



No: 3173/2016

**Implementing regulation of the Dean related to Degree
(Bachelor and Diploma) Theses of UPJŠ MF students**



March 2016

The implementing regulation is issued in response to the "Directive no. 1/2011 on Essential Prerequisites of Final Theses, Doctorate Degree Theses, and Associate Professorship Degree Theses, Release and Making Available Thereof During the Time of Keeping the Same, and Originality Check Valid for Pavol Jozef Šafárik University in Košice and Its Constituents" (hereinafter " Directive ") and the amendment of Appendices as amended in accordance with § 63 section 13 of Law no. 131/2002 Coll. on universities and on amendments to certain laws, as amended.

Article 1 General Provisions

- 1) The content and format of presentation of Degree Theses (hereinafter "DT") first, second and combined first and second degree of higher education (bachelor and diploma theses) are fully regulated by the Directive.
- 2) DT supervisors (hereinafter „supervisor“) can be creative employees of the faculty.
- 3) In accordance with Article 2 Paragraph 2 of the Directive can the Head of DT department determine a consultant to the topic of thesis, especially if it is desirable for the thesis leadership a participation of external collaborators. In these cases must always be one of the pair - DT supervisor / consultant - keep working on UPJŠ in Košice.
- 4) Sum of DT which are under supervision of one university employee may not exceed ten in one academic year.
- 5) In one academic year, every creative employee must write at least two topics for DT in the Slovak language and if s/he provides teaching in English, at least one topic in English. For publication of topics is responsible the Head of respective department.
- 6) Basic information for DT defence are in Art. 16 of the Study Rules of Procedure UPJŠ MF in Košice.

Article 2 DT Assignment

- 1) DT assignments (Bachelor and Diploma) are published by departments only through Academic Information System (hereinafter „AIS“). For entering and publishing of topics in AIS is responsible the Head of respective department in the period given by the Dean of the Faculty for students:
 - 3. year of doctoral study (also for students studying in English language),
 - 2. year of bachelor study,
 - 1. year of master study.
- 2) Names of the topics are given in AIS by creative employees after log in in the part Study Evidence – Degree Theses – Evidence of Degree Theses. If at the department will be one person responsible for entering, approving students and entering DT defence evaluation, the Head of respective department will ask local administrator of AIS (ais-1f@upjs.sk) for a role „Administrator of DT“ in writing or by e-mail. DT topics are approved by the Head of respective department.
- 3) It is not possible to re-enter the topic which is preparing or have already been prepared (Originality Control).
- 4) When entering DT in AIS it is necessary to select the next academic year, and when informed that the date of the assignment is out of range of the academic year defined at the faculty it is necessary to select "Yes".

Article 3 DT topic selection

- 1) The student is supposed to choose topic through AIS in the given period and after deal with the supervisor s/he can register for the topic in AIS. Periods for registration are determined by the Dean of the Faculty.

- 2) One topic can be chosen only by one student. In case the topic is chosen by more students, for selection and acceptance is responsible competent supervisor.
- 3) Students are required to check in the AIS, whether their topic has been confirmed, i.e. whether they have been accepted. In case they have not been accepted, they are required to choose a different topic. Confirmation/acceptance of the topic must be done within the period determined by the Dean of the Faculty for the relevant academic year.
- 4) After topic and student are accepted by supervisor (resp. Administrator of degree theses at respective department) student is required to deliver printed DT assignment (signed by the Head of respective department) to Study department in the period determined by the Dean of the Faculty for relevant academic year. A copy remains at respective department.
- 5) DT assignment is an integral part of DT in paper form and in electronic form, which is submitted to the DT without signatures.
- 6) If the supervisor is an external employee, for all administrative tasks under the Directive is responsible the department (consultant), which entered DT.
- 7) If student chooses a DT topic himself/herself, s/he also proposes a supervisor himself/herself. Topic and supervisor must be approved by the respective department (according to its content focus). In this case is topic entered in the AIS by administrator of degree theses at respective department.
- 8) If the student wants after consultation with supervisor to clarify / amend or change the name of DT or the supervisor, a record of this change upon the request of the student needs to be made on the copy of DT assignment at the respective department. Subsequently, the original of changed assignment (new assignment) needs to be sent to the Study department and a copy of the change is archived at respective department in its records. If student changes not only the DT supervisor but also the department, the department must sign out the student from the original DT. Request for change must be approved/signed also by the Head of respective department. The above mentioned changes can be modified not later than the beginning of the teaching:
 - in the fifth year of doctoral study,
 - in the third year of bachelor study,
 - in the second year of master study.
- 9) At the approval of DT assignment - if it requires DT content focus, student after recommendation from DT supervisor submits materials for approval to the Ethics Committee of the Faculty. The decision of the Ethics Committee, the date of expression and the exact name of the project must be included as DT Annex.

