

TUL's Rector's Directive No. 5/2018				
Title	The Unified Form and Publication of bachelor, Master, Doctoral, Rigorous, Dissertation and Habilitation Theses			
	Name	Position	Date	Signature
Legal check	Mgr. Ivana Vodolanová	lawyer	21/01/2020	
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Approved by	Assoc. prof. RNDr. Miroslav Brzezina, CSc.	rector	21/01/2020	
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Article 1

General Provisions

(1) This Directive regulates the manner and other requirements of the publication of bachelor, Master, doctoral, rigorous, dissertation and habilitation theses that have been defended, through the database of qualifying theses as stipulated by Section 47b, Paragraph 1 of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts as amended (hereinafter "the Act"), and the Study and Examination Regulations of the Technical University of Liberec. Furthermore, this directive also sets the processing conditions and requirements and provides a uniform formal layout of the final theses.

(2) For the purposes of this Directive, as final theses are considered to be: bachelor, master, doctoral, and rigorous, dissertation theses defended within the framework of accredited study programmes carried out by the Technical University of Liberec or its faculties. Seminar papers or work, final works of lifelong learning programmes or habilitation theses are not considered as final theses.

(3) The final thesis is an original, content-related professional written piece of work which the student elaborates independently, listing all used sources, his/her own as well as others, and in consultation with the supervisor of the final thesis and the consultant.

- a) A bachelor thesis proves that the student is able to study through the relevant literature and critically evaluate it, to realize the stated objectives of the bachelor thesis at the appropriate level and write a report about it. The level of the bachelor thesis corresponds to the knowledge acquired during the bachelor studies.
- b) A master thesis demonstrates that the student is able to independently solve the assigned professional task related to the field of his/her master studies, use appropriate professional procedures acquired during his/her studies, organize information from primary and secondary sources into a meaningful whole and defend the approach used. The master thesis corresponds to the knowledge and competence acquired during the master studies and demonstrates mastering of professional issues and methodology.
- c) In the rigorous thesis, the author demonstrates his/her ability to deal with a selected professional problem with regard to broader, for example interdisciplinary, context and to bring a new perspective on the elaboration of the topic. The scientific level of rigorous thesis is not a necessary condition for solving a professional problem.
- d) A dissertation thesis is the result of solving a specific scientific task. The dissertation thesis demonstrates the ability and readiness of the PhD study programme student to independently work in a creative or scientific or artistic way and must contain original results of the scientific or artistic work. The dissertation is a comprehensive treatise containing published results of the scientific and creative work of the student of the PhD study program or results accepted for publication. The dissertation may consist of a set of already published works or works accepted for publication on a given topic, in the authorship of which the PhD student participated significantly. Details are set out in Article 20 of the Study and Examination Regulations of the Technical University of Liberec.



- (4) The supervisor of the final thesis is an academic or scientific worker of the Technical University of Liberec, or of the relevant faculty. Exceptionally, in justified cases which are subject to the approval of the Dean of the relevant faculty, another important expert in the field of the thesis may also be the thesis supervisor.
- (5) By habilitation thesis it is understood: a written work bringing new scientific knowledge, or a set of published scientific works or engineering works supplemented by a commentary, or a printed monograph which brings new scientific knowledge, or a work of art or artistic performance or a set thereof, which can be an excellent public art activity, for example.
- (6) In his/her final thesis, the author may elaborate a similar topic to that which he/she worked on in another type of previously submitted final, year or seminar paper. This fact must be clearly stated at the beginning of the thesis and at the end its benefit must be clearly evaluated. The extent and level of elaboration of the topic are assessed in the supervisor's evaluation.
- (7) Final theses and habilitation theses are subject to protection under Act No.121/2000 Coll., Copyright Act.
- (8) Electronic documents related to the final theses (full text of the thesis, the evaluation of the supervisor, the review of the opponent of the final thesis, if the opponent of the final thesis is appointed, the record of the course and the result of the defence) are uploaded into the study programme information system (hereinafter "IS STAG") without handwritten signatures and stamp of faculty and published through the database of qualification works of the University Library of the Technical University of Liberec (hereinafter "UKN").
- (9) Final theses and habilitation theses must be designed in such a way that their publication does not violate any specific legislation on the protection of intellectual property, personal data, trade secrets or contractual obligations. Exceptionally, in justified cases subject to the approval of the Dean of the relevant faculty, the publication of the thesis in accordance with Section 47b (4) of the Act may be postponed, however, for a maximum of 3 years. Information on the postponement of the publication shall be published, together with the reasons, at the same place where the theses are published. TUL shall send, without undue delay after the defense of the final thesis which is subject to the postponement of publication, one copy of the thesis to be kept by the Ministry of Education, Youth and Sports of the Czech Republic.
- (10) For the final works of the students of the Faculty of Arts and Architecture of the Technical University of Liberec, this directive applies accordingly. Details are set by the Dean of the Faculty of Arts and Architecture in the relevant Dean's directive.
- (11) For the final theses of lifelong learning programs, this Directive applies accordingly. Details are set by the Dean of the relevant faculty in a directive.
- (12) For habilitation theses, this directive applies accordingly. Details are set by the Act and The Code of Procedure for Granting Associate Professorship and Full Professorship of the Technical University of Liberec.



