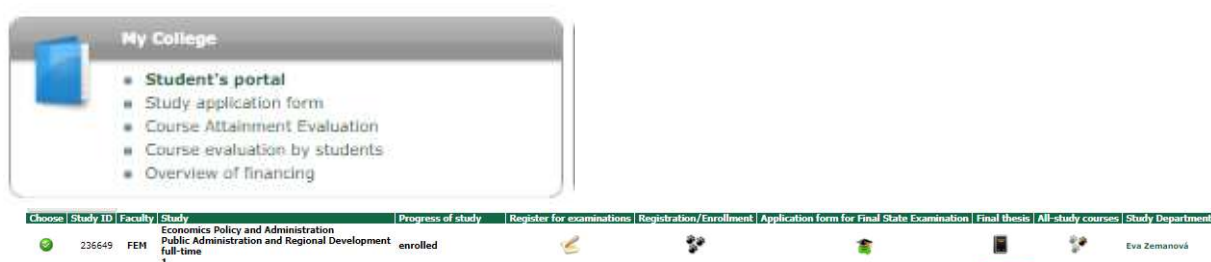


## Submission of the final thesis

1. Apply to the Personal administration UIS. To submit your final thesis, select in the basic menu in module *My College* the option *Student's portal*.
2. Now you can see a table in front of you in which your studies at CZU, whether commenced or completed, are displayed together with application icons relevant to the studies. To submit your final thesis, click in the row of the current study (current study should be in the first column of the table titled *Choose green circle*) on the icon *Final Thesis*, which is located in the last column of the table.



3. The procedure for submitting the final thesis is described in the file *Instructions for submission of final thesis* which you can open by clicking on the icon in section *Display and download files*.

My College List of topics E-study record Coursework submissions My schoolmates Plan progress check Study details My lectures sheet Map of my study

**Final theses**

Use this application to work with a final thesis.

**Basic information**

Basic information about a final thesis

Type of thesis: Diploma thesis  
Thesis title: Staff Adaptation in the Selected Company  
Written by (author): Bc. Pavel Matějka  
Department: Department of Management (FEM)  
Thesis supervisor: doc. Ing. Martina Fejfarová, Ph.D.  
Modifications of author: assignment is unlocked for editing by the author  
State: current theses

**Thesis has not been entered** - Final thesis has not been entered in the information system.

Student has to submit final thesis (submission of the final thesis properly confirmed). After it expires no manipulation with submission, thesis inserted or additional information will be possible, before the following date Applies to a student only.

**31. 03. 2021 23:59 - Deadline for final theses (SS 2020/2021 - FEM) - type of study: master**

**Display and download files** (click to display/hide Help)

Instructions for submission of final thesis Attributes of final thesis Approval of assignment Situation check Display the assignment form Display additional information Release postponement

**Editing application** (click to display/hide Help)

Final thesis consultation Make changes in the assignment form Insert additional information Insert the thesis and the appendices Thesis submission

■ Back to my College  
■ Back to Personal administration

4. According to the procedure you are obliged to perform the following two steps before submitting your thesis:

- **Insert additional information**

- Additional information is considered to be: language of the thesis, title of the thesis, abstract, keywords and legal clause;
- Mandatory parts are: title of the thesis, abstract and keywords;
- The legal clause serves to list any restrictions that relate to dissemination of one's own work beyond the scope of copyright and higher education law. Based on it, the supervisor will assess the manner of secrecy of the work. However, most students leave the field *Legal clause* blank.

- **Insert a file with the thesis and appendices**

- Through this link you can insert your electronic version of your thesis together with the appendices;
- The application contains a form for inserting a file with the thesis and a form for inserting the appendices.

5. **PROCEDURE FOR INSERTING ADDITIONAL INFORMATION:**

a) Click on the icon *Insert additional information*. This option is in the application *Final theses* in section *Editing application*.



b) If you have not yet inserted all the additional information, you will see, except the basic information about the thesis etc., a red written warning about the incompleteness of the additional information. If you do have all the additional information inserted, you can move to the second step (*Insert the thesis and appendices*).

c) First, make sure you have selected the language of your thesis. If not, choose one of the options, which appear after clicking on the black arrow in section *Language of the final thesis*. Confirm your choice by clicking on "choose" and select English.

