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# Rules for assigning, preparing, submitting, archiving and publishing Bachelor and Master's theses at CULS

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UNOFFICIAL TRANSLATION

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## Article 1

### Introductory Provisions

- (1) The purpose of this Directive is to define the rules for assigning, processing, submitting, archiving and publishing Bachelor and Master's theses (hereinafter the "theses") at the Czech University of Life Sciences Prague (hereinafter "CULS"), its faculties and the university institution.
- (2) If the term "faculty" is used in this Directive, this shall also mean a university institution, and if the terms "dean" or "dean of a faculty" are used in this Directive, this shall also mean a director of a university institution and all other provisions shall be used similarly for a university institution.

## Article 2

### Thesis Supervisor and Consultant

- (1) Thesis supervisors are academics of the relevant faculty/institute at which the students preparing their theses are enrolled for study.
- (2) At the request of the student, preparation of a thesis at a different faculty than where the student is enrolled for studies may be permitted by the dean of the faculty where the student is enrolled for study.
- (3) A thesis supervisor may only be an academic with a scientific degree or academic title of "doctor". The dean may grant an exception in justified cases.
- (4) One member of the academic staff may be the head of a maximum of 12 theses (bachelor and master's in total) whose defence is planned within one academic year. At the Faculty of Economics and Management, this may amount to as much as 25 theses. In specific substantiated cases, the dean MAY permit a higher number of supervised theses.
- (5) In addition to the thesis supervisor, a professional consultant with whom the students consult the professional requirements of their theses may also be determined. Students in the Ph.D. study programme or external experts may also be appointed supervisors. Several consultants may be appointed for one thesis. The thesis consultant cannot be the opponent of the thesis.

Article 3  
**Thesis Assignment**

- (1) Choosing a topic for a thesis and assignment thereof is governed by the rules and time schedule of the faculty where the student is enrolled for study.
- (2) Assignment of a thesis (hereinafter the “assignment”) must be prepared on an official CULS form in electronic form in the University Information System (hereinafter “UIS”).
- (3) After its completion, the assignment shall be electronically approved by the thesis supervisor, the Head of the Department at which the thesis is prepared and the dean of the faculty where the student is enrolled for study.
- (4) After approval, an assignment may only be cancelled on serious grounds on the basis of a written request of the student or thesis supervisor. The request is approved by the dean. If a student is submitting a request, a statement from the thesis supervisor will be required for its consideration.
- (5) In the event of a change in the thesis supervisor, the assignment shall be automatically cancelled in the UIS and the entire approval process pursuant to paragraph 3 of this Article must be done again. Paragraph 4 of this Article does not apply to a change to the thesis supervisor.

Article 4  
**Thesis Preparation**

- (1) When preparing their theses, students must adhere to the rules and time schedule of the faculty at which they are enrolled for study.
- (2) The thesis preparation language (hereinafter the “thesis language”) is given by the accreditation of the study programme that the student is studying. The thesis language is specified in the assignment and is binding for the student. The dean may permit exceptions in justified cases.
- (3) When preparing their theses, students shall be obliged to regularly consult their progress and partial outputs with their thesis supervisor or consultant. The Consultation Module in the UIS may also be used for consultations.

Article 5  
**Thesis Submission**

- (1) Students shall hand in their theses in electronic and printed form.
- (2) Students must upload electronic versions of their thesis in pdf format to the UIS as a file with a maximum size of 10 MB. Annexes can be uploaded separately if contained in the thesis (e.g. project).
- (3) Together with the electronic version of the thesis, the student shall also upload to the UIS additional information – thesis abstract in the thesis language and in the English language, as well as keywords in the thesis language and in the English language. If the thesis is written in the English language, the student shall only upload the additional information in the English language.

- (4) The student shall also submit two copies of the thesis in printed form bound in a book binding. The manner, place and time of submission are determined by the dean via his ordinance. After the thesis defence, one copy of the thesis will be returned to the student and the other will remain stored at the respective department. If a student is permitted to postpone publication of his or her thesis pursuant to Article 10, pursuant to this paragraph, the number of submitted copies of the thesis in printed form shall be increased by one copy.
- (5) The electronic version of the thesis must be identical to the printed version. The student shall confirm such conformity by confirming a declaration in the UIS when the thesis is submitted, and by signing the declaration in the printed version of the thesis.
- (6) After submitting the thesis, the student will have a protective period of 24 hours during which he or she may cancel the electronic thesis submission to the UIS and upload a new file, but only if the final deadline given by the faculty for thesis submission has not yet expired. After expiration of the protective period, the student shall not be entitled to in any way change the electronic version of the thesis in the UIS.

