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# Dean's Directive No. 14/2017

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Název:	<b>Rules for listing, registration, submission and publication of final theses</b>
K provedení:	Article 12 of the Study and Examination Regulations of Charles University and Article 9 Directive of the Rector of Charles University No. 72/2017
Účinnost:	<b>1 January 2018</b>

## Rules for listing, registration, submission and publication of final theses

### Art. 1: Introductory provisions

For the implementation of Article 12 of the Study and Examination Regulations of Charles University (hereinafter referred to as "SER CU") and Article 9 of the Directive of Rector of Charles University No. 72/2017 (hereinafter referred to as "MR"), I issue this Directive, which supplements and specifies procedures concerning listing, submitting, registration and making available the electronic form of final theses at the Faculty of Humanities of Charles University (hereinafter referred to as the "Faculty").

### Art. 2: Faculty coordinator and specification of the roles of the departments of the faculty and authorized persons

1. In accordance with the MR, the Dean appoints a faculty coordinator for the area of registration and publication of final theses.
2. The activity of the faculty coordinator is outlined in the MR. The faculty coordinator also:
  - a. regularly informs the management of the faculty about the status of the registration of final theses;
  - b. collects suggestions and comments on the registration and publication of final theses from the faculty's workplaces and from the faculty management and, after evaluation at the faculty, forwards them to the Department of Computer Science of Charles University;
  - c. gives instructions for the performance of relevant tasks in the registration and publication of the electronic form of final theses to the faculty staff and controls the processing of these tasks.
3. The Faculty Coordinator is the contact person for students in case of problems with inserting the thesis attachment into the Study Information System (hereinafter referred to as "SIS"). With other questions, students turn to their supervisors / supervisors or to the scientific and pedagogical workplace of the faculty, which has listed the relevant topic of the thesis. The name of the faculty coordinator, including contact details, is listed on the faculty website.
4. Guarantors of study programs (hereinafter referred to as "guarantors") are responsible in particular for:
  - a. listing of topics of works,
  - b. assignment of work topics to students,
  - c. recording the date of submission of the paper form of the work and checking the requisites of the submitted work according to Article 4,
  - d. checking the work record and finalizing it (ie confirming the completeness of the work record for publication) in the SIS.Guarantors may entrust the performance of these activities to one or more faculty staff.
5. The head of the relevant secretariat (bachelor's, master's, doctoral studies) is mainly responsible for:
  - a. correctness and completeness of the register of applications for the defense,
  - b. correctness and completeness of the entered results of the defenses in the study obligations in the SIS and in the student's file documentation, including a record of the course of the defense.The head of the relevant secretariat may entrust the implementation of these activities to one or more faculty staff.

### Art. 3: Listing topics, assignment

1. Individual scientific and pedagogical workplaces of the faculty, resp. staff authorized by the guarantor, list the topics of the work via the SIS. The student can design the topic of the work himself and can individually contact any faculty

teacher who he can ask to lead his work. If the supervisor / supervisor agrees with the student, the supervisor / supervisor will then write a new topic in the SIS himself or through an authorized faculty member. If the supervisor / supervisor is not a faculty teacher, the guarantor decides on the list of topics and is later listed in the SIS by the guarantor or an employee authorized by him.

2. The student registers electronically in the SIS on the topic listed in the SIS. The supervisor / supervisor confirms in the SIS the assignment of the work to the given student. From this moment on, the assignment of work to the student is binding. At least 6 months must elapse between the assignment of the thesis and its defense. The change of the topic of the thesis is then possible only on the basis of a written request of the student, which is assessed by the relevant study vice-dean.
3. The rule set out in Article 3 (1) shall apply mutatis mutandis to dissertations. The topic of dissertations of first-year students of doctoral study programs is approved annually by the study council. The subject council also approves trainers. Any change in the topic of both the dissertation and the supervisor is subject to the approval of the subject council.
4. From the moment of the binding assignment of the work, the student has the opportunity to edit only some data about the work in the SIS. At the same time, it is possible to store the electronic version of the work, its appendices and abstracts via the SIS.

