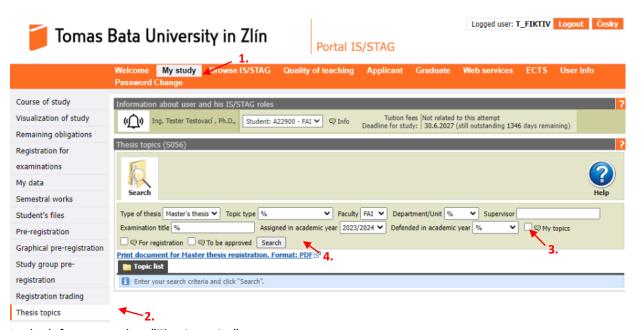
Adding assignment points to the BT/MT topic by the student in IS/STAG

When a framework topic is assigned to a registered student, a "Student Completed Topic" is automatically created. This topic can/must be edited by the student. After he/she is done editing, he/she approves the topic. The next person to approve the topic is the supervisor of the thesis under the role of teacher.

First you need to log in to IS/STAG: https://stag.utb.cz/portal

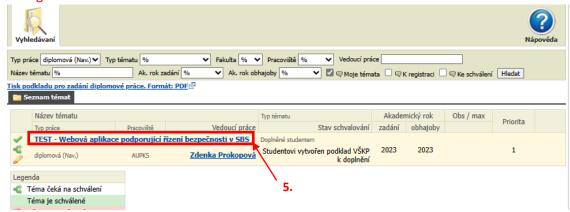


1. Then click on "My study" in the top menu (see 1)



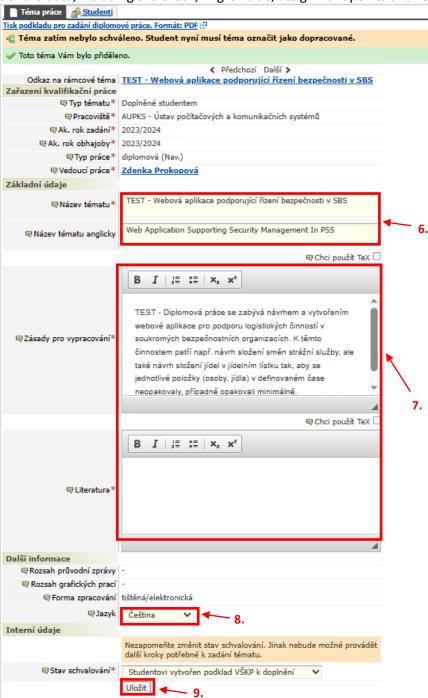
- 2. In the left menu, select "Thesis topics"
- 3. Select "My topics"
- 4. Then click on the "Search" button.

Due to the problematic simulation of a student studying an English SP (we do not have one created for simulation purposes), the following print screens will be from the Czech version - everything will be described in English.



5. Select the topic you need to edit and click on its name.

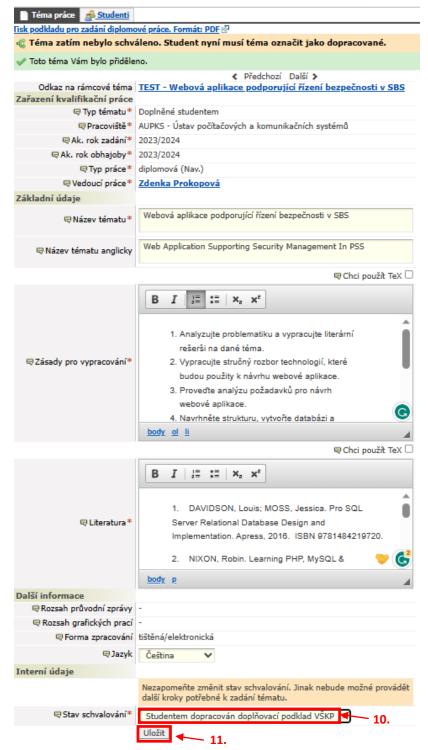
Most of the data, including the Czech, English title, assignment points and references can be edited...



- 6. It is possible to modify the topic titles please note that changes should only be made after consultation with the supervisor.
- 7. It is necessary to enter/modify the items "Principles for elaboration" and "References" it is advisable to consult with the supervisor.
- 8. If the thesis will be written in a language other than Czech (e.g. English), you can change it here.

 ATTENTION if it is a English study programme, the title, points and literature must be in English!
- 9. After editing, click on "Save".

ATTENTION!!! If you want to end your editing and move the topic to the leader for approval, change the status.



- 10. There is information about this in the orange box "Student has completed the supplementary material of the thesis".
- 11. To confirm, click on "Save".

Furthermore, the completed topic (basis for the assignment) must be reviewed and approved by the supervisor.

If the completed topic is rejected by the supervisor, the completion/editing process is repeated!