UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA
V KOŠICIACH

Guarantor:
University Library
Pavol Jozef Šafárik University

Košice on 15th February 2010
Ref. No. 53/2010

DIRECTIVE No. 1 /2010

on Bibliographical Registration, Keeping, Making Available, and Essential Requisites of Final Theses and Degree Theses Valid for Pavol Jozef Šafárik University in Košice and Its Constituents

In accordance with Law Act No. 131/2002 Coll. on Higher Education and on the Changes of and/or Amendments to Some of the Law Acts as Amended, in accordance with 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, in accordance with Methodological Guidance of the Ministry of Education of the Slovak Republic No. 14/2009-R on the Requisites of Final Degree Theses, Their Bibliographical Registration, Originality check, Keeping Them and Making Them Available, as well as in accordance with the Pavol Jozef Šafárik University in Košice Study Regulations, with reference to enforcement of the provision of Section 8 paragraph 2 subparagraph b) Law Act No. 183/2000 Coll. on Libraries as Amended by Law Act No. 416/2001 Coll.

I hereby issue

the following Directive on Bibliographical Registration, Keeping and Making Available, and Essential Requisites of Final Degree Theses.

Article 1
General Stipulations

1. The Directive on Bibliographical Registration, Keeping and Making Available, and Essential Requisites of Final Degree Theses (hereinafter "the Directive") regulates the uniform procedure in elaborating, registering, and keeping the final degree theses accomplished at Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ ").
2. The final degree thesis constitutes an integral part of study under any Study Regulations in accordance with Law Act No. 131/2002 Coll. on Higher Education and on the Changes of and/or Amendments to Some of the Law Acts as Amended (hereinafter "Higher Education Law Act"). Its defence constitutes part of state examinations[1] and constitutes one of the preconditions for proper completion of studies.

[1] Section 51 par. 3 Law Act No. 131/2002 Coll. on Universities

Article 2
Basic Notions and Definitions

1. Under the Higher Education Law Act, the final degree thesis is a school publication conceived by the student for the sake of complying with their student commitments following from their legal relationship to the University[2]. The final degree thesis is an independent piece of academic assignment as specified by the supervising unit chairperson. Apart from the supervisor, the supervising unit chairperson may appoint a consultant for the final degree thesis, specifically if participation of external collaborators is required in supervising the final degree thesis. In such a case, either the supervisor or the consultant must have their place of thesis at UPJŠ.
2. In accordance with the Higher Education Law Act, the final thesis shall include the following:
   a) **bachelor thesis**[3] – within the study under the first level study programme (baccalaureate study programme),
   b) **final degree thesis**[4] – within the study under the second level study programme or the study programme pursuant to Section 53 paragraph 3 Higher Education Law Act (Magister study programme, doctoral study programme),
   c) **dissertation thesis**[5] **–** within the study under the third level study programme (PhD study programme).
3. Bachelor thesis verifies the mastery of the essentials of theory and scientific/scholarly terminology, essential standard scientific and scholarly methods and the level of knowledge and skills, which the student has acquired in the course of their study. The student in their thesis manifests the competence to conceive an independent professional publication as to both form and content. The thesis may contain elements of originality, summarization, and compilation.
4. By the final degree thesis, mastery of theory and professional terminology are verified, as well as application of essential standard scientific and scholarly methods and the level of knowledge and skills which the student has acquired in the course of their study, along with their competence to employ these in solving the tasks of the respective study branch. By the thesis, the student manifests their competence to conceive an independent creative publication as to both form and content. The thesis may contain elements of originality, summarization, and compilation.
5. Dissertation thesis has a character of academic thesis, in which the PhD. student manifests their competence and readiness to independently and creatively work in the field of science, scholarship, and/or research and/or their preparedness for their independent theoretical and creative artistic pursuits, for solving theoretical problems and practical issues of their respective academic branch on the basis of ongoing research and by making use of abundant reference material and employment of scientific/scholarly methods. The author of the PhD. dissertation manifests their competence of administering the scientific/scholarly issue by employing an inter-disciplinary approach, resulting in a conclusion.
6. For the purposes of this Directive, one of the following shall mean the qualification thesis:
   a) doctoral thesis,
   b) inaugural dissertation.
7. As per the respective Law Act[6], in the **doctoral thesis** the candidate is to demonstrate their

[2] Section 5 par. 12 Law Act No. 618/2003 Coll. on copyright and the related rights (copyright law)
[3] Section 52 par. 4 Law Act No. 131/2002 Coll. as amended
[4] Section 53 par. 4 Law Act No. 131/2002 Coll. as amended
[5] Section 54 par. 3 Law Act No. 131/2002 Coll. as amended

deeper knowledge in the respective study branch, their competence of independently attaining new pieces of knowledge in both science and practice and are able to creatively apply in practice the knowledge attained.

