



Regulation name

Rules for Assigning, Preparing, Submitting, Archiving and Publishing Bachelor's, Master's and Rigorous Theses at the CZU

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Brief description

Regulation defines supervisor and consultant of final thesis, course of assignment, preparation and submission of final thesis, specification of content conformity check, preparation of supervisor's and reviewer's reports, defence of final thesis.

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Rector's Regulation

No.7/2026

Rules for Assigning, Preparing, Submitting, Archiving and Publishing Bachelor's, Master's and Rigorous Theses at THE CZU

Article 1

Introductory Provisions

- (1) This Regulation is valid for the Czech University of Life Sciences Prague (hereinafter referred to as "THE CZU") with the exception of the CZU Farm, THE CZU Forests and THE CZU Winery, and sets out the rules for the assignment, preparation, submission, archiving and publication of bachelor's, master's and rigorous theses (hereinafter referred to as "final theses") at its faculties and university institutes.
- (2) Where the term 'faculty' is used in this Regulation, it shall also refer to a 'higher education institute', and where the term 'dean' or 'dean of faculty' is used in this Regulation, it shall also refer to a 'director of a higher education institute', and all other provisions shall apply *mutatis mutandis* in the case of a higher education institute.

Article 2

Supervisor and consultant of the final thesis

- (1) Supervisors of final theses are members of the academic staff of the relevant faculty where the student working on the final thesis is enrolled for study.
- (2) In exceptional and justified cases, external experts not employed at THE CZU may also be supervisors of final theses. In these cases, the supervision of final theses is usually covered by a contract between the CZU and the employer of an external expert (e.g. an institute of the Academy of Sciences of the Czech Republic). External supervisors of final theses are appointed by the Dean by approving the assignment of the final thesis in the information system of the CZU.
- (3) The elaboration of the final thesis at a faculty other than the one where the student is enrolled may be permitted at the student's request by the Dean of the faculty where the student is enrolled for study.
- (4) The supervisor of the diploma thesis may only be an academic staff member (or an external expert according to paragraph 2 of this Article) with a scientific degree or the academic title "Doctor", an exception may be granted by the Dean in justified cases.
- (5) One academic staff member may supervise a maximum of 12 final theses (Bachelor's, Master's and rigorous theses) that are scheduled to be defended within one academic year. For study

programmes with an economic intensity coefficient of less than 1.5, this number may be up to a maximum of 15 final theses. In specific justified cases, the Dean may allow a higher number of supervised final theses.

- (6) In addition to the supervisor of the final thesis, an expert consultant may also be appointed, with whom the student consults the professional requirements of his/her final thesis. A student in a doctoral study programme or an external expert can also be appointed as a consultant. Multiple consultants can be appointed for one final thesis. The consultant of a final thesis may not simultaneously serve as the reviewer of that final thesis.

Article 3

Assignment of the final thesis

- (1) The selection of the topic of the final thesis and its assignment is governed by the rules and schedule of the faculty where the student is enrolled for study.
- (2) The assignment of the final thesis (hereinafter referred to as the "assignment") must be prepared on the official form of the CZU, in electronic form in the information system of the CZU.
- (3) After its completion, the assignment is electronically approved by the supervisor of the final thesis, the head of the department where the thesis is prepared, the guarantor of the study programme and the Dean of the faculty where the student is enrolled for study.
- (4) After approval, the assignment may be cancelled for serious reasons only, based on a written request from the student or the supervisor of the final thesis. The request is approved by the Dean. If the request is submitted by a student, its consideration requires a statement from the supervisor of the final thesis.
- (5) When the supervisor of the final thesis is changed, the approval of the assignment in the information system of the CZU is automatically cancelled and the entire approval process according to para. 3 of this Article must take place again. The change of the supervisor of the final thesis is not subject to para. 4 of this Article.

