

Dean's Decree No. 21/2010
Regulations of Registration, Submission and Publication of Theses and Dissertations
A Selection of Relevant Articles
(for the full text in Czech see the FF website)

Article 1

Introductory Regulations

1. According to their submission dates, theses and dissertations can be divided into three groups based on Article 4 OR 6/2010:
 - 1) "new theses", i.e., theses submitted for defence since Sept 29, 2010
 - 2) "older theses", i.e., theses submitted for defence since Jan 1, 2006 till Sept 28, 2010
 - 3) "theses before 2006", i.e., theses submitted for defence before Jan 1, 2006.

Article 3

**Bachelor and Master (Diploma) Theses, Ph.D. Dissertations
Topics and Assignment**

1. Each Department, i.e., supervisors (directors of theses) and staff appointed by the Head of Department, or, in the case of dissertation theses, the Chair of the Programme Board („oborová rada“) (Ph.D. Programme Director), assign a thesis topic through the SIS (electronic system), usually following an agreement with a student with a supervisor. The student must first approach a potential supervisor with a proposal of her/his thesis/dissertation. In the case of mutual agreement between the director/supervisor of the thesis/dissertation and the student, the director/supervisor enters the new thesis topic into the electronic system SIS (either by her/himself or through an authorized person).

The student signs for the thesis in the electronic system SIS during a period assigned by the Dean's decree. The Study Administration Office („studijní oddělení“) or Research Office („oddělení vědy“) confirms in the SIS that the thesis has been assigned to the student. Since then the assignment becomes binding. The authorized person at the Department submits a printed form of the assignment with the identification of the student. This assignment is confirmed by signatures of the Department Head and the Dean.

The department submits, en masse, printed forms of all the assignments for the Dean to sign through the Study Administration Office („studijní oddělení“) by May 30 or November 30. The signed material is to be included in the student's file.
2. The change of the topic is subsequently possible only on the basis of the student's written request considered by the Vice-Dean of the faculty.
3. From the moment of the final assignment of the thesis, the student can modify in the electronic system SIS only some aspects of the work – the language of the thesis, keywords, keywords in English, preliminary outline of the thesis, or the preliminary outline of the thesis in English. Simultaneously through the SIS the student is able to insert the electronic form of the thesis, its attachments and abstracts.

Article 4

Prerequisites, Format and Submission of the “New Thesis/Dissertation”

1. The work must meet the requirements defined by the Study and Exam Regulations of Charles University in Prague („Studijní a zkušební řád Univerzity Karlovy v Praze“), by the Faculty and by the Department that assigns the topic. It must meet the requirements of academic writing and be of the appropriate range defined by paragraph 4. Unless it is a bachelor's thesis, the work must include an abstract both in Czech and in English or the language in which the student's programme is taught. Abstracts must be transcribed into the SIS together with the electronic text of the work. The thesis must include the thesis assignment (in the beginning of the thesis), the summary of conclusions, the bibliography of literature and other sources (including websites).
2. The work must include a declaration, signed by the student, on the following:
 - a) the student has worked on the thesis independently
 - b) all used sources and literature have been appropriately cited
 - c) the work has not been previously submitted to any other university for the same or for another degree with the exception defined by Article 8.

