

UNIVERZITA PAVLA JOZEFA ŠAFÁRIKA V KOŠICIACH



Guarantor: Rector's Unit
Šafárik University

Košice on 3rd November 2011
Ref. No. 4405/2011

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

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 (hereinafter "ME SR") 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 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 changes of and/or amendments to some of the provisions of 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, as well as under 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 and 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

the following Directive 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.

Article 1 General Stipulations

1. The Directive 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 "the Directive") regulates the essential appurtenances final degree theses, doctorate degree theses and associate professorship degree theses accomplished at Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ" or "the University") and a uniform procedure in registering, keeping, publishing, and making

available them during the time of their keeping through the system of the Central Register of Final Theses and the library-information system of the UPJŠ in Košice University Library (hereinafter the "UK") and in the originality check.

2. This Directive relates to final degree theses of students studying at their first, second, and third levels of university study in accredited study programmes; it adequately applies to doctorate and associate professorship degree theses.

Article 2 **Basic Notions and Definitions**

1. 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 and on changes of and/or amendments to some of the law acts as amended (hereinafter "Law Act on Higher Education"), the final degree thesis is an inseparable part of study under each and any study programme.
2. 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.¹ The final degree thesis is a stand-alone piece of academic assignment of the student carried out under the supervision of the supervisor of the final degree thesis as appointed by the head of the supervising unit. In addition to 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.
3. In accordance with the Higher Education Law Act, the final degree thesis includes the following:
 - a) **Bachelor degree thesis**² – within the study under the first level study programme (the baccalaureate study programme);
 - b) **Magister degree thesis**³ – within the study under the second level study programme or the study programme pursuant to Section 53 paragraph 3 Higher Education Law Act (the Magister study programme, the doctorate study programme);
 - c) **Dissertation thesis**⁴ – within the study under the third level study programme (the PhD study programme).
4. In accordance with the Law Act⁵, the candidate in their **doctorate thesis** is to demonstrate their deeper knowledge in the respective study branch, they are capable of independently acquiring new findings of science/scholarship and practice and are capable to apply the acquired pieces of knowledge in their practice.
5. In accordance with Law Act No. ME SR No. 6/2005 Coll. on the procedure of acquiring a scientific-teaching or artistic-teaching degree of Associate Professor or Professor,
 - a) a monograph, or
 - b) a mono-thematic piece of work bringing novel scientific/scholarly pieces of knowledge, or

¹ Section 51 par. 3 Law Act No. 131/2002 Coll. on higher education as amended

² Section 52 par. 4 Law Act No. 131/2002 Coll. on higher education as amended

³ Section 53 par. 4 Law Act No. 131/2002 Coll. on higher education as amended

⁴ Section 54 par. 3 Law Act No. 131/2002 Coll. on higher education as amended

⁵ Section 53 par. 8 Law Act No. 131/2002 Coll. on higher education as amended

- c) a set of published scientific/scholarly pieces of knowledge supplemented by a commentary, or
 - d) documentation on a work of art or an artistic performance or a set of performed artistic works or artistic creations.
6. A **supervising unit** is a unit at UPJŠ or its constituents (e.g. a department or an institute) providing a student with material and technical conditions for preparing their degree thesis. The supervising unit may under an agreement in writing cooperate with an external entity (a private company, a state or public organization, etc.).
7. A **licensing agreement** on making use of a final degree, PhD or associate professorship degree thesis (hereinafter “the licensing agreement”) is under Law Act No. 618/2003 Coll. on copyright and the related rights (copyright law) as amended an agreement between an author and Pavol Jozef Šafárik University in Košice. It regulates the mode of making use and publishing the final degree, PhD or associate professorship degree thesis (Annex No. 4).

