DEAN’S MEASURE # 22/2017

Rules for recording, submitting and publishing theses

To implement art. 18a par. 1 of the CU Study and Examination Code, (hereinafter “SZŘ UK”), art. 7 of the CU Rigorosum Examination Code (hereinafter “RŘ UK”), the Dean’s Measure titled Accessing the Electronic Database of Final Papers¹ (hereinafter “OR ZEDZD”), the CU Rules for Organization of Studies at the Faculty of Science and CU Rules for the Organization of Post-Master’s State Examinations at the Faculty of Science, I hereby issue this measure, which supplements and specifies the procedures for listing topics and submitting, recording and accessing theses.

Art. 1 Introductory Provisions

1. Theses are considered to be bachelor’s, master’s, post-master’s and doctoral work pursuant to Section 45 par. 3, Section 46 par. 3 and 5 and Section 47 par. 4 of the Universities Act, as currently amended. Work is conducted in both electronic and printed paper form.

2. The student or participant in post-master’s proceedings (hereinafter the “student”) is responsible for submitting the electronic and printed paper versions of the work as well as the completeness of the work entered into the study information system (hereinafter “SIS”) and its consistency with the submitted printed paper form; the faculty is responsible for publication of the work.

3. In accordance with art. 8 par. 1 of OR ZEDZD, the Dean shall appoint a faculty coordinator for recording and publishing theses.

4. The activity of the faculty coordinator is generally outlined in OR ZEDZD². In particular, the Faculty coordinator:

   a) communicates in matters pertaining to the recording of theses with the person designated by the CU Institute of Computer Technology (hereinafter “ÚVT UK”);
   b) regularly notifies faculty management of the status of thesis records;
   c) collects comments and suggestions regarding the recording and publication of theses from faculty departments and faculty management and, following assessment at the faculty, passes these on to ÚVT UK;
   d) coordinates faculty activity related to recording and publishing theses in cooperation with ÚVT UK, i.e. issues instructions to faculty staff for carrying out particular tasks related to the recording and publishing of theses in electronic form according to paragraphs 3 to 5, and monitors the performance of these tasks;
   e) prepares requests for the submission of work in other than the approved format according to OR ZEDZD³.

5. The Faculty coordinator is not a contact person for students. Students should address any questions to their supervisors or the department that approved the particular thesis topic. The name of the faculty coordinator, including contact information, is listed on the website of the Study Department.

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¹ As of the issue date of this Dean’s Measure, this means Dean’s Measure No. 13/2017
² As of the issue date of this Dean’s Measure, this means art. 8 par. 2 and par. 3 of Dean’s Measure 13/2017
³ As of the issue date of this Dean’s Measure, work formats are specified in art. 5 of Dean’s Measure 13/2017
Part I.
Bachelor’s and Master’s Theses

Art. 2 Responsibilities and authority of faculty staff

1. The heads of departments and directors of institutes (hereinafter “departments”) in cooperation with guarantors of study programs/fields (hereinafter the “guarantor”) are particularly responsible for:
   a) listing thesis topics;
   b) assigning thesis topics to students;
   c) checking requisites of submitted work pursuant to art. 5 par. 3 of this measure and recording the submission date of the printed paper version of the thesis;
   d) checking thesis records (i.e. confirming that the thesis record is complete so that it may be published) in SIS, promptly entering assessment of the thesis in SIS – in cooperation with guarantors, thesis supervisors and readers;
   e) granting access to the written version of the thesis before the defence, possibly providing materials (printed paper version of the thesis, electronic version of the thesis, assessments of the thesis, etc.),
   f) handing over the thesis to the library of the section or Institute of Environmental Studies (hereinafter the “library”).

Department heads may entrust one or more department employees to carry out these activities (hereinafter the “designated person”).