3. The form of the submitted thesis/dissertation follows the instructions defined by the Regulations and by the Methodical Instructions on the Processing and Submission of Final Theses (bachelor, diploma, "rigorózní", dissertation) ("Pravidla a metodické pokyny pro zpracování a odevzdání závěrečných prací [bakalářské/diplomové/rigorózní/disertační práce]").
4. The final work is submitted by the student at a date determined by the academic calendar according to the planned date of the defence, in the case of dissertation theses in accordance with the individual study plan. This occurs in two ways:
 - a) Student submits two printed copies at the Department where s/he was assigned the thesis. As for a dissertation thesis, the student submits three copies to the authorized person at the Research Office. In compliance with Article 3, before the submission, the declaration included in the thesis must be signed in one's own hand.
 - b) If the nature of the work allows (see Article 3 OR 6/2010), the electronic form of the work (identical to the printed copy) in searchable PDF format only, 1.3 version or higher, is submitted by the student through the SIS web interface at <https://is.cuni.cz/studium/> in the "Topic of Theses/Dissertations (Choice of Thesis)" („Témata prací [Výběr práce]“) module. If the work includes an attachment or attachments (multimedia or software), the student submits also this attachment (which can be in another format than PDF). If there are more attachments, s/he submits a compressed file (e.g., in ZIP or TGZ format) consisting of all attachments. The size of the files submitted to SIS can be no bigger than 850 MB. In case the files are bigger than 850 MB, the student submits files that are within the limit and the files that exceed the limit are submitted together with the printed copy on a DVD or in a different manner as agreed upon with the Department.
5. The dates for submission of the printed and electronic form are the same; the work is considered submitted when the student has submitted both forms on schedule.
6. The student is responsible for the accuracy and completeness of the submitted electronic text of the work and for its attachments and the identity of the electronic and the printed texts (especially in terms of content). Serious discrepancy between the two forms in terms of content can be a reason for a disciplinary action.
7. In exceptional cases, when, after submitting the electronic text to SIS, the student realizes that it is necessary to modify it, s/he asks the Study Administration Office ("studijní oddělení") or, in the case of the Ph.D. dissertation, the Chair of the Programme Board (Programme Director) and then an authorized person at the Department, to unlock the file in SIS. The unlocking of the file is possible only before the date of the submission of the work for defence defined by the schedule of the Department. In the case of Ph.D. dissertations, this can be done no later than two months before the date of the defence. If it is necessary to modify the work in the SIS after the submission date, only changes of descriptive data or attached files approved of by the Department Head or the Chair of the Programme Board (Ph.D. Programme Director) are permitted.
8. Provided the work includes data that cannot be published on the internet, the student transfers these data into attachments. In such a case, during the submission, the student suggests that these attachments be excluded from the publication. The suggestion may also be proposed by the director of the thesis/supervisor and no later than on the date of the defence of the thesis.

Article 5

Defence Application

1. The Final State Exam ("Státní závěrečná zkouška", henceforth FSE) application date is given by the academic calendar. The application is submitted together with a thesis. In the case of Ph.D. dissertations, the application for the Defence (not the Oral Exam) is submitted together with the dissertation.
2. The SFE application must be submitted on a standard form, downloadable (in RTF and PDF) from <http://www.ff.cuni.cz/FF-1432.html>. The completed and signed application form is submitted at the Department; in the case of a Ph.D. dissertation thesis, at the Research Office ("oddělení vědy"). Confirmation of the student's application is conditional upon the submission of the work in both printed and in electronic form. An authorized person at the Department, and in the case of a dissertation, at the Research Office enters the date of the submission of the printed text of the work in the electronic system SIS. The date of the submission of the electronic text is recorded by SIS automatically. An authorized person of the Department or an authorized person at the Research Office checks the prerequisites of the submitted work in compliance with Article 4 and enters the

result of this control in the SIS. Based on this information and other facts decisive for an application to the SFE (especially based on Article 7, paragraph 7, Study and Examination Regulations of Charles University, "Studijní a zkušební řád UK"), a Study Administration Office ("studijní oddělení") personnel confirms or does not confirm the student's application for defence.

Article 7

Control and Publication of the Work

1. No later than 15 days after the defence, the student may attach a file with the errata (containing corrections of typographical and other mistakes) to the thesis file in the SIS.
2. After the defence, an authorized person at the Department, and in the case of Ph.D. dissertations, an authorized person at the Research Office checks the completeness of the record on the work in the electronic system SIS including the attached files in compliance with Article 2, paragraph 3d) in view of the prerequisites for the publication of the electronic text. The student is responsible for the agreement between the Czech and the English titles of the printed and electronic texts of the work. Following the check, the authorized person at the Department confirms the report on the publication of the work by carrying out the so-called "finalization" no later than 20 days after the defence.