8. In accordance with the Ministry of Education of the Slovak Republic Decree No. 6/2005 Coll. on the procedure of attaining research-teaching degrees or artistic-teaching degrees of Associate Professor, the following may be **inaugural dissertation**:
    a. monograph, or
    b. monothematic publication bringing new scientific/scholarly knowledge, or
    c. corpus of published scientific/scholarly papers amended by a commentary, or
    d. documentation on a literary thesis of art or artistic performance, or a corpus of artistic publications or artistic performances accomplished.
9. Each of the final and qualification theses shall be original, conceived by the author in compliance with the regulations of the thesis along with information sources. Neither the final degree thesis nor the qualification thesis shall have a character of plagiarism and shall not violate copyright of other authors.
10. The supervising unit shall denote a unit of UPJŠ or its constituent (e.g. a department or an institute), creating for the student material and technical preconditions for conceiving the final degree thesis. The supervising unit may, under an agreement in writing with UPJŠ, cooperate with another extra-mural entity (a private company, state-run or public organisation, etc.).
11. Final Theses Registry (hereinafter referred to as "FTR") represents part of the subsystem of studies in the Academic Information System, which serves for assigning final theses, applying for final theses, committing the final and the qualification theses and making available the originality search issues.
12. Under the Copyright Law, the Licence Agreement on the Disposal of School Publication[7] (hereinafter referred to as "Licence Agreement") is an agreement between the author and the university, regulating the procedure of disposal and publishing the final thesis and qualification thesis.
13. Analytical sheet (metadata) serves for registering bibliographical information on the thesis concerned (see Annex No. 1 hereto).
14. Assignment denotes an electronic document registered in the FTR, by means of which the respective unit assigns the topics for Bachelor and final degree theses. The assignment shall contain the following (Annex No. 2):
    a. Faculty name,
    b. The name of the student's study programme,
    c. Final thesis type,
    d. Final thesis title,
    e. Name, surname, and degrees of the student,
    f. Name, surname and degrees of the thesis supervisor,
    g. Name, surname and degrees of the thesis consultant,

[6] Section 5 par. 12 Law Act No. 618/2003 Coll. on Copyright law and the Related Rights (Copyright Law)
[7] Sections 40 through 44 Law Act No. 618/2003 Coll. on COpyright Law and the Related Rights (Copyright Law)

h. Supervising unit,

i. Final thesis synopsis,

j. Language, in which the thesis is to be written,

k. Approval of the supervising unit chairperson,

l. Date of approving the assignment,

m. Other.[8]

15. The final degree thesis template is a sample document serving to make uniform the appearance of final theses and is meant as assistance to students in writing their theses. It is published on the Central Register of Theses website (http://www.crzp.sk/).

Article 3
Assigning the Final Theses and Qualification Theses

1. Proposals of topics for Bachelor and Magister theses are published through the assignment entered into the FTR within the deadline set by the time schedule for the respective academic year. The supervising unit chairperson shall be the person in charge of publishing the theses topics.

2. Students shall log for the Bachelor and Magister thesis through the FTR. The final thesis supervisors (or consultants in the case of external supervisors) shall indicate, who of the students registered on the given topic they will accept. They will do so within the deadlines set by the faculties in form of their respective internal instructions, in every case no later than at the beginning of the academic year in which the defence has to be taken.

3. Proposals of topics for doctoral theses shall be published through the websites of the respective faculty, which shall also publish the method and deadlines for applications by the students for study. The date of publishing the topics for doctoral theses is given in the academic year time schedule.

4. Proposals of topics for doctoral theses shall be published at respective faculty websites within the deadlines as set out by individual faculties.

Article 4
Final Thesis Structure

1. Final thesis shall include the following main parts:
   a) the introductory part,
   b) the main body of the text,
   c) annexes (optional),
   d) the final part (optional).