Article 2

Final Thesis Assignment

- (1) The assignment of the final thesis defines the basic elements of the bachelor, master or rigorous thesis. They include, in particular, the name of the author of the work, the name of the supervisor and the workplace at which the work will be conducted, the principles of working on the final thesis, the recommended literature, the extent of the thesis and the deadline for the submission of the work, or the thesis consultant.
- (2) The assignment is formulated in co-operation with the supervisor and the author of the final thesis. Relevant data pursuant to paragraph 1 shall be uploaded to IS STAG by the author of the thesis or the thesis supervisor.
- (3) Unless the Dean of the relevant faculty stipulates otherwise by a directive, the head of the workplace at which the work will be conducted and subsequently the Dean of the relevant faculty shall approve the data for submitting the final thesis electronically in IS STAG. The assignment of the thesis is then provided with a deadline for the submission of the final thesis and the student generates it from IS STAG together with the introductory pages of the final thesis and the declaration. The assignment of the final thesis shall not contain handwritten signatures or the faculty stamp.
- (4) After approval by the Dean, changes or modifications to the assignment of the final thesis may be made solely on the basis of a request from the author of the thesis submitted through the relevant Study Department and approved by the Dean of the relevant faculty. The application for a change of the final thesis assignment shall always contain the original form of the final thesis assignment, a proposal for the new version of the final thesis assignment and the opinion of the supervisor. Simultaneously with the approval of the request for a change of the final thesis assignment, the Dean or an authorized employee of the faculty shall change the assignment of the final thesis in IS STAG.

Article 3

Formal Layout of the Final Thesis

- (1) The final thesis must be written in the language in which the study programme is accredited (exceptions shall be allowed by the Dean of the faculty).
- (2) The printed version of the thesis must be bound in hard, dark coloured cover with a sufficiently contrasting print and it must contain the following elements in the following order:
 - a) Cover in the language in which the study programme is accredited (see Annex 1 to this Directive for the template) - which states the name of the university, the name of the TUL unit, the TUL emblem, the type of the final thesis, the author's name and surname (including titles), the place and the year of publishing. It is not counted in the page numbering.
 - b) The title page is generated from IS STAG in the language in which the study programme is accredited. The title of the final thesis shall be in the language in which the thesis is written. It is counted in the page numbering, the page number is not displayed.
 - c) Final thesis assignment is generated from IS STAG in the language in which the study programme is accredited. It is counted in the page numbering, the page number is not displayed.
 - d) The author's declaration is generated from IS STAG in the language in which the study programme is accredited (for template, see Annex 2 of this Directive). It is counted in the page numbering, the page number is not displayed. Beneath the declaration, there is the date when it was generated from IS STAG and the name of the author of the final thesis. The author's declaration does not contain a handwritten signature.
 - e) The title of the final thesis, the annotation and keywords in Czech. It is counted in the page numbering, the page number is not displayed.
 - f) The title of the final thesis, the annotation and keywords in English. It is counted in the page numbering, the page number is not displayed.
 - g) The title of the final thesis, the annotation and keywords in the language in which the thesis is written, unless it is written in Czech or English. It is counted in the page numbering, the page number is not displayed.
 - h) The content of the final thesis. It is counted into the page numbering, the page number is displayed.
 - i) A list of abbreviations, signs, symbols (listed in alphabetical order). It is counted into the page numbering, the page number is displayed.
 - j) The text of the final thesis itself. It is counted into the page numbering, the page numbers are displayed.