#### Article 6

#### **Checking of Content Conformity**

- (1) After being uploaded to the UIS and the expiration of the 24 hour protective period in which the student is entitled to make corrections to the uploaded file, the electronic version of the thesis will be sent for checking of content conformity.
- (2) The checking will be carried out via the Theses.cz portal and its subject is to ascertain the conformity of the student's thesis with the texts of other authors. The results of the check will be retroactively displayed in the UIS and are accessible to the student, thesis supervisor, Department Head and the respective Vice-Dean. The results of the check will also be displayed to the thesis supervisor for the relevant thesis in the overall overview of the thesis in the UIS.
- (3) If the conformity of the thesis with texts of a different author is greater than or equal to 20%, the thesis supervisor shall be obliged to make a statement regarding this conformity in his or her evaluation.
- (4) Plagiarism is considered conformity of the thesis with texts of a different author greater than 20%, if the texts in the thesis do not have proper citations.
- (5) Plagiarism is not considered conformity of the thesis with previously published texts of the author (e.g. bachelor's thesis). The size of such conformity (sum of conformities with individual works) must not exceed 40%.
- (6) The decision of whether or not the thesis can be considered plagiarized shall be made by the final state exam committee before which the student will defend his or her thesis.
- (7) If the thesis is considered plagiarized by the committee according to the previous point, the student will be granted a rating of "unsatisfactory" and the case will be given to the relevant disciplinary committee.
- (8) The plagiarism case will be submitted to the disciplinary committee even if the student does not defend his or her thesis before the committee during the final state exam (e.g. if the student withdraws from the final state exam sufficiently in advance).

Article 7  
**Thesis Evaluations**

- (1) An evaluation by the thesis supervisor and the opponent shall be completed for each thesis.
- (2) The head of the department at which the thesis being written is responsible for appointing the opponent. The opponent must have completed at least a master's degree.
- (3) When preparing their evaluation, the thesis supervisor and opponent shall follow the instructions and time schedule of the faculty at which the student is enrolled for study. Both evaluations shall be filled-in via an electronic form in the UIS. The thesis supervisor the opponent shall also submit one copy of the evaluation confirmed by their hand written signatures.

Article 8  
**Thesis Defence**

- (1) The thesis defence is a part of the final state exam (hereinafter "FSE") and takes place before the FSE committee according to the rules of the relevant faculty.
- (2) The student will be informed about his or her assignment to the FSE committee via the UIS, and also via an email automatically sent via the UIS.
- (3) The thesis supervisor will be informed about assignment to the FSE committee via the UIS and also via an email automatically sent through the UIS (one email for all FSE committees bound to one milestone). The thesis supervisor will be informed about the outcome of the defence via the UIS.
- (4) An overview of defended theses and a time-schedule of defences, including the name of the student, field of study, name of thesis and the thesis supervisor, and the time and place of the defence, are published on the CULS website from the date of the publication of the breakdown of theses defences in the UIS.
- (5) The members of FSE committee before which the defence will take place will be able to become familiarized with all information and uploaded files relating to the relevant thesis beforehand via the UIS from the date when the relevant committee is publicized via the UIS. They are informed about this possibility automatically via an automatically generated email from the UIS.
- (6) If the final evaluation of the thesis defence is "unsatisfactory", the thesis will remain in the UIS and the student will upload a new file with a thesis for a new defence, including additional information.
- (7) The same procedure that is specified in paragraph 6 of this Article will also be maintained if the student is not allowed to defend his or her thesis if the thesis is evaluated as "unsatisfactory" in the evaluation of the opponent and thesis supervisor.
- (8) If the defence does not take place due to the student being excused from the FSE date (the evaluation of the thesis defence is "excused"), the thesis shall remain in the UIS and the student will defend it on another FSE date.