2. The introductory part of the final thesis shall contain the following items respectively:
   a) cover,
   b) title page,
   c) acknowledgement (optional),
   d) abstract in the national language,
   e) abstract in the English language or another foreign language respectively,

[8] Other data, which the Faculty or the supervising unit decide to include.

f) table of contents,
g) list of illustrations and tables (optional),
h) list of abbreviations and acronyms (optional),
i) glossary of terms (optional).

3. The thesis cover (Annex No. 3) shall include the following:
   a) name of the university,
   b) name of the faculty in which the student is enrolled,
   c) code (registration No.), if it was intended,
   d) thesis title and subtitle, if used (optional),
   e) name, surname and academic degrees of the thesis author,
   f) year of issue of the thesis.

4. The title page shall contain full information on the thesis (Annex No. 4) in the following structure:
   a) name of the university,
   b) name of the faculty at which the student is enrolled,
   c) thesis title and subtitle, if used,
   d) type of the final thesis (Bachelor, Magister or doctoral - dissertation),
   e) name, surname and academic degree(s) of the thesis author,
   f) name of study programme,
   g) number and name of the field(s) of study,
   h) name, surname and academic degree(s) of the supervisor,
   i) name, surname and academic degree(s) of the consultant (if any),
   j) name of the supervising unit, if it was intended for the final thesis,
   k) place and year of issue of the thesis.

5. Acknowledgement by the author of the final thesis is an optional part of the final thesis. It contains acknowledgement to the supervisor and other individuals, workplaces or institutions for their support and encouragement in the development of the thesis.

6. The abstract contains information on the objectives of the thesis, its brief contents, results and significance of the entire thesis. The abstract contains 3 to 5 keywords. The abstract is written as one continuous paragraph, and its range is usually 100 to 500 words. The language versions of the abstracts are listed on separate pages.

7. The Table of Contents is an overview of both non-paginated and paginated sections (chapters) of the thesis.

8. List of illustrations, list of tables, list of abbreviations and signs, as well as glossary of terms, are optional parts of the thesis. The lists are presented in case they contribute to increasing transparency, clarity of interpretation and intelligibility of the thesis.

9. The main body of the text of the final thesis consists of the following:
   a) introduction,
   b) core text,
   c) conclusion,
   d) summary (mandatory only if the thesis is written in another than the national language),
   e) list of the sources employed.

10. In the introduction, the author succinctly and eloquently describes the state of knowledge or experience in the field, which is the subject of the final thesis and introduces the reader

to the importance, objectives, and projections of the thesis. In the introduction the author emphasizes, why the thesis is important and why they decided to handle the topic. The introduction as the name of the chapter is not paginated and usually extends on 1 to 2 pages.

11. The core text is the main part of the thesis and is divided into chapters, subchapters, paragraphs and so on according to the type of thesis, which are paginated in the ascending order. Each new paginated chapter of the first level starts on a new page.

12. Arrangement of the core text of the thesis is determined by the type of thesis. The core text in the scientific / scholarly and technical theses usually consists of the following essential parts:
    a) the current state of the set of issues tackled both in this country and abroad,
    b) objective(s) of the thesis,
    c) methodology of the thesis and methods of research,
    d) outcomes of the thesis,
    e) discussion.

13. In the part Current State of Affairs in the Set of Issues tackled both in this Country and Abroad, the author presents the available information and knowledge on the topic. The source for addressing the issues shall consist in the currently published works by both national and foreign authors. The proportion of this part of the scope of thesis should be appropriate to the nature of the topic, but generally should not be smaller than 30%.

14. The part Objective(s) of the Thesis shall clearly, succinctly and accurately describe the subject matter of the set of issues addressed. It shall also contain elaborated partial targets, which are a precondition for attaining the main objective.

15. The part Methodology of the Thesis and Methods of Research shall usually include the following:
    a) characteristics of the object of research,
    b) working procedures,
    c) the mode the data have been collected and their resources,
    d) methods of evaluation employed and interpretation of results,
    e) statistical methods.