2. The guarantor is responsible for ensuring that the proposal of the thesis supervisors and topics correspond to the focus and requirements of the particular program/field. In particular the guarantor:
   a) approves the assignment of bachelor’s and master’s theses;
   b) approves the reader of the thesis, taking into account the proposal of the thesis supervisor.

3. In accepting his/her role, the thesis supervisor expresses an obligation to cooperate with the guarantor and the head of the department. The supervisor and the reader enter their assessment in SIS. A designated person may enter the assessment of an external reader in SIS.

4. The chairpersons of the state final examination committees are responsible for keeping records of state final examinations, either “Defence of Bachelor’s Thesis” or “Defence of Thesis” (hereinafter “record of the course of the defence”) by uploading the signed original assessments of the thesis supervisor and reader along with the record of the course of the defence to SIS and for delivering it to the Study Department within the deadline specified in the schedule for the academic year.

5. The head of the Study Department is particularly responsible for:
   a) confirming the completeness of the thesis record so that it may be published in SIS and confirming the finalization of the thesis – in cooperation with department heads and guarantors;
   b) the accuracy and completeness of the uploaded results of the defence in the SIS study requirements and in the student file, including assessments and the record of the course of the defence in cooperation with the chairpersons of the state final examination committees.

6. The head of libraries is responsible primarily for:
   a) depositing the printed paper form of the thesis that was defended;
   b) cataloguing the printed paper form of the thesis, or supplementing the automatically generated catalogue record with library data;
   c) complying with deadlines for publishing the thesis.
The handling of the thesis is subject to current methodological instructions posted on the Study Department website.

Art. 3 Listing topics, assigning theses

1. In cooperation with the guarantor and department heads, the thesis supervisor lists possible thesis topics in SIS. A thesis may only be listed as part of an accredited study program/field in affiliation with the department. Once a thesis has been definitively assigned to a student it is possible within the scope of the topic to change the name of the work. Approval of an external co-worker in the role of thesis supervisor is within the authority of the guarantor. The listing and approval of thesis topics takes place at the times specified in the schedule for the academic year.

2. The student registers for a thesis topic listed in SIS according to his/her study plan at the time specified by the schedule for the academic year. If the thesis supervisor approves the choice, he/she will confirm the assignment of the thesis topic to the given student in SIS. The guarantor or designated employee will print out a thesis assignment protocol stating the name of the student, thesis supervisor, department, language of the thesis and topic. The assignment of the thesis is approved upon the signature of the guarantor. Following approval by the guarantor, the assigned thesis is binding for the student. The assignment of the thesis is then delivered by the guarantor or designated person to the Study Department to be added to the student file.

3. A change in thesis topic or thesis supervisor is only possible through a written request by the student that, based on a statement of the thesis supervisor and guarantor, must be approved by an Assistant Dean designated by the Dean. The request must always contain information on the affiliation of the new thesis to a specific department, and in the event of a change in thesis supervisor, also the approval of the original and new thesis supervisor. The approved change is entered into SIS by the Study Department by archiving the original thesis and filing the request in the student’s file, of which both the student and guarantor are notified by e-mail. Partial modification of the title reflecting development of the project does not constitute a change in topic.

4. A change in the language of the thesis is only possible with the approval of the thesis supervisor and the guarantor. In SIS, a change in language is entered by the guarantor or designated person.

Art. 4 Requirements, formal layout, and submission of the thesis

1. The thesis must meet the requirements set forth by SZŘ UK and the internal regulations of the faculty and guarantor, and it must meet the requirements of a professional text. With the exception of a bachelor’s thesis, the thesis must contain an abstract in both Czech and English. Abstracts must be entered in SIS along with the electronic version of the thesis.

2. The thesis must contain information identifying the work, along with a signed student declaration confirming that:
   a) the student has written the thesis independently; if the thesis uses any results attained by the work of the student on a scientific team, the declaration must specify the student’s share of the work,
   b) all sources and literature used have been cited properly,
   c) the work has not been used as a thesis to obtain a different or similar type of university qualification.