Article 3

Content of the Final Degree Thesis

1. By the **bachelor degree thesis** the mastery of the essentials of theory and scientific/scholarly terminology, essential standard scientific and scholarly methods and the level of knowledge and skills are verified, which the student has acquired in the course of their study. The student in the respective thesis manifests their competence to conceive an independent professional piece of work as to both form and content. The thesis may contain elements of originality, summarization, and compilation.
2. By the **magister degree thesis**, mastery of the 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 addressing the issues of the respective study branch. By the thesis, the student manifests their competence to conceive an independent professional piece of work as to both form and content. The thesis may contain elements of originality, summarization, and compilation.
3. The **dissertation thesis** has a character of a scientific/scholarly piece of work, 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 addressing theoretical problems and practical issues of the respective scientific/scholarly branch. The author of the PhD dissertation manifests their competence of administering the chosen scientific/scholarly issue by employing an inter-disciplinary approach, resulting in a conclusion.
4. Any final degree, PhD or associate professorship degree thesis must be original and conceived by the author in such a way that the rules of working with information sources are observed. No final degree, PhD or associate professorship degree thesis shall have a character of plagiarism and shall not violate copyright of other authors.

Article 4
Assigning the Final and PhD. Theses

1. The final, PhD, and associate professorship theses register (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 check results.
2. The draft themes of bachelor and magister degree theses are published by way of an assignment placed in the FTR within the deadline as defined in the time schedule of the respective academic year. The supervising unit chairperson is in charge of publishing the themes of the above theses.
3. The draft themes of PhD degree theses are published by way of an assignment placed in the FTR and at the faculty websites. The Faculty at the same time publishes the way and deadlines of students’ applying for their respective theme of their PhD thesis. The deadline for publishing the themes of PhD degree theses is defined in the time schedule of the respective academic year.
4. The draft themes of doctorate and associate professorship degree theses are published by way of an assignment placed in the FTR and at the faculty websites within the deadline as defined in the time schedule of the respective academic year. The supervising unit chairperson is in charge of publishing the themes of the above theses.
5. An assignment denotes an electronic document registered in the FTR, by means of which the respective unit assigns the topics for final, doctoral, and associate professorship theses. The assignment shall contain the following particulars:
 - a. Faculty name;
 - b. Name of the author’s study programme;
 - c. Final thesis type;
 - d. Final thesis title;
 - e. Name, surname, and academic degrees of the author;
 - f. Name, surname, academic degrees and the scientific/scholarly-teaching degrees of the final thesis supervisor;
 - g. Name, surname, academic degrees and the scientific/scholarly-teaching degrees of the final thesis consultant;
 - h. Supervising unit;
 - i. Final thesis synopsis;
 - j. Language of the final thesis;
 - k. Approval of the supervising unit chairperson;
 - l. Date of approving the assignment;
 - m. Other.⁶
6. The student shall apply for their respective final degree thesis by way of FTR. The

⁶ Other data, which the faculty or the supervising unit decide to include.

supervisors (consultants in cases of external supervisors) shall mark whom of the students applying for the respective theme they accept and shall do so within the deadlines as defined by the respective faculties' internal instructions.

Article 5 Final Degree Thesis Structure

1. The final degree thesis shall include the following main parts:

- a) the introductory part,
- b) the main body of the text,
- c) annexes (optional),
- d) the concluding part (optional).

2. The introductory part of the final degree thesis shall contain the following items respectively:

- a) the cover,
- b) the title page,
- c) acknowledgement (optional),
- d) assignment of the final degree thesis,
- e) the abstract in the national language,
- f) the abstract in the English language or in another foreign language,
- g) the table of contents,
- h) the list of illustrations and tables (optional),
- i) the list of abbreviations and signs (optional),
- j) the glossary of terms (optional).

3. The final degree thesis cover (Annex No. 1) shall include the following:

- a) the name of the university,
- b) the name of the faculty in which the student is enrolled for a particular study programme,
- c) the registration number, if assigned,
- d) the final degree thesis title and subtitle (the latter if employed),
- e) specification of the final degree thesis (a bachelor, magister, doctorate thesis or dissertation),
- f) year of issue of the thesis,
- g) name, surname, academic degrees and scientific/scholarly-teaching degrees of the thesis author.

