

Manual for submitting student's final theses in a newly required PDF/A format

Starting from March 2017 all student's final theses need to meet required PDF archive format PDF/A in order to be successfully submitted in SIS. Bellow you'll find detailed instructions on how to proceed.

THESES WRITTEN IN COMMONLY USED MODERN WORD PROCESSORS

- Most modern word processors support export in PDF/A-1a format nowadays, therefore it shouldn't be much trouble obtaining the required format.
- All you need to do is to specify in advanced options that a PDF/A (-1a) export is desired.
- For each application or its version steps differ due to their different user interface. However, a detailed description of proceedings for the most commonly used editors can be found on following link: <http://cuni.cz/UK-8002.html>
- In case you have written your thesis in a text editor that does not support this kind of export, please try to copy the content of the file to a different text editor that does. We are recommending to use the application *LibreOffice Writer*, since it is free of charge and there is a manual available via the link provided above.
- If you are however still unable to export the thesis in the required format, you can try contacting a faculty employee on address studentskeprace@fsv.cuni.cz providing him/her with the file to be converted and additional information such as why the previous suggested steps have failed and your identification number of Charles University (situated on your student ID card bellow the photo). In case the file is too large to be sent via email, you can use our Google Form: <https://goo.gl/forms/fPI8bjAkeL7dD0yv1>

THESES WRITTEN IN LATEX (CONCERNS MAINLY STUDENTS OF INSTITUTE OF IES)

- If you did not succeed in exporting or converting the thesis into required format, you can send the thesis in the incorrect PDF format to Study office and we will try to convert it for you
 - o Depending on current demand, the conversion may take about 2 days to finish.
Please bear this in mind and send it sufficiently in advance.
- If you want to take this approach, **don't email your study officer**, but use our Google form on following address: <https://goo.gl/forms/fPI8bjAkeL7dD0yv1>.
 - o You would save us work by naming the file starting with your personal ID, e.g.: *12345678_diploma_thesis_text.pdf*
 - o Any relevant questions can be sent to: studentskeprace@fsv.cuni.cz

- o The conversion should be finished within two days and the results will be available in the following shared folder: <https://goo.gl/NY5h5Z>
- o After downloading the converted files, **please first check its contents and then upload it to SIS and submit your thesis.**