16. Results of the Thesis and Discussion of the thesis are the most significant part of the final thesis. The Results (one's own attitudes and/or one's own solutions), which the author attained, must be logically organized and in describing these they need to be adequately utilized. At the same time, all the facts and evidence are commented on in confrontation with the results of other authors. Results of the Thesis and Discussion may also be represented by one single section; together they generally represent 30% to 40% of the entire scope of the final degree thesis.

17. In the Conclusion, it is necessary to briefly summarize the results attained in relation to the objectives. The Conclusion shall not be paginated as a separate chapter.

18. If the final thesis is written in a foreign language, it must include the summary in the Slovak language to the extent approaching usually 10% of that of the thesis.

19. Bibliography (list of the sources employed) contains a complete list of bibliographical references. The scope of this section is given by the number of sources, which must correspond with the citations used in the text.

20. The optional part of Annexes shall contain materials, which have not been included directly in the text. Each Annex shall start on a new page, it shall be marked with a capital letter and the List of Annexes shall be part of the Table of Contents.

21. The optional Final Section of the thesis may include the thesis register, biography of the author, and other supplemental materials.

Article 5
Citations and Bibliographical References

1. In citing, ethics and technique are of importance. Ethics of citing determines the mode of compliance with ethical standards in relation to other person's ideas and results contained in other documents and in the sources exploited. The technique of citations reflects whether and how correctly, according to the norm[9], the author associates the places in the text with the records of the documents that exist in the list of bibliographical references.

2. In the final theses, the method of citing is recommended according to the first indication (name) and the date, in which the first indication shall be given in the text within parentheses (author's surname or the first word of the title) and the year of issue of the cited document. If necessary, in the parentheses the year and the numbers of the cited pages shall be indicated. If two or more papers are indicated by the same first information and the same year, these shall be differentiated by lowercase letters (a, b, c, etc.) following the year within the parentheses. The same designation shall be made in the list of bibliographical references.

3. Individual items in the list of bibliographical references shall be listed in the alphabetical order. They shall be arranged according to the first element (figure), followed by the year of issuance of the document. This shall be, if necessary, followed by lowercase letters, which differentiate references with the same first information and the same year of issue.

4. Description of the examples of citations is to be found in Annex No. 5.

Article 6
Formal Arrangement of Final Theses and Qualification Theses

1. As a matter of rule, the final thesis is conceived in the national (Slovak) language in the first person plural and in the past tense. With the agreement of the supervising unit chairperson, the final thesis may be written and defended in another than the national language. In case the final thesis is conceived in a foreign-language version, it shall contain a summary in Slovak extending on at least one standard page.
2. Formal arrangement of the theses shall observe the following standards[10]:
   a) STN 01 6910: 1999. Rules on Writing and Arrangement of Instruments in Writing;

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[9] STN ISO 690: 1998. Dokumentácia – Bibliografické odkazy – Obsah, forma a štruktúra.
STN ISO 690-2: 2001. Informácie a dokumentácia. Bibliografické citácie. Časť 2 : Elektronické dokumenty alebo ich časti

[10] Cf. e.g..: MEŠKO, Dušan et al. *Akademická príručka*. 2nd amended edition. Martin: Osveta, 2005. 496 pp. ISBN 80-8063-200-6.

b) STN ISO 2145: 1997. Documentation. Pagination of Sections and Sub-sections of Instruments in Writing;
c) STN ISO 690: 1998. Documentation – Bibliographical References – Content, Form, and Structure;
d) ČSN ISO 690-2: 2001. Information and Documentation – Bibliographical Citations – Part 2: Electronic Documents or Their Parts.

3. The recommended font shall be Times New Roman, size 12, and shall be uniform throughout the entire thesis. The recommended page setup - line spacing 1.5, 3.5 cm margins left, 2 cm margins right, top and bottom spacing 2.5 cm, orientation portrait, page size A4.

4. The final degree thesis shall be written under the rules of the Slovak language (or the language used).

5. The thesis shall be arranged according to standard rules and shall comply with formal and citation criteria and principles of referencing to primary and secondary sources.

6. The final degree theses development shall be prepared in printed form and bound in hardcover (not coil), so that individual pages cannot be taken out.

7. The scope of the thesis shall be determined by the assignor, taking into account the habits peculiar to the given field of study. By way of orientation, the appropriate scope may be defined as follows (the data determining the scope of work contain the number of characters, including spaces; the number of pages is only an indication):
   - Bachelor thesis: 54 000 - 72 000 characters, i.e. 30 to 40 pages,
   - Diploma thesis: 90 000 - 126 000 characters, i.e. 50 to 70 standard pages,
   - Doctoral dissertation: 144 000 - 270 000 characters, i.e. 80 to 150 standard pages.