4. The title page shall contain full information on the thesis (Annex No. 2) in the following structure:

- a) the name of the university,
- b) the name of the faculty at which the student is enrolled for the respective study programme,
- c) the thesis title and subtitle (the latter if employed),
- d) specification of the final degree thesis (a bachelor, magister, doctorate thesis or dissertation),
- e) the study programme name,
- f) the number of the study branch in form of the first four digits under a separate regulation⁷ and the study branch name,

⁷ Decree No. 114/2011 Coll. of the Office of Statistics of the Slovak Republic which issues the Statistical Classification of Branches of Education

- g) the supervising unit name, if assigned for the final degree thesis, doctorate thesis and associate professorship thesis,
- h) the name, surname, academic degrees and scientific/scholarly-teaching degrees of the final degree thesis supervisor,
- i) the name, surname, academic degrees and scientific/scholarly-teaching degrees of the final degree thesis consultant (if appointed),
- j) the place and year of submitting the final degree thesis, doctorate thesis and associate professorship thesis,
- k) the name, surname, academic degrees and scientific/scholarly-teaching degrees of the final degree thesis author.

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

6. The assignment.

7. 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.

8. The table of contents is an overview of both non-paginated and paginated sections (chapters) of the thesis.

9. The list of illustrations, list of tables, list of abbreviations and signs, as well as the 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.

10. 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.

11. In the introduction, the author succinctly and eloquently describes the state of knowledge or practice in the field, which is the subject matter of the final degree thesis and introduces the reader to the importance, objectives, and purpose of the thesis. In the introduction the author emphasizes, why the thesis is important and why they decided to address the particular topic. The introduction as the name of the chapter is not paginated and usually extends on 1 to 2 pages.

12. 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 the thesis, which are paginated in the ascending order. Each new paginated chapter of the first level starts on a new page.

13. 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) the objective(s) of the thesis,
- c) methodology of the thesis and methods of research,
- d) outcomes of the thesis,
- e) discussion.

14. In the part "Current Status" in the set of issues addressed, the author presents the available information and knowledge on the given theme. 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 degree thesis should be appropriate to the nature of the theme, but as a matter of rule it should not extend below 30%.

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

16. 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.

17. The part "Results of the Degree Thesis and Discussion" are the most significant part of the final degree thesis. The results (one's own attitudes and/or one's own solutions attained by the author, shall 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. The Results of the Thesis and the 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.

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

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

20. The 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.

21. The optional part "Annexes" contains 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.

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

Article 6

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 norm⁸, the author associates the places in the text with the records of the documents that exist in the list of bibliographical references.

2. The method of citing is governed by the usage prevailing in the given field of science/scholarship, observing the applicable standards and norms. The consistent method of citing is to be employed in the entire final degree thesis, doctorate thesis and associate professorship thesis.

4. Description of the examples of citations (Annex No. 5) may be employed with the method of concurrent notes and with the method of numerical references as technique of citing pursuant to ISO 690 and ISO 690-2 standards.

Article 7

Formal Arrangement of Final Degree 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 degree thesis may be written and defended in another than the national language. In case the degree final thesis is conceived in a foreign-language version, it shall contain a summary in Slovak extending on one standard page maximum.
2. Formal arrangement of the theses shall observe the following standards⁹:
 - a) STN 01 6910: 1999. Rules on Writing and Arrangement of Instruments in Writing;
 - 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. Times New Roman, size 12, is the recommended font and shall be uniform throughout the entire degree 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.

⁸ 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.

⁹ Cf. MEŠKO, Dušan - KATUŠČÁK, Dušan et al. *Akademická príručka*. 2nd amended edition. Martin: Osveta, 2005. 496 pp. ISBN 80-8063-200-6.

4. The final degree thesis shall be written under the rules of the Slovak language (or those of the foreign language employed).
5. The degree 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 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 degree thesis: 54 000 - 72 000 characters, i.e. 30 to 40 standard pages,
 - Magister degree thesis: 90 000 - 126 000 characters, i.e. 50 to 70 standard pages,
 - Dissertation: 144 000 - 270 000 characters, i.e. 80 to 150 standard pages.
8. The degree 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 indicates 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.
9. The above stipulations shall adequately apply on the formal arrangement of doctorate degree theses and associate professorship theses.
10. Before loading the degree thesis in the register, the author shall perform a check of completeness and correctness of the data by means of an analytical sheet that shall be generated by the FTR and remove any eventual inconsistency.