Article 4

DT submission procedure

- 1) Dates for DT submission are published in the Calendar of the academic year. Students in the relevant years of study are requested to submit two copies of DT in hardcover at the department, that topic entered and approved.
- 2) The Dean of the Faculty may, in appropriate cases, upon the student's written request to postpone the submission of DT max. 3 calendar days. The request for extension of the deadline of submission must be made in writing to the Mail room of the Faculty min. 7 working days before the date of submission.
- 3) The student shall submit together with DT two License agreements between the author and the Slovak Republic, represented by the university.
- 4) After the handover of DT and loading into the AIS are texts sent to check the originality to the Central Repository of Degree Theses (CRDT) SR. Duty of the DT supervisor is to get a Record on the degree thesis originality from CRDT.
- 5) The Review of thesis supervisor contains observations on the outcome of the protocol on originality. Originality control is required to be performed by DT supervisor. The result of verifying in the CRDT is available directly in the AIS. In case DT supervisor is not an internal employee of the faculty, originality control is performed by consultant of the department, resp. DT administrator of the department where DT was entered and approved.
- 6) DT supervisor submits result of originality control to DT opponent.

- 7) DT opponent, who was informed about originality control result, shall submit signed a Review of thesis opponent to the department, where thesis was entered and approved, in the given period. If opponent is not an employee of the Faculty or s/he does not have access to the AIS, for uploading a Review of thesis opponent into the AIS and its signed copy delivery to the Study department is fully responsible the department, which suggested the external opponent.
- 8) The result of verification is to find out the percentage of compliance with other theses registered in the database, including previous DT of the same student. If a student continues in DT in processing the same topic as on the previous level of study, it is not expected compliance more than 40% between these two degree theses. It is the responsibility of DT supervisor and respective commission for the state exam from the course DT defence to assess to what extent are observed correlations with other theses acceptable.
- 9) In case the copyright is violated, the Chairman of the examination committee suggests the Dean a disciplinary procedure against the student.

Article 5

License agreement

- 1) Submission of License agreements, or a statement of non-disclosure of the thesis in two copies is a prerequisite for enabling student to defend DT.
- 2) The examination committee needs for DT defence the following documents in paper form:
 - License agreements signed by student in two copies,
 - a Record on the degree thesis originality,
 - a Review of thesis supervisor,
 - a Review of thesis opponent,
 - a Decision of Ethics Committee, if its approval is necessary,
 - a Substantiation of the standstill period extension.
- 3) After successful DT defence, the department is requested to send above mentioned documents in Paragraph 2 of this Article together with the signed State exam record to the Study department within 7 days.
- 4) License agreements for the Faculty are signed by the Dean personally within 30 days of receiving them.
- 5) After signing by the Dean of the Faculty, the author gets one copy of the License agreement and second copy stays at the Study department in the personal file of the student.
- 6) If the author of DT does not conclude a License agreement, s/he is obliged to state the reasons for which s/he does not give a consent to the disclosure of the thesis.
- 7) If the author in the draft of the License agreement marks the standstill period longer than 12 months (the maximum standstill period is 36 months), must obtain the "Affirmative statement" from the Dean with the extension of the standstill period. The author must submit the Affirmative statement before the conclusion of the License agreement, and s/he must conclude an agreement within 30 (calendar) days from the day of receiving its proposal by university.
- 8) If it is expressed consent of the standstill period or disapproval was expressed, the author must draw up a new draft of the License agreement with the adjusted standstill period which he makes in the AIS in its original form.

Article 6

DT disclosure

- 1) If there is used a non-public documentation at DT defence (e.g. trade secret), this documentation is not a part of DT and it is not forward to the registry and is not accessible.
- 2) A review disclosure depends on the will of its author. If author of the review does not give voluntarily gratuitous licence to SR, the review will not be disclosed through register but it will be sent to register for archiving.
- 3) If before sending DT to register was published all thesis, the review will not be made available, and the License agreement is not concluded, because all thesis will not be made available. Author will fill the Declaration of issue which faculty will send to the register and only identifying

information about thesis together with bibliographic references will be made available. When publishing the thesis the author fills the affidavit.

- 4) If thesis was issued after sending to the register, the register operator is required to suspend access to thesis within 30 (calendar) days of receiving the request from the author to stop accessing.
- 5) Author can or does not need to ask to stop accessing.

Article 7 DT defence

- 1) DT defences take place within dates set in the Calendar of the academic year.
- 2) Exceptional and successful DT which have experimental or documentary character can be proposed to the Dean by the Commission for the award (diploma, written praise, financial Dean's Prize, resp. Rector's Prize) resp. for publishing the most valuable parts of the thesis.
- 3) DT supervisor after an unsuccessful DT defence is required to mark DT as temporarily unsuccessfully defended or permanently unsuccessfully defended.
- 4) The Chairman of the examination committee opens DT defence by introducing the student, DT topic, indicating DT supervisor and opponent. Then he lets student to present main parts of DT within 10 minutes, namely: aim, structure, substantial parts with conclusions and recommendations. Then the Chairman of the examination committee reads main parts of the reviews, including the questions from the supervisor and opponent. After answering the questions follows a discussion during which members of the examination committee can ask questions. DT defence ends by discussion finishing.
- 5) Basic information for DT defence are stated in Article 16 of the Study Rules of Procedure of the UPJŠ FM.

Article 8 Validity

This Implementing regulation has become to validity from April 01, 2016.

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