3. The layout of the thesis title page is given in Appendix 1. Typography requirements are determined by the guarantor.

4. Via SIS, the thesis supervisor or designated person can request an extension of the deadline for publishing the work or its part according to art. 12 of this measure.
5. The thesis is to be submitted by the student within the deadline specified by the schedule for the academic year according to the planned dates for defence. This is done in two ways:

a) the student will hand over to the guarantor or designated person one copy of the thesis in printed paper form (the work may be printed on both sides), bound with a hard binding; in the event that the student has requested a delay in the publication of the thesis or its part up to the date the work is submitted, he/she is required to hand over an additional copy (the Study Department is responsible for sending the thesis to MŠMT);

b) unless prevented by the nature of the thesis, the student will upload an electronic version of the thesis (identical to the printed paper version) through the SIS web interface, exclusively in the formats specified by OR ZEDZD. The size of the files uploaded to SIS is limited to 850 MB. In the event that certain files of the thesis are larger than 850 MB, the student will upload all files within this limit via SIS and files exceeding the limit will be handed over on a DVD together with the printed paper version of the thesis.

6. The deadlines for submitting the thesis in electronic and printed paper form are identical. The thesis is considered to have been submitted if the student has submitted both versions of the work within the deadline. The submission date of the electronic version of the thesis is recorded by SIS automatically. The guarantor or designated employee will enter into SIS the date of submission of the printed paper version of the thesis. The procedure for submitting theses is governed by the current methodological instructions posted on the Study Department website.

7. The student is responsible for properly and completely submitting the electronic version of the thesis and its appendices and for the consistency (especially content) of this version with the printed paper version. Discrepancies between the content of the electronic and printed paper versions of the thesis may be grounds for initiating disciplinary proceedings.

8. In the event that, after submitting the electronic version in SIS, the student determines that he/she needs to carry out some additional changes, he/she can request the Study Department to unlock the thesis record in SIS for editing. It is only possible to unlock the record up to the deadline set for submitting theses for defence. After the submission deadline, the text of a thesis submitted for defence cannot be changed, with the exception of the correction of typos.

**Art. 5 Defence of the thesis**

1. The student registers to defend the thesis electronically via SIS at the time specified by the schedule for the academic year.

2. The assessment of the thesis supervisor and reader must be uploaded in SIS to the thesis record at least three working days before the defence is to take place. The thesis supervisor and reader will also hand over to the committee chairperson or designated person the original signed assessments in printed paper form to prepare the protocol for the state final examination no later than within 20 days of the defence.

3. After the defence, the committee chairperson or designated person will fill out the record of the course of the defence and deliver a printed paper version of the record of defence signed by members of the committee, along with the signed assessments of the thesis supervisor and reader to the Study Department before the deadline specified by the schedule of the academic year. At the same time, the committee chairperson or designated person will ensure that an electronic version of the record is entered in SIS.

4. The Study Department will check protocols which have been received from the committee chairperson and will also check the completeness of records in SIS. If all is in order, the thesis record will be finalized in SIS within 20 days of the defence.
Part II.

Doctoral Theses

Art. 6 Division of responsibility and authority among faculty staff

1. The subject area boards for doctoral study are particularly responsible for approving the topics of doctoral theses.

2. Supervisors are responsible for entering approved dissertation topics in SIS.

3. The head of the Study Department is particularly responsible for:
   a) the proper and complete record of registrations for thesis defence;
   b) recording the date of submission of printed paper versions of theses, checking requirements of submitted theses according to art. 8;
   c) checking thesis records in SIS – in cooperation with supervisors and the subject area board chairpersons;
   d) the accuracy and completeness of the defence results uploaded to SIS study requirements and in the student file, including records of the defence.