Article 8

Submission and Registration of the Final Degree Thesis, Licensing Agreement, and Originality Check

1. The final degree theses of the bachelor and magister/doctoral study shall be submitted on fixed dates determined by the faculties, but in any case at least two calendar months before the scheduled date of defence. The dissertation shall be submitted by the student no later than on 31st August of the last year of their PhD. Studies, unless otherwise specified by the respective faculty internal regulation.
2. The author shall submit their final degree thesis within the deadline in both electronic and printed forms.
3. The final degree thesis in its electronic form, which the author shall submit by way of FTR, shall comply with the following requirements:

- a) it shall be prepared in the .pdf format in such a way that textual information may be retrieved from it,
 - b) it shall be identical with the printed version apart from the assignment, which shall be published in the electronic form without signatures of the persons concerned.
4. The FTR shall arrange the forwarding the final degree thesis containing the appropriate identification data necessary for the originality check in the Central Register of Final Degree Theses. The supervisor shall take over from the FTR a record of the thesis originality that is sent from the Central Register of Final Degree Theses and attach the same with the final degree thesis, unless otherwise specified by an internal regulation of the faculty/unit.
 5. The FTR will automatically generate a draft licensing agreement (Annex No. 4) between the thesis author and the Slovak Republic, represented by Pavol Jozef Šafárik University in Košice.
 6. The licensing agreement shall be signed by the UPJŠ Rector or a person authorized by the Rector within 30 days from the date of its receipt. The author will keep one copy of the licensing agreement, the other copy will be deposited in the student's personal file at the Dean's Office of the respective faculty.
 7. The author shall submit the final degree thesis (in two copies with bachelor theses and in four copies with dissertations) in a place as specified by the faculty internal regulation (bachelor and magister theses) or to the faculty dean (dissertations) within three working days at the latest after forwarding the electronic form of the final degree thesis in the FTR. Simultaneously with the thesis, the author shall hand over two copies of the draft licensing agreement signed by the same.
 8. Should the author apply in the draft licensing agreement for a postponement exceeding 12 months, they shall also include reasons for the postponement period applied for. The dean of the respective faculty shall give their opinion on granting the postponement period within 10 calendar days. The postponement period may be 36 months at most. The precise procedure, mode, and place of handing over the final degree thesis shall be specified by individual faculties.
 9. If the final degree thesis contains the data whose publishing is excluded mainly due to a third person's business secret, a concealed fact or personal particulars, the author may give those data in a separate non-public documentation, not forming part of the final degree thesis being published and shall only be intended for the final degree thesis supervisor, the reviewer, and the board of examiners.¹⁰
 10. The supervisor's review shall contain a statement on the outcome of the originality record. In case of external reviewers, the respective department shall provide the reviewers with the final degree thesis originality check record simultaneously with handing over the final degree thesis for the purpose of making a reviewer's review and shall arrange loading the review in the FTR.
 11. The student shall have the right to make themselves familiarized with the reviews three working days prior to the date of defence at the latest.

¹⁰ Section 62a paragraph 2 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.

12. The reviews shall be forwarded en masse via the FTR in the Central Register in the .pdf format with a possibility of being converted into a genuine text. The reviews shall be published via the Central Register in accordance with the licensing agreement on the employment of the review of a final degree thesis, a doctorate thesis or an associate professorship thesis (Annex No. 5).
13. The above stipulations shall adequately apply for doctorate and associate professorship theses.