k) Bibliography, i.e. a list of all bibliographic, information and data sources, both own and others, used when elaborating the final thesis. The way of stating the individual bibliographic citations and their listing is governed by the ČSN ISO 690 (2011) directive, or by the established citation styles. It is counted into the page numbering, the page number is displayed.

l) List of annexes if the final thesis has annexes. It is counted into the page numbering, the page number is displayed.

m) Annexes to the thesis, if the final thesis has annexes. They are not counted into the length of the thesis, the page number is displayed.

(3) The electronic version of the final thesis contains all the parts referred to in Article 3 (2) b) to m) and its text is identical with the printed version of the thesis. Only a generally transferable PDF format with text search property, preferably PDF/A (archive), is allowed. The author of the final thesis shall be fully responsible for the printed and the electronic versions of the thesis to be identical.

(4) If the final thesis contains significant parts that are not part of the text itself (e.g. a developed application, a created technical or artistic work), these parts must be adequately documented in the annexes (e.g. source codes, photographs, videos, etc.).

Article 4 **Submission of the Final Thesis**

(1) The student is obliged, after the completion of the final thesis and before submitting it:

- a) To electronically confirm the declaration of the author of the final thesis in IS STAG,
- b) to add the title of the thesis in Czech and English, the annotation in Czech and English, the key words in Czech and English, the scope of work and the number of annexes in IS STAG,
- c) to upload the electronic version of the final thesis created pursuant to Article 3 (3) in the IS STAG,
- d) to upload data annexes pursuant to Article 3 (4) compressed into one ZIP file with a size not exceeding 50 MB in IS STAG.

(2) Unless the Dean stipulates otherwise, the the final thesis in printed form shall be submitted to the authorized employee of the faculty in two copies which are returned to the student after the defense. The authorized staff member shall check that the electronic form of the final thesis is submitted in IS STAG, verify the data on the thesis filled in by the student in the IS STAG and confirm the submission of the thesis by adding the date of submission in IS STAG. After adding the submission date of the final thesis, the student cannot change or add any data on the final thesis, and the work is considered as submitted.

(3) The authorized staff member is required to enter the assessment of the supervisor, the opponent's review, if an opponent is appointed, and the record of the course and the result of the defence (hereinafter referred to as the "defence documentation") into IS STAG within 14 calendar days of the date of the defence at the latest. The electronic form of the defense documentation inserted into IS STAG does not contain handwritten signatures.

Article 5 **Archiving of the Final Theses**

(1) In paper form, the documentation of the defense of final theses is part of the student's file and are archived according to the TUL Document Management Rules. In the electronic form, the defense documentation and the full texts of the theses are archived by UKN.

(2) The information system of UKN (hereinafter "IS UKN") shall transfer the electronic form of the final thesis including the annexes and the electronic version of the defence documentation to the UKN Qualification Works Database, within 60 calendar days after the submission of the final thesis defence documentation to IS STAG in accordance with Article 4 (3).

(3) Subsequently, the IS UKN returns the links (URL) to the saved documents to IS STAG, and these data are deleted from IS STAG. Only the link (URL) to the documents stored in the IS UKN and the final thesis metadata are stored in IS STAG.

Article 6 **Publication of Final Theses**

(1) Publication of the final theses is governed by Section 47b of the Act.

(2) Final theses submitted for defence shall be made available to the public at least five working days before the defence at the workplace where the defence is to be held.



(3) The final theses that have been defended, shall be published through the UKN Qualification Works Database together with the electronic version of the defence documentation. Access to the database is public.

Article 7 **Archiving and Publication of Habilitation Theses**

(1) After approval of the composition of the habilitation Board by the Scientific Board of the relevant faculty, the habilitation thesis is submitted electronically to the TUL Rector's Office to check whether any intentional unauthorized use of the work of another person seriously infringing intellectual property law did not occur (plagiarism inspection). ¹⁾ The result of this inspection is immediately forwarded to the Dean of the relevant faculty and becomes one of the documents for the proceeding of the habilitation Board.

(2) Documentation of habilitation procedures in paper form is archived in the Rector's office. The UKN archives habilitation theses in electronic form.

