**SUBMITTING YOUR MASTER’S THESIS AT CHARLES UNIVERSITY**

All students who have spent at least one semester of their EuroPhilosophie study in Prague are required to submit their master’s thesis to Lenka Vinterova, administrative assistant of the programme. All documents are to be sent by email to [lenka.vinterova@fhs.cuni.cz](mailto:lenka.vinterova@fhs.cuni.cz).

1. **The following information or documents are required:**

1. The following information will need to be recorded in the information system of Charles University: ***title*** of your thesis (in original and in English), name of ***supervisor***, name(s) of ***assessor***(s) (rapporteurs), ***date of defense*** of your master’s thesis.

1. Once you have finished your thesis, please also submit the following:

* electronic ***pdf version*** of your thesis
* 2 ***abstracts*** (please include ***key words***)
* a signed ***declaration*** (please find the text below and choose the appropriate language version



How to submit the abstracts: the first abstract is in the language of your thesis, the second abstract is in English. The abstract/resume can be just a very short paragraph (of about 3 sentences) explaining very briefly what the master’s thesis is about. Please also include key words.

1. Please note that we can only close your student account ***after you have completed all study requirements***. This means that all your grades and credits for your complete EuroPhilosophie study and all the above mentioned documents relating to your thesis need to be recorded in the system. ***Your degree certificate cannot be ordered and issued before the account is closed.***

**Please send all the above data and documents and make sure that the coordinating university in Toulouse have received all your transcripts with your study results. Please provide all the documents by September 20th at the end of the M2 academic year.**