4. The committee chairperson or a person designated by him is particularly responsible for:
   a) inserting the electronic version of readers’ assessments to SIS
   b) accessing the thesis before its defence, eventual submitting of documents (printed or electronic version of thesis, assessments of thesis etc.)
   c) handover of the thesis to the library

5. The provisions of art. 2 par. 6 apply commensurately to the head of libraries.

Art. 7 Listing topics, assigning theses

1. The supervisor will enter the thesis topic in SIS and assign it to the student.

2. The thesis topic is then approved by the subject area board.

3. A change in the thesis topic or supervisor is only possible through a written request of the student addressed to the subject area board that is approved by the chairperson of the subject area board. The approved change is entered in SIS by the Study Department. A partial modification of the title reflecting developments of the project does not constitute a change in topic.

Art. 8 Requirements, formal layout and submission of theses

1. Theses must meet the criteria of a professional text as set forth in SZŘ UK, internal faculty guidelines and the subject area board. The thesis must contain an abstract – a one-page summary in Czech and English. Abstracts must be entered in SIS along with the electronic version of the thesis.

2. The thesis must contain information identifying the work, along with a signed student declaration confirming that:
   a) the student has written the thesis independently; if the thesis uses any results attained by the work of the student on a scientific team, the declaration must specify the student’s share of the work,
   b) all sources and literature used have been cited properly,
   c) the work has not been used as a thesis to obtain a different or similar type of university qualification.
3. The layout of the thesis title page is given in Appendix 1. Typography requirements may be determined by the subject area board.

4. Via SIS, the thesis supervisor or designated person can request an extension of the deadline for publishing the work or its part according to art. 12 of this measure.

5. If so required by the subject area board, when submitting a thesis for defence the student will also submit a summary. Requirements of the summary (such as language, number of copies, electronic/printed versions) are determined by the subject area board (an example is given in Appendix 2). The layout of the summary for the interdepartmental program of biomedicine is specified in Appendix 3.

6. The student must register for the defence sufficiently in advance before the end of the maximum study period in accordance with the CU Rules for the Organization of Study at the Faculty of Science and must upload additional files in SIS as requested by the subject area board.

7. When registering for the defence the student must also submit the thesis, which is done in two ways: a) an electronic version of the thesis is uploaded to SIS; the electronic version of the thesis is subject to the provisions of art. 4, par. 5b.; b) the student will hand over to the Study Department one copy of the thesis in printed paper form (the work may be printed on both sides), bound with a hard binding; in the event the student is requesting a delay in the publication of the work or its part, two copies must be submitted.

8. The thesis is considered submitted if the student has submitted both versions of the work. The submission date of the electronic version is recorded by SIS automatically. The Study Department will record the date of submission of the printed paper version of the thesis.

9. The student is responsible for properly and completely submitting the electronic version of the thesis and its appendices and for the consistency (especially content) of this version with the printed paper version. Discrepancies between the content of the electronic and printed paper versions of the work may be grounds for initiating disciplinary proceedings.

**Art. 9 Defence of the thesis**

1. Details regarding the organization of the defence of doctoral theses are set forth in the CU Rules for the Organization of Study at the Faculty of Science, art. 24 and 25.

2. The assessment of the supervisor (if required by the subject area board) and assessments of readers must be uploaded to the thesis record in SIS at least three working days before the thesis defence.

3. After the thesis defence the chairperson of the committee or a person designated by him will prepare a record of the defence of the doctoral thesis including a record of the course of the defence. The printed paper protocol including signatures of all members of the committee along with the signed assessments are submitted within five working days of the defence to the Study Department. At the same time, the chairperson of the committee or a person designated by him will ensure that an electronic version of the record of the course of the defence is uploaded to SIS.

4. The Study Department will check protocols once they have been received from the chairperson of the committee and will also make sure the records in SIS are complete. If all is in order, the thesis record will be finalized in SIS within 20 days of the defence.
Part III.