Article 4

Preparation of the final thesis

- (1) When working on the final thesis, the student follows the rules and schedule of the faculty where he/she is enrolled for study.
- (2) The language of the final thesis (hereinafter referred to as the "language of the thesis") is determined by the accreditation of the study programme that the student is studying. The language of the thesis is stated in the assignment and is binding on the student. Exceptions may be granted by the Dean in justified cases. Reviews of the final thesis are prepared and the defence of the final thesis is always conducted in the language according to the accreditation of the study programme.
- (3) During the preparation of the final thesis, the student is obliged to regularly consult their progress and partial outputs with the supervisor of the final thesis or the consultant. The Consultation module in the CZU information system can also be used for consultations.

Article 5

Submission of the final thesis

- (1) The student submits his/her final thesis in electronic and printed form.
- (2) The student uploads the electronic version of the final thesis in pdf format to the CZU information system. Attachments can be inserted separately if the final thesis contains them (e.g. project).
- (3) Together with the electronic version of the final thesis, the student uploads additional information to the CZU information system – the abstract of the thesis in the language of the thesis and in English, as well as key words in the language of the thesis and in English. If the final thesis is written in English, the student records additional information in English only.
- (4) The student also submits one copy of the final thesis in printed form bound in a bookbinding. The manner, place and time of submission shall be determined by the Dean in his/her Regulation. The printed copy is returned to the student after the final thesis defence.
- (5) The final thesis submitted by the applicant for defence is published for public inspection at the Student Affairs Department of the relevant faculty at least five working days before the defence.
- (6) The electronic version of the final thesis must be identical to the printed version, this conformity is confirmed by the student by confirming the declaration in the information system of the CZU when submitting the final thesis and by signing the declaration in the printed version of the final thesis.
- (7) After submitting the final thesis, the student still has a protection period of 24 hours, when he can cancel the electronic submission of the final thesis to the CZU information system and upload a new file. However, this is only if the deadline set by the faculty for the submission of the final thesis has not yet expired. After the expiry of this protection period, the student is not entitled to change the electronic version of the final thesis in the CZU information system in any way.

Article 6

Content similarity check

- (1) The electronic version of the final thesis is sent for content similarity check after it is uploaded to the CZU information system and the 24-hour protection period expires, during which the student is entitled to make corrections to the uploaded file.
- (2) The content similarity check is carried out through the Theses.cz portal, and its subject is to determine the similarity of the student's final thesis to texts authored by other authors. The result of the content similarity check is retrospectively displayed in the CZU information system and is accessible to the student, the supervisor of the final thesis, the head of the department and the relevant vice-dean. The result of the content conformity check is also displayed to the supervisor of the final thesis for the given thesis in the overall overview of final theses in the information system of THE CZU.
- (3) If the correspondence of the final thesis with the texts of another author is greater than or equal to 15%, it is the duty of the supervisor of the final thesis to comment on this agreement in his/her report. If the supervisor of the final thesis evaluates the final thesis as plagiarism, he/she will award the grade "failed" in the report.