8. The thesis pages shall be paginated sequentially in Arabic numerals. The page number shall be placed on the page bottom part (foot), in the middle or on the outer side of the page. The pages shall be paginated by an equal script type in the size identical with that of the text of the thesis. If the text is only printed on one side of the sheet, the number on the bottom side of the sheets shall indicate the sheet number. The title page shall be included within pagination, but shall contain no numeral. Each of the following pages or sheets shall bear the page number or the sheet number.

Article 7
Submission of the Thesis, Licence Agreement

1. The final theses of Bachelor and Magister study shall be submitted on fixed dates determined by the faculties, but always at least one calendar month before the scheduled date of defence. The doctoral dissertation shall be submitted by the student no later than 31st August of the last year of their PhD. studies.

2. The student shall submit their final thesis within the deadline in print and in the electronic form.

3. The student shall submit their thesis in print (two copies with Bachelor and diploma theses, four copies with doctoral dissertations) at the places as specified by the Faculty internal regulation (Bachelor and diploma thesis) or to the Dean of the Faculty (doctoral dissertation thesis).

4. Either the properly filled in and by the student signed Licence Agreement (Annex No. 6) or the Declaration by the Author of the Final Thesis of Non-disclosure of the Thesis (Annex No. 7) (hereinafter the "Declaration by the Author) shall be part of submitting the final thesis in the printed form.

5. The Licence Agreement or the Declaration by the Author shall be signed in two equal copies, one copy shall be filed in the student's personal file, the second copy shall remain for the author.

6. The Licence Agreement or the Declaration by the Author and acknowledgement of delivery of the final thesis in the electronic form shall be created by the student in the FTR subsystem.

7. The student shall also be required to submit the thesis in the electronic form via FTR and fill in the analytical sheet.

8. The final thesis in the electronic form shall meet the following requirements:
   a) it must be made in the PDF format so that textual information may be retrieved from it,
   b) it must be identical with the printed version.

9. The final and qualification theses shall be sent from the FTR to the Central Register of Final Theses, where originality shall be assessed (the degree of conformity of the text of the thesis with the database of original texts) of the final degree thesis.

10. Submittal of the final degree thesis or qualification thesis under items 1 through 8 above shall be the condition precedent for accepting the thesis for defence.

Article 8
Submitting of the Final Thesis, Licence Agreement

1. Doctoral and inaugural dissertations shall be submitted in hard copy and in electronic form.

2. The applicant shall submit their inaugural thesis to the Academic Board Chairperson of the respective faculty in four printed copies and one electronic version (CD, DVD). The printed form shall be bound in hardcover (not coil), so that individual sheets cannot be taken out. The electronic form shall be substantively identical with the printed form of the thesis.

3. The applicant shall submit their doctoral dissertation to the respective department of the faculty in two printed copies and one electronic version (CD, DVD). The printed form shall be bound in hardcover (not coil), so that individual letters cannot be taken out. The electronic form shall be substantively identical with the printed form of the thesis and shall be drawn up in the PDF format, so as to be able to obtain from it the textual information.

4. Chairperson of the Academic Board of the Faculty (for inaugural dissertations) or, respectively, the faculty department (for doctoral dissertations) shall arrange the following:
   a) completion of the analytical sheet of the thesis and loading of the electronic versions of the qualification thesis in the FTR,

b) filling in and signing a Licence Agreement or non-disclosure statement by the author.

5. The Licence Agreement or the Declaration by the Author shall be signed in duplicate, one copy shall be filed in the personal file of the applicant at the Dean's Office of the Faculty, the author shall receive the other copy.

6. Originality (degree of conformity of the text work with a database of original texts) of the final thesis shall be assessed via FTR in the Central Register of Final Theses. Verification and obtaining the Record of Originality shall be a condition precedent for accepting the qualification thesis for defence.

Article 9
Verification of originality of degree thesis and the qualification thesis

1. Originality of the final degree thesis or the qualification thesis (degree of conformity of the thesis text with the database of original texts) shall be assessed via FTR in the Central Register of Final Degree Theses.

