

Student – basic background for entering the topic of THESIS

!!! NECESSARY !!! Set notifications in the STAG portal for "Událost v aplikaci Témata kvalifikačních prací – Thesis topics events“

The screenshot shows the 'My study' section of the STAG portal. The left sidebar lists various study-related options, with 'Thesis topics' highlighted. The main content area is titled 'Information about user and his IS/STAG roles' and includes a notification bell icon (1), a notification bell icon with a '1' badge (2), and a 'Delivery settings' link (3). Below this, there is a section for setting up notifications on events related to studies, with an 'E-mail language' dropdown set to 'Czech'. A table of 'Common notification settings' is shown, with the following items and their settings:

Event	Setting
Change in timetable	- based on common settings -
Changes in outgoing mobility LA (EWP)	- based on common settings -
Deleting from the waiting queue	- based on common settings -
Documents attachment to the arrival form	- based on common settings -
Documents attachment to the departure form	- based on common settings -
Documents attachment to the outgoing visit offer	- based on common settings -
Hromadné oznámení	E-mail ihned
New file available for download	- based on common settings -
Nová aktivita v e-learningovém systému	- based on common settings -
The student internship has been evaluated	- based on common settings -
Událost v aplikaci Témata kvalifikačních prací	E-mail ihned
Vypsání nového zkuškového termínu	- based on common settings -
Zapsání studenta z fronty čekatelů na termín	Neodesílat, neukazovat ani v portálu
Zapsání známky či zápočtu u předmětu	Neodesílat, ukázat jen v portálu
Změna stavu u příjezdu	E-mail ihned
Změna stavu u výjezdu	E-mail souhrnný každou hodinu
	E-mail souhrnný denně

1 Enter a new topic

NOTICE: Student can register a maximum of one THESIS topic.

* "Field guarantor" - although it is a guarantor of the new study program, STAG uses the old designation "field", i.e. the designation in the instructions "field guarantor" corresponds to the new "program guarantor"

- Enter all text directly into the STAG form, do not use MS Word to prepare the text!!! This will prevent the insertion of special Word characters, which would make it impossible to work with the data.

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- You can keep the Approval status at **Thesis registration opened by student** during the whole time of creating of the thesis background. You can access it anytime and edit it. Do not set the state to **Thesis registration finalized by student** until you are completely sure that everything is filled in correctly and you want to send the thesis background to the thesis supervisor for approval!!!

Internal data

Do not forget to update the approval status, otherwise you won't be able to take the next steps required for the topic to be assigned.

Approval status* Thesis registration opened by student ▼

Save Save and enter another

- Thesis supervisor can view the thesis background even in status *Thesis registration opened by student* and can provide suggestions “outside the protocol” for changes.
- If the thesis background is still in status Thesis registration opened by student, student can remove it anytime and can create a new one.

	Examination title		Topic type		Academic year of		Occ. / max	Priority
	Type of thesis	Department/Unit	Supervisor	Approval status	Assignment	Defense		
	Bachelor thesis (Bc.)	KSA		Thesis registration opened by student	2022	2023	1	

- When the student is convinced that their thesis background is sufficiently finished that they can submit it for approval, they can set the status to: **Thesis registration finalized by student** and **Save** it.
- Student should think very carefully if they want to change the status *Thesis registration finalized by student*, because once the status is *Thesis registration finalized by student*, the student cannot make any other further edits of the thesis background. Furthermore, only the thesis supervisor or study department officer can edit the thesis background. The system will send a notification to the thesis supervisor with request for approval of the thesis background.

The background will be approved also by a field guarantor* after it is approved by thesis supervisor. If both approve the thesis background, student will receive a notification with information that the topic of thesis is approved.

Student does not have to do anything more. Student do not print anything or even bring any print or other material with them.

Thesis topic is hereby binding for the student.

2 Fix/removal of a declined topic

* "Field guarantor" - although it is a guarantor of the new study program, STAG uses the old designation "field", i.e. the designation in the instructions "field guarantor" corresponds to the new "program guarantor"

- If the topic is rejected by either the thesis supervisor or the field guarantor*, student will receive a notification about it.
- The topic is highlighted with a pink colour, option to Remove a topic is available, and therefore student can enter a new topic.

Print document for Bachelor thesis registration. Format: PDF

Topic list

Examination title	Topic type	Academic year of	Occ. / max	Priority		
Type of thesis	Department/Unit	Supervisor	Approval status	Assignment	Defense	
Bachelor thesis (Bc.)	KSA		Student's thesis registration rejected by lecturer	2022	2023	1

Key

- Topic awaiting approval
- Topic approved
- Topic rejected

- Student will make changes required by thesis supervisor or field guarantor* mentioned in comments and then the student will click on **Save**.

Test - 1st Book

2nd Book

3rd Book

Czech

Internal data

Approval status* Student's thesis registration rejected by lecturer

Save

Most recent comment [22.02.2023 13:09:33] PhDr. Eva Klimentová, Ph.D. (Vyučující)

Just one book in Literature is not enough.

Show/hide comments form

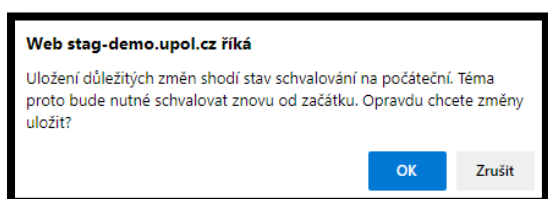
Show the log

Thesis supervisor and field guarantor* enter their reasons for rejection of the topic of the thesis to the comments.

First, you must save changes in the background using the **Save** button. Only then you will be able to change the approval status to **Thesis registration finalized by student** and click **Save**.

You can see the history of the approval process in the log including all the comments.

Subsequently, the student is notified that the approval process returns to the beginning and therefore they will have to switch the document again to the status Thesis registration finalized by student.



* "Field guarantor" - although it is a guarantor of the new study program, STAG uses the old designation "field", i.e. the designation in the instructions "field guarantor" corresponds to the new "program guarantor"

- **NOTICE!!!** Student is allowed to change the approval status to *Thesis registration finalized by student* only after they save changes in the thesis background. Student then changes the status to *Thesis registration finalized by student* and clicks **Save** again. Supervisor will receive a notification that the corrected theses topic is ready for approval.

Internal data

Do not forget to update the approval status, otherwise you won't be able to take the next steps required for the topic to be assigned.

Approval status* Thesis registration finalized by student

Save

The student can find out the current approval status in the information line, see the printscreen below.

Thesis Topic Students

Print document for Bachelor thesis registration. Format: PDF

Topic not yet approved Approval to be given by users with role Lecturer.

This topic has been assigned to you.

Thesis classification

Topic type*	Zadané studentem
Department/Unit*	KSA - Department of Sociology, Andragogy and Cultural
Assigned in academic year*	2022/2023
Defended in academic year*	2023/2024

Student will receive a notification about the approval after approval of the Thesis topic by the last approver of the process - the field guarantor*.

Study department officer will receive a notification about the end of the approval process and, they will process the thesis background information in STAG.

3 Change of a completely approved topic

Any change of thesis topic that was already approved by the thesis supervisor and the field guarantor* is a subject to a request. Student submits the request to the head of the department and adequately gives their reasons and arguments for the change of the topic. The study department will remove the old topic and will open a space for a new topic after the request is approved by the thesis supervisor and the field guarantor*.

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