### Language of final thesis

Compulsory item of additional information is the language of final thesis. Select language from the list and click on the Choose button. Currently selected language of thesis: **English**.

English

### Language alternatives

The following table contains the information about filling in all individual items in all language variants. You can edit the information after pressing the button in the column Modify.

**The required additional information is thesis title, summary and at least three key words. You need to supply the information in all foreign language versions.**

Language	Title of the thesis	Summary	Key words	Modify
English	no	no	0	

- d) As was already mentioned, the mandatory parts in the additional information are the title of the thesis, the abstract and the keywords (at least three keywords have to be inserted). A table with language variants is displayed in section *Language alternatives*. For each variant, there is a record of whether, or not the relevant additional information is entered. To complete the non-entered information, click on icon in the column titled *Modify*.

- e) Now you can see a form for you to enter the additional information. Enter the title and abstract of your thesis into the appropriate field. After that insert, the keywords. If you would like to insert more than three keywords, click on the field *Add more keywords*.

#### Additional information about final theses



Use this application to insert additional information for the final theses. The following information is considered to be additional: language of the thesis, thesis title, summary, formula clause and key words.

#### Basic information

Basic information about a final thesis

Type of thesis:	Diploma thesis
Thesis title:	Staff Adaptation in the Selected Company
Written by (author):	Bc. Pavel Matějka
Thesis supervisor:	doc. Ing. Martina Fejfarová, Ph.D.
Modifications of author:	assignment is unlocked for editing by the author
State:	current theses

#### Additional information – English

Fill in the additional information in the language stated above. Name of theses in English needs to be recorded in compliance with language norms - all words start with capital letters, except for linking words, prepositions and articles, with the exception at the beginning of a sentence, or rather capital letter is put at the beginning of a sentence and in every important word.

#### Basic items

The compulsory items are the title of the thesis and the summary.

Title of the thesis:	<input type="text" value="Staff Adaptation in the Selected Company"/>	final thesis assignment form
Summary:	<div style="border: 1px solid black; padding: 5px;"><p>theoretical and practical parts. The theoretical part is based on studies of literature in order to create the theoretical basis of the work. It defines the basic concepts and starting points for the adaptation of new employees. The practical part is based on the outputs of quantitative/qualitative research. The practical part characterizes the selected company, analyzes the adaptation process, there was an evaluation of questionnaires and interviews from managers and employees who have completed the adaptation process. Weaknesses were identified through interviews with employees who had undergone the adaptation process and were, therefore, able to assess the correct use of previously defined tools. Furthermore, the fluctuation is calculated, and to reduce it, the most suitable tool/tactic for the given company is selected.</p></div>	

#### Key words

Fill in the following form with key words. The minimum is three key words. If you wish to add more key words, click on the Add more key words button.


<input type="text" value="onboarding process"/>
<input type="text" value="human resource management"/>
<input type="text" value="stabilization of employees"/>
<input type="text" value="employee"/>
<input type="text" value="onboarding program"/>
<input type="text" value="adaptation of employees"/>
<input type="text" value="adaptation tools"/>
<input type="text" value="fluctuation"/>
<input type="text" value="new employees"/>
<input type="text" value="working adaptation"/>
<input type="button" value="Add more key words"/>

- f) After entering all the required information click on the field *Save*.
6. If you receive a message in the entry of the additional information that the additional information is entered completely, you can proceed to the second step.

## 7. PROCEDURE FOR INSERTING A FILE WITH THE THESIS AND THE APPENDICES:

- a. Click on the icon ***Insert the thesis and appendices***. This option can be found in the application *Final thesis* in section *Author's Editing application*.
- b. If the thesis is not yet inserted, you will see, except the basic information about the thesis etc., a red written warning stating that the final thesis has not yet been submitted.
- c. This application has two parts. The first one is intended for inserting the final thesis (mandatory) the second one is intended for inserting the appendices (not mandatory). To insert the file with the thesis, click on the field *Choose file*. Look for the file with the thesis in your PC and click on *Open*. The file has to be in PDF format! After choosing the file click on the field *Insert the thesis*.
- d. If you would like to insert appendices, click on the field *Choose file* in section *Thesis appendices*. The procedure is the same as is for inserting the file with the thesis.

