

EMJ: MA thesis submission process

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 [EMJ 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 July:

1) **Register for defense** via SIS between April 17 until April 30, 2024

A detailed manual on registering can be found on the [FSV web page](#). Note that the manual refers to State Final Examination (SFE). You DO NOT have SFE. However, the procedure to register for defense is the same.

2) **Submit thesis via SIS and in one printed version**

- The **deadline** to submit a thesis for defense in September is **April 30, 2024**.
- Electronically via SIS in PDF/A format ([Manual for submitting student's final theses in archive PDF/A format](#))

- [Checking the Final Thesis by the Turnitin System in the SIS](#)

- You **MUST** submit one printed version (delivered to the institute – Hollar Building, Smetanovo Náb. 6, Praha 1, addressed to Sandra Lábová). The printed version is going to be returned to you after the defense. Th

I highly recommend you get familiar with registering and submitting your thesis well before the deadlines. Also, please do not wait for it until the very last moment. **Note that if any problems occur, you can discuss them with me no later than 48 hours before the deadline.**

- **IMPORTANT:** Both electronic and printed versions **must include the original Thesis Proposal** (copy of the original Thesis proposal in the case of the electronic). You can **pick it up in my office on Thursday 18, between 9.00 until 10:30**. After this date they are going to be available in our assistant's office Mrs. Pavla Koreroová, room 101. **In the electronic version, 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**. Simon and Matěj (in CC) agreed that they could help you with this. Get in touch with them as soon as possible.

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.

Defense

- 1) **In-person** by default
- 3) The **thesis defense lasts approx. fifty minutes. It consists** of a 15-minute-long presentation of the topic, methodology, and findings (you should prepare the presentation, either PPT or Prezi), then the reviews will be presented, and you will have space to defend your thesis. Then, a discussion with the academic committee about topics related to your thesis and the knowledge you should have from your studies in Prague occurs.
- 4) The academic committee members will decide on the grade of the thesis.
- 5) You will receive more information after submitting your thesis.