

# The procedure for submitting a dissertation in 9 points

Important information about completing your doctoral studies is provided on the website of the study department. We have added a clear procedure.

1. The student first requests by e-mail to the Study Department to set up a thesis archive in the IS MU ([phd@phil.muni.cz](mailto:phd@phil.muni.cz)). In the same message, he/she communicates to the Registrar the final title of the dissertation in the language of the thesis and in English, consulted with the supervisor.
2. The student consults the supervisor about the final version of the thesis, appendices, annotation and keywords.
3. The student will upload the complete text of the dissertation including appendices, annotation in Czech and English and keywords in Czech and English. At that point the archive is properly populated.
4. The student then closes the archive.
5. The supervisor checks the dissertation in the dissertation archive and confirms the legibility of the file and the originality of the dissertation.
6. The student fills in any missing data in the Individual Study Plan application in IS MU and informs the supervisor, who checks the Individual Study Plan and, if everything is in order, confirms its completion.
7. The student will make sure that all courses enrolled in the semester have been completed.
8. The student submits an application for defence to the Study Department using the form by sending an e-mail from the official address in the IS MU (external e-mail box cannot be used) to [phd@phil.muni.cz](mailto:phd@phil.muni.cz).
  - Together with the application form, or later, as agreed with the Study Department, he/she also sends electronically all the obligatory annexes to the thesis listed on the Study Department website.
  - The Registrar checks whether the student meets the graduation requirements and has completed all courses. The status of the Individual Study Plan in the application and its confirmation by the supervisor is also checked. At the same time, the Study Department sends a list of completed courses to the Institute's Secretariat to be checked and signed by the Chair of the Departmental Committee (this task is sufficient to be completed in the coming weeks, it is not a condition for the acceptance of the dissertation). **ATTENTION:** The dissertation, including the application for the doctoral examination and defence, must be submitted at least

one semester before the maximum period of study expires.

- For the defense in the spring semester (or by the end of September), the dissertation, including the application for examination and defense and all required appendices, must be submitted no later than January 31.
  - The deadline for the defence in the autumn semester (or by the end of February) is 31 August. However, dissertations can be submitted continuously throughout the academic year.
9. If everything is in order, the Office of Studies will ask the chair of the departmental committee to nominate referees and an examining committee.
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