

**Rules for assigning, preparing,
submitting, archiving and publishing Bachelor
and Master theses at CULS**

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 theses (hereinafter the "theses") at the Czech University of Life Sciences Prague (hereinafter "CULS").

Article 2

Thesis Assignment

- (1) Choosing a topic for a thesis and assignment thereof is governed by the rules and time schedule of the relevant CULS faculty/institute.
- (2) Assignment of a thesis (hereinafter the "assignment") must be prepared on the official CULS form in electronic form in the CULS University Information System (hereinafter "UIS").
- (3) After its completion, the assignment is electronically approved by the thesis supervisor, the Head of the Department at which the thesis is prepared and the dean of the faculty/director of an institute.
- (4) In the event of a change in the thesis supervisor, the assignment is automatically cancelled in the UIS and the entire approval process pursuant to paragraph 3 of this Article must be done again.

Article 3

Thesis Supervisor and Consultant

- (1) Thesis supervisors are academics of the relevant faculty/institute at which the students preparing their theses are enrolled for studies.
- (2) At the request of the student, preparation of a thesis at a different faculty/institute than where the student is enrolled for studies may be permitted by the dean of a faculty/director of an institute where the student is enrolled for studies.

- (3) An assignment supervised by an employee of a different faculty/institute is approved by the supervisor of the department at which the employee is employed (guaranteeing the worksite of the thesis) and the dean of the faculty/director of an institute where the student is enrolled for studies.
- (4) Via his or her decision, the dean/director may expand the circle of persons who are authorized to assign and supervise a thesis. For such persons, the department which will guarantee this thesis (guaranteeing worksite) is also defined.
- (5) In addition to the thesis supervisor, in an assignment may also be determined a professional consultant with whom the students consult the professional requirements of their theses. The thesis consultant cannot be the opponent of the thesis.

Article 4

Thesis Preparation

- (1) When preparing their theses, students must adhere to the rules and time schedule of the faculty/institute at which they are enrolled for studies.
- (2) The thesis 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 of a faculty/director of an institute 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 can also be used for consultations.

Article 5

Thesis Submission

- (1) Students 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 of a faculty/director of an institute via their 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.
- (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/institute 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 is accessible to the student, thesis supervisor, Department Head and the respective Vice-Dean of the faculty/representative of institute director. 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 the 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 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/institute.
- (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 publication by the FSE committee in the UIS.
- (5) The members of FSE committees 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 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 on at another FSE date.

Article 8

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 9 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.

Article 9

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 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 of a faculty/director of an institute may authorize the postponed publication of a thesis for a maximum of 3 years, with the exception of information that cannot be disclosed whatsoever under special legal regulations (e.g. classified information).

- (3) The dean of a faculty/director of an institute shall decide on postponement of publication of a thesis on the basis of a written request of the author or the thesis supervisor. 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 their decisions, the dean of a faculty/director of an institute may modify the length of the postponement and reasoning at his or her own discretion.
- (4) 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.
- (5) 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.
- (6) Postponement of a publication is possible for full thesis texts and attachments. Each of these items can be concealed separately independent of others.

Article 10

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 11

Closing Provisions

- (1) This Directive shall become valid on the date it is published. This Directive shall become effective on 1 September 2016.
- (2) This Directive cancels Rector's Directive No. 8/2011.

In Prague, on 24 June 2016

Prof. Ing. Jiří Balík, CSc. dr. h. c., Rector, *in his own hand*