2. The supervising unit chairperson shall arrange the print-out of the search results and attaching these to the documents that are part of the defence record. The author of the final or qualification thesis shall be entitled to know the results of search.

3. In case of disagreement as to the results of search, the Board, before which the thesis is to be defended, decide whether they accept or reject the thesis as unacceptable plagiarism.

Article 10
Publishing of Final Degree Theses and Qualification Theses

1. Successfully defended theses shall be permanently stored in the electronic form by the Central Register of Final Degree Theses and by the FTR.

2. In the case of an unsuccessful defence, the Chairperson of the Board of Examiners shall arrange for the exclusion of the final degree thesis or qualification thesis from the Central Register of Final Theses by indicating in the AIS subsystem that the thesis has not been successfully defended.

3. The method of publication of each of the theses defended or its non-disclosure shall be decided by the Board of Examiners before which it was defended. In their decision-making, the Board of Examiners shall be obliged to comply with the provisions of the Licence Agreement, in appropriate cases, however, they may impose limitations on the availability of the particular thesis.

4. The central AIS administrator will provide the University Library with data export of those theses for the Library Information System (LIS) not later than 60 days after the final theses defences. The University Library through its LIS shall arrange bibliographical registration and access to electronic versions of the theses under the License Agreement, Declaration by the Author or, respectively under the Dean's decision.

5. The final theses in their electronic form shall be made public through publicly accessible electronic catalogue of the University Library.

Article 11
Transitional provisions

1. In the academic year 2009/2010, assignments given under Article 3 shall be approved by 31st March 2010.

2. In the academic year 2009/10, provisions of Article 7 paragraph 8 shall appropriately apply or the final degree theses.

Article 12
Concluding Stipulations

This Regulation shall become valid and effective as of the date of signing the same by the UPJŠ Rector.

Prof. MUDr. Ladislav Mirossay, DrSc.
Rector

Annex No. 1: Analytical Sheet
Annex No. 2: Sample Assignment of the final thesis
Annex No. 3: Sample Cover of the Final Thesis
Annex No. 4: Sample Title Sheet of Final Thesis
Annex No. 5: Examples of Citations of the Documents Described under ISO 690 and ISO 690-2
Annex No. 6: Licence Agreement on the Disposal of School Publication
Annex No. 7: Declaration by the Final Thesis on the Thesis Non-disclosure
Annex No. 8: The Final Thesis Review Form

Annex No. 1

Analytical sheet

Author	Name Surname 1 Surname 2
Thesis title	Thesis title
Thesis subtitle	If the thesis contains a subtitle, write it here, otherwise delete this box
Language of the thesis	Slovak, English, German
Type of thesis	e.g. Bachelor Thesis or Final Degree Thesis or Dissertation Thesis
Number of pages	Real number of pages, e.g. 102
Academic degree being awarded	e.g. Bc., Mgr., MUDr., MDDr.
University	Pavol Jozef Šafárik University in Košice
Faculty	Exact name of the faculty
Department/Institute	Name of the department/institute
Study branch	Branch
Study programme	Specialization
University registered place	Košice
Faculty registered place	
City	
Thesis supervisor	Degree, name, surname, academic credentials
Date of submission	DD.MM.YY (for an example 15.05.2007)
Date of defence	DD.MM.YY (for an example 15.06.2007
Key words	Key word 1, key word 2, …
Thesis title in the Slovak language	Title in Slovak
Thesis subtitle in the Slovak language	If the thesis contains a subtitle, write it here, otherwise delete this box
Key words in the Slovak language	Key word 1 key word 2, …

Annex No. 2 Sample Assignment of the final thesis

PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE
FACULTY OF .....

FINAL DEGREE THESIS ASSIGNMENT

Faculty name:

Name of student's study programme:

Type of the final thesis:

Title of the final thesis:

Name, surname, degrees of the student:

Name, surname, degrees of the supervisor:

Name, surname, degrees of the consultant:

Supervising department:

Objective of the final thesis:

The language in which the thesis is to be written:

Approval of the head of supervising department:

Date of approving the assignment:

Other:

Annex No. 3 Sample Cover of the Final Thesis

PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE
FACULTY OF .....

Code (registration No.)