Post-Master’s Work

Art. 10 Division of responsibility and authority of faculty staff

1. The guarantor will determine the specific requirements in the particular field for the post-master’s thesis.

2. The chairperson of the committee:
   a) will appoint a reader and date for the defence of the post-master’s thesis
   b) is responsible for presiding over the course of the defence

3. The chairperson of the committee or designated person:
   a) will upload the electronic version of the reader’s assessment to the thesis record in SIS and ensure delivery of the reader’s assessment to the candidate for perusal at least three working days before the defence,
   b) after the defence will prepare a protocol of the defence of post-master’s thesis, including a record of the course of the defence. The electronic version of the protocol will be uploaded by the chairperson to SIS. The printed paper version of the protocol signed by all committee members along with the signed assessments will be submitted by the chairperson to the Study Department within five working days of the defence.

4. The head of the Study Department is particularly responsible for:
   a) ensuring that the registration for the state post-master’s examination is proper and complete in accordance with art. 3 of RŘ UK,
   b) creating a thesis record in SIS in the event that a master’s or doctoral work is recognized as a post-master’s thesis (in such a case, the date of the defence is the date of the decision recognizing the work),
   c) recording the date of submission of the printed paper version of the work in SIS and checking all requirements of the submitted thesis according to art. 11,
   d) checking the completeness of the thesis record in SIS and subsequent finalization
   e) filing the assessment and record of the course of the defence in the student file.

4. The provisions of art. 2 par. 6 apply commensurately to the head of libraries.

Art. 11 Requirements, formal layout and submission of the thesis

1. The requirements, formal layout and submission of the thesis are given in Art. 4.

2. The thesis must contain information identifying the work, along with a signed student declaration confirming that:
a) the student has written the thesis independently; if the thesis uses any results attained by the work of the student on a scientific team, the declaration must specify the student’s share of the work,
b) all sources and literature used have been cited properly,
c) the work has not been used as a thesis to obtain a different or similar type of university qualification (except in those cases where a master’s or doctoral work is recognized as a post-master’s thesis).

3. The student is responsible for properly and completely submitting the electronic version of the thesis and its appendices and for the consistency (especially content) of this version with the printed paper version. Discrepancies between the content of the electronic and printed paper versions of the thesis may be grounds for suspending the state post-master’s examination.

Part IV.
Joint and final provisions

Art. 12 Extension of deadline for publication of the thesis or its part

1. In the event that the thesis contains data that cannot be published on the Internet due to copyright protections, patent protections or other protection of intellectual property, the student may extract this data (for example, published articles, texts accepted for publication or manuscripts prepared for sending, tables, sequences, formulas, details of procedures) and place it in an appendix to the thesis. The supervisor or designated person can request a delay in publication of appendices of the thesis in SIS for a period of up to three years from the date of defence.

2. If it is not possible extract the data without compromising the intelligibility of the thesis, the supervisor or designated person can request a delay in the publication of the entire thesis for a period of up to three years from the date of defence.

3. Such a request can be submitted from the date the thesis is assigned, but no later than the date it is submitted. When submitting a request, the student will hand over two copies of the thesis in printed paper form.

Art. 13 Checking and publishing the thesis

After defending the thesis, the student can upload a file to the SIS thesis record with possible corrections of typos and minor errors in the work, no later than within ten days of the defence.

Art. 14 Publishing and archiving the thesis

1. The thesis submitted for defence is published and made available to the public through SIS.

2. One copy of the thesis in printed paper form will be handed over by the head of the department or person they designate (see art. 2 of this measure) within 20 working days of the defence to the librarian, who will archive the thesis. In the event of a request to delay publication of the thesis or its part, an additional copy will be handed over to the Study Department, along with the record of the course of the defence.

Art. 15 Final provisions
1. This measure does not apply to students enrolled at the faculty who, as part of their dual subject, inter-faculty studies are working on a thesis at another faculty. These students are subject to the applicable dean’s measures of the particular faculty.