- (4) Artificial intelligence based applications (hereinafter referred to as "AI tools") can only be used as an auxiliary tool in the research part of the final thesis, namely, to check grammar and stylistics, to design the structure of the text, to stylistically reformulate the text, or to search for sources.
- (5) AI tools are not admissible for formulating one's own results of the final thesis or for discussing and summarizing the conclusions of the final thesis. Any use of AI tools in parts of the final thesis other than those specified in paragraph 4 must be explicitly stated by the supervisor of the final thesis in its assignment.
- (6) If the student used the AI tools to create the content of the final thesis, he/she is obliged to cite this source in the final thesis. In such case, it is recommended to use a footnote explaining that the text was created or modified using an AI tool, specifying the manner in which the tool was used, ideally including the full wording of the prompt.
- (7) In the case of using AI tools, the student is obliged to supplement the standard declaration of originality of the final thesis with the following sentence: *I declare that I have used AI tools in accordance with the internal regulations of the university and the principles of academic integrity and ethics. Appropriate reference to the use of such tools is made in the thesis.*"
- (8) A similarity of more than 10% between the final thesis and texts of another author shall be understood as plagiarism, if such texts are listed in the work without proper citations.
- (9) A final thesis that matches the texts of another author to the extent of more than 20% and with proper citations is also considered plagiarism, as such citations are taken over as a compilation of processed coherent parts of another author.
- (10) A similarity of the final thesis to previously published texts of the author (e.g. bachelor's thesis) is not considered plagiarism. Such similarity (the sum of matches with individual works) must not exceed 40%.
- (11) A final thesis is also considered unsatisfactory if the text does not properly cite more than 10% of the bibliographic sources listed at the end of the final thesis in the list of information sources.
- (12) A final thesis is also considered unsatisfactory if more than 10% of the bibliographic sources properly cited in the text of the final thesis are missing from the list of references.
- (13) The decision on whether or not the final thesis can be considered plagiarism shall be made by the state examination committee, before which the student defends the final thesis.
- (14) If the final thesis is marked as plagiarism by the committee according to the previous paragraph, the student is given the grade "failed", and the whole case shall be handed over to the relevant disciplinary committee for resolution.
- (15) A case of plagiarism is referred to the Disciplinary Committee even if the student does not defend the final thesis in front of the committee during the state examination (e.g. due to the fact that the student withdraws from the state examination in advance).
- (16) Less serious misconduct, such as sporadic omissions of bibliographic references to another author's text or the absence of some bibliographic records cited in the text from the list of references, is penalised by a reduction in the grade of the evaluated final thesis.

Article 7

Final thesis reports

- (1) For each final thesis, a report of the supervisor of the final thesis and a report of the reviewer are prepared.
- (2) The appointment of the reviewer shall be the responsibility of the head of the department at which the final thesis is prepared. The reviewer must have a completed university education, at least in a master's degree programme.
- (3) The appointment of a reviewer is effectuated in the CZU information system, in which also a database of reviewers is kept.
- (4) The supervisor and reviewer of the final thesis follow the instructions and schedule of the faculty where the student is enrolled for study. Both reports are completed via an electronic form in the CZU information system, and upon final storage, the report shall be deemed electronically signed.

Article 8

Thesis defence

- (1) The defence of the final thesis is part of the state examination (hereinafter referred to as "SE") and takes place before the SE committee according to the rules of the relevant faculty.
- (2) The student is informed about the assignment to the SE Board through the CZU information system and also by e-mail automatically sent through the CZU information system.
- (3) The supervisor of the final thesis is informed about the assignment of the student to the SE committee through the CZU information system and also by e-mail automatically sent through the CZU information system (one e-mail for all SE boards tied to one milestone). Through the information system of the CZU, the supervisor of the final thesis is also informed about the result of the defence.
- (4) An overview of the defended final theses and the schedule of defences, including the name of the student, the study programme, the title of the final thesis and the supervisor of the final thesis, and the time and place of the defence are published in the public part of the CZU website, from the date of publication of the schedule of final thesis defences in the CZU information system.
- (5) Members of the SE board before which the defence will take place have the opportunity to familiarise themselves in advance with all information and uploaded files related to the final thesis through the CZU information system, from the day on which details of the SE board are published through the CZU information system. Member of the SE board are informed about the above option by an automatically generated e-mail from the CZU information system.
- (6) If the final evaluation of the final thesis defence is "failed", the final thesis concerned shall remain stored in the information system of the CZU, and for the new defence, the student shall upload a new file with the final thesis, including additional information.

