

1/2010



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FACULTY OF SCIENCE PALACKÝ UNIVERSITY IN OLMOUC

DEAN'S PROVISION

**DEAN'S PROVISION
TO REGULATE CERTAIN ISSUES OF THE STUDY AND
EXAMINATIONS CODE OF PALACKÝ UNIVERSITY AND
THE RIGOROUS CODE OF PALACKÝ UNIVERSITY**

Content: Dean's provision

Drafted by: Dean's secretariat

Force and effect: as of 1.1.2010

Distribution list: Dean's Secretary PŘF UP
Head of the Study department

THIS TRANSLATION HAS AN INFORMATIVE FUNCTION, THE WORDING IS NOT OFFICIAL.
CZECH LANGUAGE PREVAILS IN CASE OF ANY DISPUTES.

Provision of the Dean of the Faculty of Science, Palacký University in Olomouc to regulate certain issues of Study and Examinations Code and Rigorous Code of Palacký University in Olomouc

Chapter I

Dean of the Faculty of Science, Palacký University in Olomouc with approval of the Academic Senate of the Faculty issue a provision to regulate certain issues of the Study and Examinations Code and the Rigorous Procedure Code of Palacký University in Olomouc, which determines certain guidelines for registering, writing, evaluation, and administration of Bachelor, Master, rigorous theses, and dissertations, and the means of their disclosure according to terms and conditions of the Faculty of Science.

Chapter II

Article 1

Introductory provisions

This provision regulates the means of entering the topic, submitting, and data evidence of Bachelor, Master, Dissertation or Rigorous thesis (hereinafter referred to as “final thesis”) pursuant to Act on universities and decides the means of their publication. This provision must be applied in compliance with Section 47b of Act on universities so that the following is not affected:

- a) protection of information preserved by law,
- b) protection of business secret,
- c) protection of the legitimate interests of third parties deserving special attention,
- d) protection of information which could lead to granting legal protection to objects of industrial property by UP according to the relevant laws (e.g. patent application pursuant to act no. 527/1990 Sb. on inventions and improvement suggestions as amended).

Parts of final thesis containing such information do not have to be published provided that this fact and range of unpublished data have been stated while registering the thesis, resp. it was stated by the supervisor during writing or upon submission of the thesis, in all cases approved by the respective vice-dean. Student is obligated to compose the final thesis in such manner that its public part provides complete information on goals and accomplishments of the thesis. The supervisor upon approval of the relevant vice-dean decide the date when reasons for not publishing certain parts

become obsolete, and the thesis may be published in full. In the case of postponing the date of publishing the thesis, the supervisor must make a record of it and submit it to the Department of study or Research and development, and he/she is accountable for the verifiability and relevance of such legal regulation.

Article 2

Registering topic of final thesis

1. Student is obligated to choose a topic of final thesis (topics of dissertations are decided by the study field committee of the doctoral program as a part of the admissions procedure) and to meet all formal requirements of topic registration and within deadlines given by the guaranteeing department, usually in winter semester of the one before last year of study.
2. Student is fully responsible for the accuracy and completeness of all data in the "Form for registering DP/BP/DISP", which he must enter through Portal UP (<http://portal.upol.cz>) into IS STAG (guidelines for students see Attachment no. 1). Applicant for a state rigorous examination does not fill in the "Form for registering DP/BP/DISP".
3. Student along with his/her supervisor fills in the following information in the "Form for registering DP/BP/DISP":
 - a) title of the thesis in Czech language,
 - b) title of the thesis in English,
 - c) name of the supervisor,
 - d) requirements for drafting thesis,
 - e) list of recommended literature.
4. Student must print out the filled in "Form for registering DP/BP/DISP" and signed by the supervisor submits at the respective department.
5. The respective department audits information about registration of the final thesis in IS STAG on the printed document "Form for registering DP/BP/DISP", which is then signed by the head of the department.
6. The department enters further information into IS STAG and creates a "Registration of DP/BP/DISP" (guidelines in Attachment no. 2) The "Registration of DP/BP/DISP" is made out in three executions, one for the student, one for the Department of Study, and one for the guaranteeing department.
7. The Department of Study of the Faculty files the "Registration of DP/BP/DISP" in the student's study records.