THESIS NAME

Year of issue of the thesis

Name, surname and academic degrees of the thesis author

Annex No. 4 Sample Title Sheet of Final Thesis

PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE
FACULTY OF .....

THESIS NAME

Type of the final thesis

Study programme:	title
Study branch:	number and title
Supervising unit:	title
Final degree thesis supervisor:	name and surname, academic degrees of the thesis supervisor
Consultant:	name and surname, academic degrees of the thesis consultant

Place and Year of issue of the thesis

Name, surname and academic degrees of the thesis author

Annex No. 5

Examples of Citations of the Documents Described under ISO 690 and ISO 690-2

1. Books / Monographs

Elements of description:
Author. *Title: subtitle (optional). Issue serial No..* Place of publication : publisher, year of publication. Number of pages. ISBN.

If there are three authors, they are separated by a comma. If there are more than three authors, the first author shall be given, followed by et al. in case of a foreign publication. The first issue need not be given in the quotation description.

Examples:
OBERT, V. *Návraty a odkazy.* Nitra : Univerzita Konštantína Filozofa, 2006. 129 s. ISBN 80-8094-046-0.

TIMKO, Ján – SIEKEL, Pavol – TURŇA, Juraj. *Geneticky modifikované organizmy*. Bratislava : Veda, 2004. 104 s. ISBN 80-224-0834-4.

HORVÁT, J. a kol. *Anatómia a biológia* č*loveka*. 1. vyd. Bratislava : Obzor, 1999. 425 s. ISBN 80-07-00031-5.

CRAWFORD, J. Evaluation of library and informations services. London : Aslib, 1996. 52 p.

2. Journal article

Elements of description:
Author. Title. *Title of the source document (newspapers, magazines)*. ISSN, year of publication, year of issue, volume No., pages (from – to).

Examples:
STEINEROVÁ, J. Princípy formovania vzdelania v informačnej vede. In *Pedagogická revue*. ISSN 1335-1982, 2000, roč. 2, č. 3, s. 8-16.

BEŇAČKA, J. et al. A better cosine approximate solution to pendulum equation. In *International Journal of Mathematical Education in Science and Technology*, 2009, vol. 40, no. 2, p. 206-215.

3. Article from the volume and monograph

Elements of description:
Author. Article title. In Volume title. Place of issue : publisher, year of publication. ISBN. Number of pages (pages from – to).

Examples:
ZEMÁNEK, P. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference : proceedings. Vol. 2. Fruit Growing and viticulture.* Lednice : Mendel University of Agriculture and Forestry, 2001. ISBN 80-7157-524-0, p. 262-268.

BOĎOVÁ, M. at al.. An introduction to algorithmic and cognitive approaches for information retrieval. In *18. Informatické dni: sborník referátů z mezinárodní vědecké konference o současných poznatcích informačních a komunikačních technologiích a jejich využití*. Praha : Univerzita Karlova, 1990. ISBN 80-01-02079-7. s. 17-28.

4. Contribution in a monograph

Elements of description:
Author. Title. In Author of monograph. *Title of monograph*. Place of publication : publisher, year of publication. ISBN, pages (from – to).

Examples:
STEINEROVÁ, Jela. Základy filozofie človeka v knižničnej a informačnej vede. In Kimlička, Štefan a kol. *Knižničná a informačná veda na prahu informačnej spoločnosti.* Bratislava : Stimul, 2000. ISBN 80-88982-29-4, s. 9-56.

WRIGLEY, William. Parish registers and the historian. In STEEL, D.J. *National index of parish registers*. London : Society of Genealogists, 1968, vol. 1, p. 155-167.

5. Part of the monographic publications

Elements of description:
Author. *Title.* Order Issue. Number of part. Place of publication : publisher, year of publication. ISBN. Title of chapter, pages (from-to).

Examples:
KOSEK, J. *HTML – tvorba dokonalých stránoek : podrobný průvodce.* 1.vyd. Praha : Grada, 1998. ISBN 80-7169-608-0. Kapitola 12, Kaskádové styly dokumentů, s. 177-199.

ROSCOE, John. *The Baganda.* 2nd ed. London : Frank Cass, 1976. chap. 8, Government, p. 233-270.

6. Electronic documents - monographs

Elements of description:
Author. *Title* [Type of carrier]. Issue. Place of issue : Publisher, date of publication. Date of update. [Date of quote]. ISBN. Availability and access.