- (7) The same procedure as in para. 6 of this Article shall also apply where the student is not admitted to the defence of the final thesis on the grounds that the final thesis was assessed with the grade "failed" both in the reviewer's report and in the supervisor's report.
- (8) If the defence does not take place due to the student's excused absence from the SE date (the final thesis defence is graded as "excused"), the final thesis shall remain stored in the CZU information system, and the student shall defend the same on one of the subsequent SE dates.
- (9) In the event that a student has entered a new study programme of study which he/she has not completed properly in the past within the meaning of Section 55 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Higher Education Act), as amended, he/she shall prepare, submit and defend a new final thesis. The degree of permissible similarity to the final thesis submitted for the previous study of the given study programme is governed by Art. 6 para. 10 of this Regulation.

Article 9

Access to final theses

- (1) All final theses that have been defended must be made available to the public through the CZU information system without undue delay. The obligation according to the previous sentence applies to all final theses that were defended within the SE after 1 January 2011.
- (2) The full version of the final thesis in pdf format, the assignment, the supervisor's report, the reviewer's name and report, and a record of the course and result of the defence are publicly available on the public information portal of the CZU information system. An exception applies to information for which access has been deferred pursuant to Article 10 of this Regulation.
- (3) Theses defended before 31 December 2010 may only be available to students, employees and the public in printed form or in electronic form on CD in the reading room of the CZU Library.
- (4) By submitting the final thesis, the author agrees to the publication of his/her thesis according to this Article, regardless of the result of the defence.

Article 10

Deferral of access to final theses

- (1) If, in the preparation of the final thesis, information is used that constitutes an obstacle to making the final thesis available to the public (e.g. classified information under a special legal Regulation, information subject to copyright protection under a special legal Regulation or trade secret, etc.), where possible, the author of the final thesis should proceed in such a manner that such information or the key to it is included in the annex to the final thesis, thereby making it possible to defer access only to that annex, not the final thesis as a whole.
- (2) In particularly justified cases, if the final thesis contains information that constitutes an obstacle to making the final thesis available to the public, the Dean may decide to defer access to the final thesis or part thereof to the public for a maximum period of five years.
- (3) Before the thesis assignment is created, the student shall inform the Dean or the Vice-Dean authorised by the Dean in writing of the fact that the information that constitutes an obstacle to

making the final thesis available to the public will be used in the thesis. If these facts appear later, the shall do so immediately after the facts are discovered.

- (4) The Dean may also decide to defer access to the final thesis to the public on the basis of a written request. The request must be submitted by the author of the final thesis through the Student Affairs Department of the faculty where the student is enrolled for study, no later than two months before the deadline for submitting the final thesis. The request must include an opinion of the supervisor of the final thesis and a statement of the provider of the information according to the previous paragraph, specifying which information provided by him/her constitutes an obstacle to access. The request must state the period for which the applicant is requesting deferral of access to the final thesis to the public and which does not exceed the maximum period specified in paragraph 2 of this Article, and the justification for requesting the deferral. In his/her decision, the Dean may adjust the length of the deferral and the justification at his/her discretion. However, the length of the deferral in such case shall not exceed the maximum period referred to in paragraph 2 of this Article.
- (5) Deferral of access to the final thesis by the public can only be entered into the CZU information system by persons who have been granted special authorisation. Along with the entry concerning the deferred public access to the final thesis, such persons shall also enter the date until which access is deferred and the reason for the deferral.
- (6) The date until which access to the final thesis is deferred is derived from the date of the final thesis defence. The aforesaid date, together with the justification for the deferred access to the final thesis, is displayed in the CZU information system in the locations where the final thesis is otherwise accessible.

Article 11

Archiving of final theses

- (1) Final theses defended after 1 January 2011 are archived within the CZU in electronic form through the CZU information system, while the deadlines for archiving are determined by the CZU Filing and Shredding Rules, as amended.

Article 12

Transitional and final provisions

- (1) The provisions of Article 2 shall not apply to final theses that were assigned before the entry into force of this Regulation.
- (2) This Regulation shall enter into force and effect on the date of its promulgation.

(3) This Regulation shall repeal the Rector's Regulation No. 5/2019.

Prague, 28 April 2026

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