(3) An authorized employee of the relevant faculty shall hand over the habilitation thesis in its electronic version to the UKN no later than 30 calendar days after the defence.

(4) habilitation theses that have been defended, including the related documents, are published through the UKN Qualification Works Database. Access to the database is public.

Article 8 **Final Provisions**

(1) Rector's Directive no. 2/2014, Publication of bachelor, Diploma, Dissertation and Rigorosum Theses of April 14, 2014 is hereby revoked.

(2) The Directive shall become valid and effective on September 1, 2018.

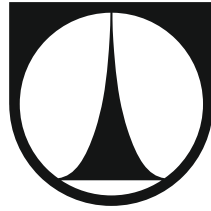
(3) Review No. 03 of this Directive shall become valid on the date of its publishing and effective on 15 February 2020.

¹⁾ Section 31 of Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act).



TECHNICKÁ UNIVERZITA V LIBERCI

Název fakulty



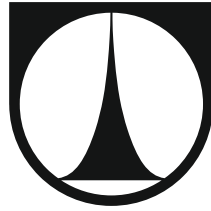
BAKALÁŘSKÁ PRÁCE

Liberec 2018

Jméno a příjmení

TECHNICAL UNIVERSITY OF LIBEREC

Faculty Name



BACHELOR THESIS

Liberec 2018

Name and Surname

Prohlášení

Prohlašuji, že svou bakalářskou/diplomovou/rigorózní/disertační práci jsem vypracoval samostatně jako původní dílo s použitím uvedené literatury a na základě konzultací s vedoucím mé bakalářské/diplomové/ rigorózní/disertační práce a konzultantem.

Jsem si vědom toho, že na mou bakalářskou/diplomovou/rigorózní/disertační práci se plně vztahuje zákon č. 121/2000 Sb., o právu autorském, zejména § 60 – školní dílo.

Beru na vědomí, že Technická univerzita v Liberci nezasahuje do mých autorských práv užitím mé bakalářské/diplomové/rigorózní/disertační práce pro vnitřní potřebu Technické univerzity v Liberci. Užiji-li bakalářskou/diplomovou/rigorózní/disertační práci nebo poskytnu-li licenci k jejímu využití, jsem si vědom povinnosti informovat o této skutečnosti Technickou univerzitu v Liberci; v tomto případě má Technická univerzita v Liberci právo ode mne požadovat úhradu nákladů, které vynaložila na vytvoření díla, až do jejich skutečné výše.

Současně čestně prohlašuji, že text elektronické podoby práce vložený do IS STAG se shoduje s textem tištěné podoby práce.

Beru na vědomí, že má bakalářská/diplomová/rigorózní/disertační práce bude zveřejněna Technickou univerzitou v Liberci v souladu s §47b zákona č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách), ve znění pozdějších předpisů.

Jsem si vědom následků, které podle zákona o vysokých školách mohou vyplývat z porušení tohoto prohlášení.

Declaration

I hereby certify, I, myself, have written my bachelor thesis/master thesis/rigorous thesis/dissertation as an original and primary work using the literature listed below and consulting it with my thesis supervisor and my thesis counsellor.

I acknowledge that my bachelor thesis/master thesis/rigorous thesis/dissertation is fully governed by Act No. 121/2000 Coll., the Copyright Act, in particular Article 60 – School Work.

I acknowledge that the Technical University of Liberec does not infringe my copyrights by using my bachelor thesis/master thesis/rigorous thesis/dissertation for internal purposes of the Technical University of Liberec.

I am aware of my obligation to inform the Technical University of Liberec on having used or granted license to use the results of my bachelor thesis/master thesis/rigorous thesis/dissertation; in such a case the Technical University of Liberec may require reimbursement of the costs incurred for creating the result up to their actual amount.

At the same time, I honestly declare that the text of the printed version of my bachelor thesis/master thesis/rigorous thesis/dissertation is identical with the text of the electronic version uploaded into the IS STAG.

I acknowledge that the Technical University of Liberec will make my bachelor thesis/master thesis/rigorous thesis/dissertation public in accordance with paragraph 47b of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendment to Other Acts (the Higher Education Act), as amended.



I am aware of the consequences which may under the Higher Education Act result from a breach of this declaration.