**Inserting the final thesis and its appendices**

 **Your password doesn't meet the security criteria and is too weak. Change your password here.**

The application enables entering and downloading of the final thesis and its appendices. The author is obliged to enter e-version of the final thesis to the information system. Optionally the thesis author may enter other appendices. Thesis defence presentation may be one of them. If you enter the presentation, mark the appendix as the final thesis defence presentation. You can do so in the application below.


**Basic information**

Basic information about a final thesis

Type of thesis:	Diploma thesis
Thesis title:	Staff Adaptation in the Selected Company
Written by (author):	Bc. Pavel Matějka
Thesis supervisor:	doc. Ing. Martina Fejfarová, Ph.D.
Modifications of author:	assignment is unlocked for editing by the author
State:	current theses

---

**Own thesis**

 **Inserting the thesis and appendices is incomplete.**

- **Thesis has not been inserted.**

To insert a file click on the Browse button and select the file you wish to insert. Click on the Insert the thesis button to confirm the insertion.

**It is possible to enter only files of PDF type. 50 MiB is the quota for inserting the final thesis.**

File:  Soubor nevybrán

---

**Thesis appendices**

Following table shows appendices to the supervised final thesis. If you wish to download the appendix, click on the icon in the column Appendix.

**Any types of file can be inserted. 200 MiB is the quota for inserting the appendices.**

Name	Attachment	Date of insertion
No suitable data found.		


To insert a file click on the Browse button and select the file you wish to insert. Click on the Insert the appendix button to confirm the insertion.

File:  Soubor nevybrán

---

**Defence presentation**

Author of the thesis may enter the final thesis defence presentation to the information system. The File is entered as the thesis appendix and is subsequently defined as defence presentation.

 **No thesis appendix was entered, it is not possible to set defence presentation.**

8. If a message appears stating that the final thesis and appendices were inserted and this step is complete, you can move to the actual submission of the thesis. This takes place through the application **Thesis submission**, which is in section *Editing application*.
9. Warning!!! After the thesis submission you will not be able to manipulate with the inserted thesis nor the additional information. At the same time by clicking the field *Submission of the final thesis* you confirm that you entered the additional information correctly and that the inserted electronic version of the thesis is identical with the paper version.
10. After clicking on the field *Submission of the final thesis*, the thesis will be marked as submitted and will be subject to a thesis comparison check (plagiarism check).

#### Thesis submission



After entering additional data and e-version of the final thesis to the information system the author is obliged to confirm correctness of the data filled in and to submit the final thesis. After confirmation of submitting it is no longer possible to work with the entered thesis and additional information.

#### Basic information

Basic information about a final thesis

Type of thesis:	Diploma thesis
Thesis title:	Staff Adaptation in the Selected Company
Written by (author):	Bc. Pavel Matějka
Thesis supervisor:	doc. Ing. Martina Fejfarová, Ph.D.
Modifications of author:	assignment is unlocked for editing by the author
State:	current theses

#### Completeness of final thesis

Next follows the information about the final thesis state.



#### Actions of the author

**Electronic version of the final thesis has not been inserted into the information system.**



#### Actions of the supervisor

**Final thesis opponents have not been designated.**

**The supervisor's review of the final thesis has not been inserted into the information system.**



#### Other transactions

**Assignment is approved.**



**Thesis has not been entered** - Final thesis has not been entered in the information system.

- [Back to Final thesis](#)
- [Back to my College](#)
- [Back to Personal administration](#)

11. Now you as a student are just wait for the supervisor to determine the opponent (if he has not already done so). Before entering the supervisor's opinion, a plagiarism check has to take place (control of conformity assessment of the theses).