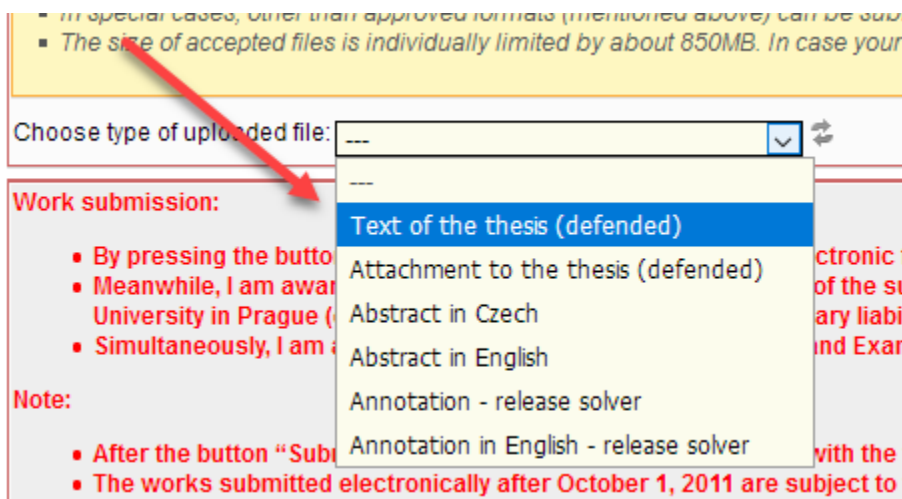
1) Submission of the final thesis to be checked

This point can also be used to check whether the uploaded file complies with the SIS requirements for PDF/A format. However, it's enough just to upload any PDF in order to check the text of the thesis for originality.

We will enter the module "Thesis (Selection of subject)" and switch to the "Editing" tab.



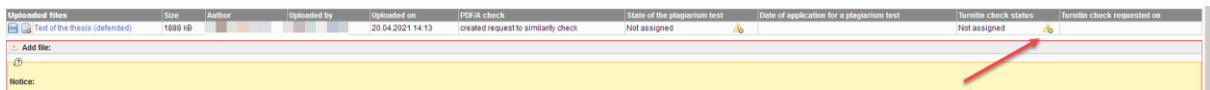
We will select the type of inserted file "Text of the thesis (defended)" and upload the final thesis.



After inserting a solution of the thesis, the check for PDF/A format is launched, which usually takes 10-15 minutes, and the result is displayed as a green (corresponds to PDF/A) or red (does not correspond to PDF/A) icon.

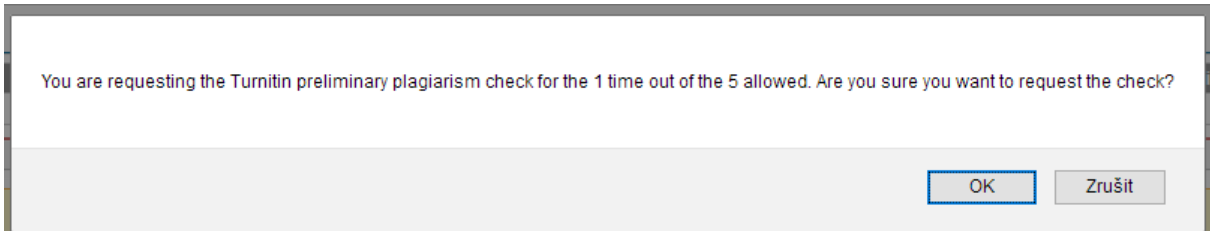
2) Request for Turnitin check

Regardless of the ongoing PDF/A check, we can request to launch the Turnitin check by clicking on the icon in the “Turnitin check status” field.



Uploaded files	Size	Author	Uploaded by	Uploaded on	PDF/A check	State of the plagiarism test	Date of application for a plagiarism test	Turnitin check status	Turnitin check requested on
Test of the thesis (defended)	1889 kB			20.04.2021 14:13	created request to similarity check	Not assigned		Not assigned	

A check query contains information about what number of a check it is. We will confirm it with the “OK” button.



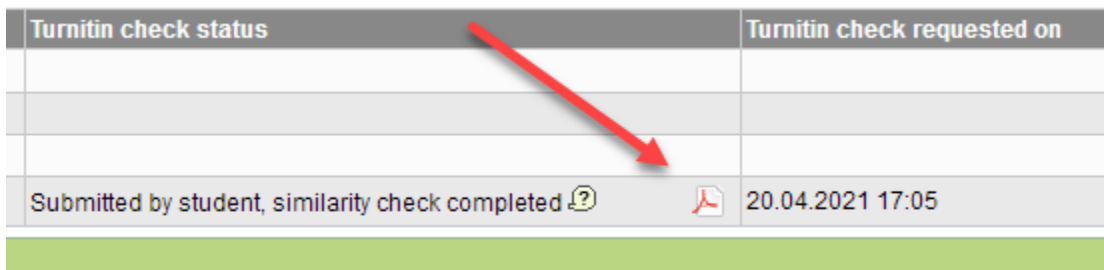
You are requesting the Turnitin preliminary plagiarism check for the 1 time out of the 5 allowed. Are you sure you want to request the check?


OK Zrušit

The check is launched and in progress. The report usually takes several hours to process.

3) The result of the Turnitin check

When the check is completed, the PDF icon will appear in the same place where we launched the check. Clicking on it will display a report in PDF containing the results of the comparison of the inserted final thesis with other texts in the Turnitin database.



Turnitin check status	Turnitin check requested on
Submitted by student, similarity check completed 	20.04.2021 17:05

The same report format will be available to the supervisor and the reviewer of the final thesis as a basis for writing their reports, and also to the members of the examination board. Before a new request for a check, it is necessary to remove and insert a new file with the solution of the thesis.