

# UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



Guarantor: UPJŠ Rector's Unit

In Košice on 17<sup>th</sup> December 2014  
Ref. No. 468/2012

## Amendment No. 2

**to the Directive No. 1 /2011 on Essential Prerequisites of Final Degree Theses, Doctoral Dissertations, and Associate Professorship Dissertations, Their Release and Making Available During the Time of Keeping the Same and Originality Check Valid for Pavol Jozef Šafárik University in Košice and Its Constituents**

Pursuant to Law Act No. 131/2002 Coll. on Higher Education Establishments and on the Changes of and/or Amendments to Some of the Law Acts as Amended, pursuant to the Ministry of Education of the Slovak Republic Decree No. 6/2005 Coll. on the Procedure in Attaining Research-teaching Degrees or Artistic-teaching Degrees of Associate Professor and Professor, pursuant to the Ministry of Education, Science, Research, and Sport of the Slovak Republic Decree No. 233/2011 Coll., which regulates the performance of some of the provisions of Law Act No. 131/2002 Coll. on Higher Education Establishments, as well as pursuant to the Pavol Jozef Šafárik University in Košice Study Rules of Procedure and on the performance of the stipulation of Section 8 paragraph 2 subparagraph b) Law Act No. 183/2000 Coll. on Libraries as amended by Law Act No. 416/2001 Coll. on the amendment to the Slovak National Council Law Act No. 27/1987 Coll. on State Preservation Care and on the changes of and/or amendments to Law Act No. 68/1987 Coll. on the Matica slovenská national foundation as amended

### I hereby issue

this Amendment No. 2 to the Directive on Essential Prerequisites of Final Degree Theses, Doctoral Dissertations, and Associate Professorship Dissertations, Their Release and Making Them Available During the Time of Keeping and Originality Check Valid for Pavol Jozef Šafárik University in Košice and Its Constituents.

Directive No. 1/2011 dated 3<sup>rd</sup> November 2011 is hereby changed and amended as follows:

1. Registration of final degree theses, doctoral, and associate professorship dissertations (hereinafter referred to as "EZP") is part of the Academic Information System (hereinafter referred to as AIS) subsystem. It is used to enter the topics, logging-in, and submitting the final degree theses, doctoral and associate professorship dissertations, entering the reviews and make the results of originality available.
2. Proposals for bachelor degree theses and diploma theses shall be published by means of an entry placed in the EZP by the deadline set in the time schedule of the relevant academic year. The head of the training department shall be accountable for the publication of the theses topics.

3. Proposals for doctoral dissertations shall be published by means of an entry that is located in the EZP as well as through the Faculty web site. At the same time, the Faculty shall publish the method and terms of the students' application for doctoral dissertation topics. The deadline for publication of doctoral dissertations is determined by the academic year time schedule.
4. Proposals for the doctoral and associate professorship dissertation topics shall be published through the entry, which is located in the EZP, as well as through the Faculty web site within the deadline set in the academic year time schedule of the relevant academic year. The head of the training department shall be accountable for the publication of those dissertation topics.
5. The entry is an electronic document managed in the EZP, through which the relevant department shall enter the topics of the final degree theses, doctoral and associate professorship dissertations. The entry shall contain the following particulars:
  - a) The name of the Faculty
  - b) The name of the author's study programme
  - c) Type of the final thesis/dissertation
  - d) Name of the final thesis/dissertation (in the state language and a foreign language)
  - e) Name, surname and academic degree of the author
  - f) Name, surname, academic degrees and scientific/pedagogical degrees of the supervisor/tutor)
  - g) Name, surname, academic degrees and scientific-pedagogical degrees of the consultant
  - h) Training department
  - i) The aim of the final thesis/dissertation
  - j) Language of the final thesis/dissertation
  - k) Approval of the head of the training facility
  - l) Date of approval of the entry
  - m) Other<sup>6</sup>

The student shall register their final degree thesis through the EZP. Tutors (consultants in the case of external trainers), shall indicate whom of the enrolled students they accept for the given topic within the deadlines set by the internal instructions of the Faculties.

**Art. 8 - Submission and registration of the final degree thesis/dissertation, the license agreement and the originality check shall read as follows:**

1. The final degree theses of the bachelor and magister/doctoral studies shall be delivered at the Faculties within the set deadlines. The dissertation shall be submitted by the student no later than 3 months before the 31st of August of the last year of their doctoral study, unless the internal regulation of the Faculty/department specifies otherwise.
2. The author shall deliver their final degree thesis within the specified deadline in both electronic and printed forms.
3. The final degree thesis in its electronic form, which the author shall deliver through the EZP, shall meet the following requirements:
  - a) it shall be in the .pdf format so that text information may be retrieved from it,
  - b) it shall be identical to the printed version, except for the assignment which, in its

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<sup>6</sup> Another detail that the Faculty or the training department decides to include

electronic form, shall be published without the signatures of the persons concerned.