Article 9  
**Thesis Publication**

- (1) All theses that were defended must be published via the UIS. The publication obligation pursuant to the previous sentence shall apply for all theses that were defended within the FSE after 1 January 2011.
- (2) The following are made public on the UIS portal of public information: type of thesis, name of thesis, author, thesis supervisor, guaranteeing worksite, opponent, date of defence, thesis language, thesis abstracts and keywords. These data are available in the thesis language and in the English language (if theses are prepared in the English language, then they are only available in the English language). Based on these parameters, it is possible to sort and search for the theses on the website.
- (3) Full versions of the thesis in pdf format, assignment, supervisor's review, the name and a review of the opponent and the outcome of the defence are available for UIS users who are logged in. Exceptions are information for which publication is postponed pursuant to Article 10 of this Directive.
- (4) For those interested outside of CULS, information pursuant to paragraph 3 of this Article is accessible on the basis of a request sent to the CULS Helpdesk.
- (5) Theses defended by 31 December 2010 may only be available to students, staff and the public in printed form or electronically on a CD in the SIC study hall.
- (6) By submitting his or her thesis, the author agrees with the publication of his or her thesis pursuant to this article, regardless of the results of the defence.

Article 10  
**Postponement of Thesis Publication**

- (1) If classified information is used in a thesis under a special legal regulation, or information whose publication the provider does not wish (e.g. trade secrets, etc.), if possible, the thesis author should proceed so that the classified information or the key to the information is part of the attachment, and it is therefore possible to conceal only the attachment and not the work as a whole.
- (2) In particularly justified cases, the dean may authorize the postponed publication of a thesis for a maximum of 3 years.
- (3) Before the assignment is created, the author of the thesis or the thesis supervisor shall inform the dean or his authorized vice dean in writing of the fact that in the thesis shall be used classified information or information whose publication the provider is refusing. If these facts come to light later, then immediately after they are ascertained.
- (4) The dean shall decide on postponement of publication of a thesis on the basis of a written request. Such a request must be submitted by the author of the thesis or the thesis supervisor via the Department of Studies of the faculty where the student is enrolled for study, at the latest on the date set for submitting the thesis. The request shall specify the period for which the applicant requests the postponement of the thesis publication and the reasoning for why the postponement is being requested. If the request is submitted by the author of the thesis, it shall also include a statement by the thesis supervisor. In his decision, the dean may modify the length of the postponement and reasoning at his own discretion.

- (5) Postponement of thesis publication can only be entered in the UIS by persons who have been granted special authorization. Together with the entering the postponement of the publication, they shall also enter the date until which the publication is postponed and the reason why.
- (6) The date until which the publication is postponed is derived from the date of the thesis defence. Together with the reasoning for why the publication is postponed, this date shall be displayed in the UIS in areas where otherwise confidential files are accessible.
- (7) Postponement of a publication is possible for full thesis texts and attachments. Each of these items can be concealed separately independent of others, while attachments of theses may be concealed for a period longer than 3 years.
- (8) At the latest 2 weeks after the defence, the faculty shall submit a thesis for which postponement of publication is permitted to the Department of Studies of the Rectorate, in an envelope on which shall be specified the following: the name of the university, the name of the faculty, the name and surname of the author of the thesis, the programme of study/field in which the work was defended, and on the envelope shall be written: "Do not open". The faculty shall also provide a list of such submitted theses, which shall contain all of the aforementioned data.
- (9) The Department of Studies of the Rectorate shall seal the envelopes and ensure that the theses are submitted to address of the Director of the Department of Higher Education of the Ministry of Education, Youth and Sports (hereinafter "MEYS"). The Department of Studies of the Rectorate also keeps records of all theses submitted to MEYS in this manner.
- (10) After the expiration of a three-year period, the theses shall be returned from MEYS to CULS. The Department of Studies of the Rectorate shall then ensure that the theses are immediately returned to the faculty.

#### Article 11 **Thesis Archiving**

- (1) Theses defended after 1 January 2011 are archived at CULS electronically via the UIS.
- (2) Printed versions of theses are archived at departments. The dates for archiving are determined by the CULS Nomenclature and Document Destruction Regulations, as amended.

#### Article 12 **Interim and Closing Provisions**

- (1) The provisions of Article 2 do not apply to a thesis that was assigned before this Directive came into effect.
- (2) This Directive shall become valid on the date it is published.
- (3) This Directive comes into effect on 1 September 2017.
- (4) This Directive cancels Rector's Directive No. 3/2016.

In Prague, on 20 April 2017

prof. Ing. Jiří Balík, CSc. dr. h. c., Rector