Article 3

Submission of final thesis

1. Final thesis at UP is drafted according to legal regulations, esp. by Act no. 121/2000 Sb. on copyright and related rights and change in some laws (e.g. Author law) as amended, as well as ethical principles, its breach will be considered as disciplinary tort which can according to Section

65 of Act on universities be punished by expelling from studies. All submitted theses must be checked against these.cz or other for plagiarism.

2. Student is obligated to hand in minimum of two prints of the thesis within the deadline and at a place specified by the respective department (in case of BP/DP) or at the Department of Study (in case of dissertation); enter its equivalent electronic version into IS STAG (guidelines for student see Attachment no.3) and fill in the following obligatory data:
 - a) title of thesis
 - b) title of thesis in English
 - c) parallel title and subtitle (if they appear on the front page).
 - d) annotation
 - e) keywords
 - f) annotation in English
 - g) keywords in English
 - h) attachments loosely attached (if existing)
 - i) attachments bound to the thesis
 - j) number of pages
 - k) language of thesis

Applicant for state rigorous examination submits a print of the thesis as well as its electronic version. Rigorous thesis contains all above mentioned information a)-k) on a special list located at the end of thesis. Entering rigorous thesis into IS STAG is the responsibility of the Department of Study.

3. Student, provided that there are no circumstances such as the ones in article 1 thereof, checks option "YES, disclose to public" and time of making thesis public – "immediately after submission" upon uploading the thesis into IS STAG.
4. In the case there are personal or sensitive data pursuant to Act no. 101/2000 Sb. on personal data protection as amended, the supervisor grants anonymization of such data before uploading the electronic version of the final thesis into IS STAG. Student is obligated to enable the supervisor to check the authenticity of such information before uploading the thesis into IS STAG. Student must be advised about this obligation by supervisor.
5. Student is responsible for the accuracy and completeness of all data in the "Data about final thesis form" in IS STAG.
6. The respective department checks the accuracy of the form and content of annotation, "Data about final thesis form", and enters the final date of submission into IS STAG. Student hands in the filled out "Data about final thesis form" at the Department of Study, which is kept in his study records. In the case of dissertations, this task is executed by an authorized employee of the Department of Study.

Article 4

Disclosure of final theses and their evaluations

1. Final theses once submitted by the applicant are disclosed to public at Portál UP (<http://portal.upol.cz>) in section "Study (STAG)" and "Final thesis" at minimum five days before the

defense takes place, provided that it is not contrary to the legal obligation preventing the thesis from being disclosed (see introductory provisions).

2. Pursuant to Section 1 of this Article the author agrees to disclosure of his/her thesis upon its submission regardless of the result of the defense.
3. Departments are obligated to secure entering and disclosing evaluations of final thesis in electronic version in IS TSAG – task Graduate – University final theses – Files (see Attachment 4), and inform the student about the disclosure of evaluations. In the case of dissertation, the Department of Research and Development sends the opponent evaluations to the student. Bachelor and Master theses are evaluated by the supervisor and the opponent, rigorous theses have two opponent evaluations. Dissertation is evaluated at least by two opponents appointed by the Dean, only one of whom may be an employee of UP in Olomouc.
4. Final theses including evaluations and the result of defense are disclosed free of charge in the database of final theses available through Portál UP (see Section 1).
5. After the defense of final thesis the guaranteeing department gives/returns one copy of the thesis to the Department of Study in order to be filed in the Faculty of Science archive in section of final theses where a defense took place regardless of the result.

Annexes:

no. 1 Procedure of registering final thesis by a student of UP

no. 2 Procedure of entering final thesis into IS STAG for the Study department

no. 3 Entering final thesis into IS STAG - manual for

no. 4 Entering evaluations of final thesis into IS STAG

no. 5 Pic. Final thesis

Chapter III

This provision enters into force as of the date of approval by the Academic Senate of the Faculty and into effect as of 1. 1. 2010.

prof. RNDr. Juraj Ševčík, Ph.D.

Dean of the Faculty of Science, Palacký University in Olomouc