2. This measure repeals and replaces Dean’s Measure No. 8/2017.

3. The persons responsible for implementing this measure and monitoring compliance to it are, in turn, the faculty coordinator for publishing theses, heads of departments/directors of institutes, guarantors of study programs/fields, thesis supervisors, chairpersons of committees, the head of the Study Department and heads of departmental libraries.

4. This measure goes into effect on 2 October 2017.

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Prague, 29 September 2017
prof. RNDr. Jiří Zima, CSc.
Dean of the Faculty
Appendix no. 1 to Dean’s Measure 22/2017

Univerzita Karlova
Přírodovědecká fakulta

Studijní program:
Studijní obor (existuje-li):

Znak
http://www.cuni.cz/UK-5162.html

Titul. Jméno Příjmení

Název závěrečné práce (v ČJ)
Název závěrečné práce (v AJ)

Typ závěrečné práce:
Bakalářská práce – Diplomová práce – Rigorózní práce – Disertační práce

Vedoucí práce/Školitel:
Praha, RRRR
Appendix no. 1 to Dean’s Measure 22/2017

Charles University
Faculty of Science

Study programme:
Branch of study:

Coat of Arms of Charles University
http://www.cuni.cz/UK-5162.html

Title. Name Surname

Title of thesis (ENGLISH)
Title of thesis (CZECH)

Type of thesis


Supervisor:

Prague, YYYY
Uspořádání autoreferátu

Layout of summary

Univerzita Karlova, Přírodovědecká fakulta
Název katedry

Charles University, Faculty of Science
Name of department

Doktorský studijní program:
Doctoral study programme:

Autoreferát disertační práce
Summary of the Doctoral thesis

Znak
Coat of Arms of Charles University
http://www.cuni.cz/UK-5162.html

Název disertační práce (česky)
Title of thesis (English)

Titul. Jméno Příjmení
Title. Name Surname

Školitel/Supervisor:
Školitel-konzultant/Supervisor-consultant:

Praha, datum (RRRR)
Prague, date (YYYY)
Additional pages:

One-page abstract in Czech
One-page abstract in English

This abstract must be identical in content to the abstract given in the doctoral thesis.

Sections of the Czech summary:
1. Úvod
2. Cíle práce
3. Materiál a metodika
4. Výsledky a diskuse
5. Závěry
6. Použitá literatura

Sections of the English summary:
1. Introduction
2. Aims of the study
3. Material and methods
4. Results and discussion
5. Conclusions
6. References

Curriculum vitae

Seznam publikací / Selected publications

The summary must contain a Czech and English section.
Recommended length of original text 10–20 pages (A5 format, V1 binding).
Appendix no. 3 to Dean’s Measure ..........................

Layout of summary for the BIOMEDICINE doctoral study programme

Charles University
Faculty of Science

Coat of Arms of Charles University

Summary of doctoral thesis
Title of doctoral thesis

Name and surname of author

Prague, date (YYYY)
Doctoral study programme in biomedicine

Charles University
and the Academy of Sciences of the Czech Republic

Programme: ........................................

Chairperson of the subject area board: .........................

Supervising workplace: ........................................
Author: ...........................................................

Supervisor: .....................................................

Supervisor consultant (if one): .................................

It is possible to peruse dissertations in the departmental libraries of the Charles University Faculty of Science

Additional pages:

Content
One-page summary in Czech
One-page summary in English

Sections:
1. Introduction
2. Hypothesis and aims of the study
3. Materials and methods
4. Results
5. Discussion
6. Conclusions
7. Literature used

List of publications of the doctoral candidate in this order:
1. Publications in extenso, that are the basis of the dissertation
   a. with IF (specify IF)
   b. without IF
2. Publications in extenso not related to the dissertation topic
a. with IF (specify IF)

b. without IF

The summary must contain a Czech and English section.
Recommended length of original text 10–20 pages (A5 format, V1 binding).