Example:
SPEIGHT, J. G. *Lange's Handbook of Chemistry* [online]. London : McGraw-Hill, 2005. [cit. 2009-06-10]. Dostupné na internete: <http://www.knovel.com/web/portal/basic_search/display?_EXT_KNOVEL_DISPLAY_bookid=1347&_EXT_KNOVEL_DISPLAY_fromSearch=true&_EXT_KNOVEL_DISPLAY_searchType=basic> . ISBN 978-1-60119-261-5.

7. Articles in electronic journals and other papers

Elements of description:
Author. Title. In *Journal title* [Type of carrier]. Year of publication, year of issue, No. [date of quote]. Availability and access. ISSN.

Example:
HOGGAN, D. Challenges, Strategies, and Tools for Research Scientists. In *Electronic Journal of Academic and Special Librarianship* [online]. 2002, vol. 3, no. 3 [cit. 2003-01-10]. Dostupné na internete:
<http://southernlibrarianship.icaap.org/content/v03n03/Hoggan_d01.htm>.

8. Paper in the volume on the CD-ROM

Elements of description:
Author. Title. In Volume *title* [Type of carrier]. Place of publication : publisher, year of publication, number of pages (pages from – to). ISBN.

Example:
ZEMÁNEK, P. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference : proceedings. Vol. 2. Fruit Growing and viticulture* [CD-ROM]. Lednice : Mendel University of Agriculture and Forestry, 2001, p. 262-268. ISBN 80-7157-524-0.

9. Research and qualification theses

Elements of description:
Author. Thesis *title*: specification of the thesis type (dissertation, doctoral). Place of publication : Name of the university. Year of issue. Number of pages.

Example:
MIKULÁŠIKOVÁ, M. *Didaktické pomôcka pre praktickú výučbu na hodinách výtvarnej výchovy pre 2. stupeň základných škôl*: degree thesis. Nitra: UKF, 1999. 62 s.

10. Research reports

Elements of description:
Author. *Thesis title* : type of report (VEGA, preliminary report). Place of issue : Name of the institution, year of issue. Number of pages.

Example:
BAUMGARTNER, J. et al. *Ochrana a udržiavanie genofondu zvierat, šľachtenie zvierat* : research report. Nitra: VÚŽV, 1998. 78 s.

11. Norms and standards

Elements of description:
Norm specification and number of norm:Year of issue (not the year of approval or effect). Norm name.

Example:
STN ISO 690:1998. Documentation – Bibliographical references – Content, form, and structure.

10. Legislations

Elements of description:
Designation and number of the legislative document. Year of publication and abbreviation of the official document. Title

Example:
Zákon č. 313/2001 o verejnej službe

No Act. 313/2001 on public service

Annex No. 6

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Student of the Faculty:	
Thesis (school publication) title:	
Code (thesis registration No.):	
Type of the final thesis (Article 2)	
Date of submission in the Central Registry of Final Theses:	

and

the Assignee::

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Faculty:	
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Annex No. 7

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[2] Bachelor thesis, degree thesis, doctoral thesis, dissertation; qualification thesis (inaugural dissertation)

Annex No. 8

Review of the thesis
Supervisor, ...

Thesis title:
Author:
Supervisor:
Supervisor's workplace:
Academic year:

Assessment field	**Assessment**
Topicality and demandingness of the assigned thesis theme	A - excellent (1)
Orientation of the student in the given set of issues predominantly by the analysis of both national and international sources	B – very good (1,5)
Suitability of the methods selected for bringing the research issues to completion	C – good (2)
Formulation of the thesis objectives and the degree of achieving these	D – sufficient (2,5)
Extent and level of the outcomes attained	E – satisfactory (3)
Analysis and interpretation of the outcomes and formulation of the thesis conclusions	FX – failed (4)
Applicability of the outcomes in practice	
Clarity and logical arrangement of the thesis	
Formal, language, and stylistic levels of the thesis	

Verbal assessment of the thesis:

Assets (strengths) of the thesis:

Shortcomings (weaknesses) of the thesis:

Recommendations, questions or topics for the final thesis defence:

Overall assessment of the thesis

Thesis grade evaluation
Admittance of the thesis for defence Recommended/not recommended.

Place ..... Date ....
Signature