#### **Art. 4: Requirements, formal arrangement and submission of work**

1. The work must meet the requirements of a professional text and must have an excellent language level. If it is not a bachelor's thesis, the thesis must contain an abstract in the Czech language or in the language in which the study program in which the student is enrolled is carried out. The thesis must also contain an abstract in English. Abstracts must be entered in the SIS together with the electronic version of the work. The thesis must also contain a summary of the conclusions of the thesis, a list of used literature or other cited sources (including eg websites).
2. The thesis must contain a signed binding statement on the following facts:
  - a. the student prepared the work independently,
  - b. all sources and literature used have been duly cited,
  - c. the work was not used to obtain another or the same title.
3. Samples of the title pages of the theses and the text of the binding statement can be downloaded from the faculty website.
4. The final thesis is submitted by the student within the deadline determined by the schedule of the academic year according to the corresponding planned date of the defense, in two forms:
  - a. In the case of bachelor's and master's theses, two copies in paper form, in the case of dissertations, three copies in paper form are submitted by the student at the scientific-pedagogical workplace where the work was assigned to the student. The statement stated in the thesis according to Article 4, paragraph 2, the student signs himself / herself before submitting the thesis.
  - b. The electronic version of the thesis (identical to the paper version), unless precluded by its nature (see MR), is entered by the student via SIS.
5. The deadline for submitting the work in paper and electronic form is the same. The work is considered submitted if the student submitted both forms of work within the deadline.
6. The deadline for submitting the dissertation is at least 6 months before its planned defense.
7. The student is responsible for the accuracy and completeness of the submitted electronic form of the work and its appendices and for the compliance (especially the content) of this form with its paper form. Serious content discrepancy between the electronic and paper form of the work may be a reason for initiating disciplinary proceedings.
8. For fields of all types of study, only final theses written in the language of instruction of the given field can be accepted for defense. Any exception may be granted only by the relevant study vice-dean of the faculty on the basis of a proper written request from the student. This rule does not apply, they were interuniversity studies.
9. In the event that a student finds out after submitting the electronic form of the work in the SIS that he needs to make additional changes in the electronic form of the work, he will ask the relevant scientific-pedagogical department of the faculty to unlock the record of work in the SIS for editing. Unlocking the thesis is only possible by the deadline set by the schedule for submitting the thesis for defense.

#### **Art. 5: Application for the defense**

1. The deadline for submitting an application for defense is given by the schedule of the academic year.
2. The application form for the defense can be printed via the SIS. The completed and signed application is submitted by the student to the authorized employee of the relevant scientific and pedagogical department of the faculty.
3. Confirmation of the student's registration for the defense of the thesis is conditioned by the submission of the thesis in paper and electronic form. The authorized employee shall record in the SIS the date of submission of the paper form of the work. The SIS automatically records the date of submission of the electronic version of the work. The authorized employee of the relevant scientific and pedagogical workplace shall check the requisites of the submitted work referred to in Article 4 and record the result of this check in the SIS. On the basis of this information specified in the SIS and on the basis of other facts decisive for the possibility of submitting an application for defense (especially pursuant to Article 9, paragraphs 8 and 9 of the SER CU), the authorized employee will confirm or not confirm the student's application for defense.

## **Art. 6: Defense**

1. The paper version of the submitted work will be available for inspection at least 5 working days before the defense, namely:
  - a. bachelor's thesis at the secretariat of the bachelor's study,
  - b. diploma theses at the secretariats of individual departments,
  - c. dissertation work at the secretariat of doctoral studies.
2. The selected employee of the relevant scientific and pedagogical department of the faculty is authorized to collect, store and make accessible the final theses for these purposes.
3. Extracts, transcripts or copies of the work made available in accordance with the procedure referred to in Article 6 (1) may be obtained at their own expense in electronic or paper form.
4. The supervisor / supervisor and the opponents of the thesis will get acquainted with the electronic form of the work in the SIS. The relevant scientific and pedagogical department may ensure that the paper form of the thesis will also be available to the supervisor / supervisor and the opponents, but this is not a condition. The paper version of the thesis will be available during the defense of the thesis.
5. After the submission of the thesis, electronic forms of the supervisor's / supervisor's report and the opponents' reports will be added to the record of the work in the SIS, namely:
  - a. at least 3 working days before the defense of the bachelor's or master's thesis;
  - b. at least 7 days before the dissertation defense.
6. In justified cases and in agreement with the managers of the relevant scientific and pedagogical establishments, the authorized staff member may enter in the SIS the opinion of the supervisor / supervisor or the opponent on his behalf.
7. The supervisor / supervisor and the opponents submit the originals of the signed reports in paper form to the secretariat of the relevant scientific and pedagogical workplace. These will then be based on the student's file documentation.
8. After the defense, the authorized staff member shall enter a record of the progress of the defense in the SIS.

## **Art. 7: Review and publication of work**

1. After the defense of the thesis, the author of the thesis has the opportunity to insert a file with possible errata of the thesis in the record of the thesis in the SIS, no later than 15 days after the defense.
2. After defending the thesis, the authorized employee in the SIS will check the completeness of the record of the work, including the attached files in terms of requirements for publishing the electronic form of the work and check the compliance of the Czech and English title of the work with the paper form of the work. After the inspection, it will confirm the record of work for publication by performing the so-called finalization, no later than 21 days after the defense.
3. After finalization of the record of work and expiration of the deadline according to the OR, the electronic version of the work will be automatically sent to the university repository for publication and the record of work will be exported to the library system, where library staff will be supplemented with the necessary data. One copy of the paper form of the thesis will be handed over by the relevant department to the faculty library within 21 days of the defense.
4. It is possible to postpone the publication of the work in accordance with the procedure specified in the Commercial Register via the SIS no later than on the day of the defense.
5. The control of the similarity of the text of the thesis compared to the database created and maintained within the interuniversity project Theses.cz will be performed automatically after the submission of the electronic form of the thesis, within one working day from the submission of the thesis. The result of the check will be available for the SIS job record to the student, the supervisor / trainer and the opponents.

## **Art. 8: Final provisions**

1. This Directive shall come into force on the day on which it is signed.
2. This Directive shall take effect on 1 January 2018.
3. This Directive repeals the Dean's Directive No. 8/2016 as of the date of its entry into force.

Prague, 20 December 2017

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*Dean*