**SUBMISSION OF DISSERTATION**

**What do I have to hand in and when?**

The dissertation can be submitted at any time throughout the year. The date of state exam and defense depends on the date of acceptance dissertation by the opponents (ie the 8-week period in which the opponents must be able to read the thesis) and possible dates in which members of the examination board and opponents can participate.

When you have finished your dissertation, record its electronic version in **PDF/A format** and an abstract in Czech and English (PDF format) into the SIS. At the Department of doctoral studies (DDS) (during office hours or at other times by an appointment), bring **three paper copies** of the dissertation (it does not have to be in hardcover, just an ordinary ring one).

Also bring along this filled forms:

* **Application for the state doctoral exam** (see DOCS and FORMS)
* **Request for permission of the defense** (see DOCS and FORMS)
* **Written statement of the supervisor** with his/her signature on whether he/she recommends the thesis for the defense, (there is no official form).

Within 1 month of submission, please send to vice-dean Dr. Jeníčková at jana.jenickova@fhs.cuni.cz this documents:

* **Summary of the dissertation** (see DOCS AND FORMS)
* **List of topics for the state doctoral exam**
* **CV**
* **List of your publications**

**When will I have a state exam and a defense?**

State exam and defense will be held no later than 6 months after the submission of the dissertation.