4. The EZP will ensure that the final degree thesis shall be sent with the relevant identification data for originality check in the Central Register of Final Degree Theses. The duties of the supervisor/tutor shall include taking over from the EZP the protocol on the originality of the final degree thesis, which is sent from the Central Register of the Final Degree Theses and attaching it to the final degree thesis, unless the internal regulation of the Faculty/department specifies otherwise.
5. The EZP will automatically generate a draft license agreement (Annex No. 4) between the thesis author and the Slovak Republic, represented by the UPJŠ Rector.
6. The licensing agreement shall be signed by the UPJŠ Rector or the authorized person within 30 days from the date of its delivery. One equal copy of the license agreement shall be given to the author, the other one shall be filed in the student's personal file at the relevant Faculty Dean's Office.
7. In the printed form, the author shall deliver the degree thesis (two copies of the bachelor's and magister's theses, four copies of the dissertation) at the places specified by the internal regulation of the relevant Faculty (bachelor's and diploma theses) or to the Dean of the Faculty (dissertations), at the latest within three working days after sending the electronic forms of the degree thesis in the EZP. Along with the degree thesis, the author shall submit two signed copies of the draft license agreement.
8. If the author in the draft license agreement applies for a standstill period longer than 12 months, they shall also provide justification for the requested extension of the standstill period. The Dean of the relevant faculty shall give their opinion on the extension of the standstill within 10 calendar days. The standstill period may be up to 36 months. The exact procedure, the way, and the place of submission of the final degree thesis shall be determined by the relevant faculty.
9. If the final degree thesis contains the data, the disclosure of which is excluded in particular by reason of the trade secrets of a third person, classified information or personal data, the author may indicate such data in a special non-public document which is not part of the published final degree thesis and is reserved exclusively to the final degree thesis supervisor or tutor, to the opponent and the board of examiners<sup>7</sup>.
10. The supervisor's or the tutor's review shall contain a statement on the outcome of the originality protocol. In the case of external opponents, the department shall provide a report on the originality of the final degree thesis to the opponent simultaneously with submitting the final degree thesis for the purpose of preparing an opponent's review and shall ensure the inclusion of that review in the EZP.
11. The student shall have the right to acquaint themselves with the reviews at least three working days before the defence.
12. The reviews shall be sent through the EZP in bulk to the Central Register in the .pdf file format with the possibility of their transferring to plain text. The reviews shall be published through the Central Register in accordance with the Licensing Agreement on the Use of the Final Degree Theses, Doctoral and Associate Professorship Reviews (Annex No. 5).

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<sup>7</sup> Section 62a par. 2 of Law Act No. 131/2002 Coll. on Higher Education Establishments and on the changes of and/or amendments to some of the law acts as amended by subsequent regulations.

13. The provisions in question shall be equally applicable to doctoral and associate professorship dissertations.

**Art. 9 - Defending the final degree thesis and making it available shall read as follows:**

1. The final degree thesis shall be kept in the electronic form permanently through the Central Register of the Final Degree Theses and the EZP.
2. In the Central Register of the Final Degree Theses, the originality (the degree of conformity of the text of the thesis with the original texts database) of the final degree thesis. Verification and obtaining the Protocol of Originality is a precondition of acceptance of the final degree thesis for defence.
3. The head of the training department shall ensure that the results of the check are printed and filed with the documents which form part of the defence record. The author of the final degree thesis shall be entitled to get acquainted with the outcome of the check.
4. In support by the outcome of the check, the board before which the thesis is to be defended will decide whether the thesis will be accepted or rejected as unacceptable plagiarism.
5. After defending the final degree thesis, the State Examination Board shall provide a flag in the EZP of the final degree thesis as follows:
  - a) **defended** - if the student successfully defended the final degree thesis,
  - b) **not defended permanently** - in case of unsuccessful defence of the final degree thesis, if the student has exhausted all the possibilities for repeating it pursuant to Art. 16 par. 4 and Art. 15, par. 14 of the UPJŠ in Košice Study Rules of Procedure,
  - c) **not defended temporarily** - in case of unsuccessful defence of the final degree thesis, the Board of Examiners does not require the reworking of the final degree thesis and the student has a possibility of repeating the defence of the final degree thesis pursuant to Art. 16 par. 4 and Art. 15 par. 14 of the UPJŠ Study Rules of Procedure,
  - d) **not defended temporarily** with the simultaneously ticked "**Permission to draw another version on the topic**"- if the student did not defend the final degree thesis and the State Examinations Board decide that the student is to rework the final degree thesis, or to develop a new degree thesis for the given assignment.
5. The AIS Central Administrator shall provide the University Library (UL) at least 60 days after the defence of the final degree thesis export of the data of these theses for the library-information system. The UL shall provide bibliographic registration and access to electronic versions of the defended degree theses through KIS on the basis of a licencing agreement concluded between the author and the Slovak Republic represented by the university.
6. The above provisions shall also apply in doctoral and associate professorship dissertations.

### **Concluding Stipulations**

1. The remaining stipulations of the Directive No. 1/2011 as amended by Annex No. 1 and Annex No. 2 shall remain unchanged.
2. This Annex shall become valid and effective as of the date of its signing by the UPJŠ Rector.

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Prof. MUDr. Ladislav Mirossay, DrSc., m. p.  
Rector