Article 9
Defence of the Final Degree Thesis and Making the Same Available

1. The final degree theses shall be permanently kept in the electronic form by way of the Central Register of Final Degree Theses and via the FTR.
2. Originality of the final degree thesis shall be checked in the Central Register of Final Degree Theses (a degree of correspondence of the thesis text with the database of original texts). Verification and obtaining the Originality Check Record shall be a condition precedent for admitting the final degree thesis for defence.
3. The supervising unit chairperson shall arrange printing the originality check results and attaching the same with the documents that are part of the record of defence. The final degree thesis author shall have the right to acquaint themselves with the originality check outcomes.
4. In support of the originality check result, the board, before which the degree thesis is to be defended, shall decide whether they accept or turn the thesis down as unacceptable plagiarism.
5. In case of unsuccessful defence, the supervising unit chairperson shall arrange the entry in the FTR that the thesis has failed to be successfully defended.
6. The AIS central administrator shall provide the UL within 60 days from the date of defences of final degree theses export of the data of the theses for the library information system. The UL via the LIS shall arrange for bibliographical registration and making available of the electronic versions of the theses defended on the basis of licensing agreements made between the author and the Slovak Republic represented by the University.
7. The above stipulations shall adequately apply for doctorate and associate professorship theses.

Article 10
Information in Writing

1. If the purpose of the final, doctoral or associate professorship thesis is making a work of art in a form other than literary or performing an artistic performance, the author shall prepare an information in writing containing the following:
 - a) the data pursuant to Article 5 paragraph 4 of this Directive;

- b) the type of a work of art or artistic performance)a painted art work, a utility art work, architectonic work in three-dimensional rendition, a three-dimensional cartographic work, a photographic work, a musical piece in a music notation record, a choreographic work in a choreographic record, an audiovisual work, an artistic performance, etc.;
 - c) technical parameters of the work or an artistic performance – the work dimensions, work type, method and material employed, image format, mode of sound recording and reproduction, musical instrument in case of a music art performance, time length in minutes of the audiovisual work, especially in case of an actor's, a cameraman's, a director's, a musician's performance and the date of performing the work of art.
2. The author shall load the essential requirements of the information in writing in the AIS. Making a licensing agreement is not required for making the above available.
 3. The author of the final degree thesis, the doctoral thesis or the associate professorship thesis may amend the information in writing under paragraph 1 of this Article in artistic-historical points of departure and on a statement on the theme and elaboration of the work by loading the document in the FTR of the respective university. Making a licensing agreement under stipulation of Article 6 paragraph 6 of this Directive shall be required for making available that part of the information in writing.

Article 11

Declaration on Honour, Suspension of Making Available to Public

1. If the author has published their final degree thesis, doctorate thesis or associate professorship thesis or any part thereof in a periodical publication or as a non-periodical publication, the author shall ascertain the fact by furnishing a declaration on honour (Annex No. 3). Information on any parts published and on all the publications may be contained in a single declaration on honour.
2. If the author is in any type of legal relationship with UPJŠ (being a student, a candidate in doctoral proceedings, a candidate in associate professorship proceedings or an employee), they shall fill in a declaration on honour in the FTR. The author shall deliver the appropriately filled in declaration on honour to the Register administrator by way of the FTR. If the author is not in any type of legal relationship with UPJŠ, they shall deliver the declaration on honour to the Register administrator in writing.
3. In case of having the final degree thesis or any of its parts published, the author may apply for the suspension of making it available to public via the Central Register. If the author is in any type of legal relationship with UPJŠ under paragraph 2 of this Article, they shall submit the application alongside with the declaration on honour via the FTR. If the author is not in any type of legal relationship with UPJŠ, they shall deliver the declaration on honour to the Register administrator in writing. The application for the suspension of publication shall contain the particulars under stipulations of Article 5 paragraph 3 of this Directive, the mailing address of the applicant, the extent of and reasons for the suspension of making the thesis available via the Register.

Article 12

Provisional and Concluding Stipulations

1. In case any violation of copyright by the final degree thesis author or any other serious offence is revealed, the chairperson of the board of examiners shall make a motion to the dean to commence disciplinary proceedings against the student.
2. This Directive becoming effective cancels the Directive No. 1/2010 on Bibliographical Registration, Keeping, Making Available and Basic Appurtenances of Final Degree Theses and Qualification Theses valid for UPJŠ and its components.
3. The final degree thesis, doctorate thesis or associate professorship thesis to be stored in the Central Register of the Final Degree Theses, Doctorate Theses, and Associate Professorship Theses in accordance with legal arrangement effective until 1st September 2011 and the final degree thesis, doctorate thesis or associate professorship thesis forwarded in the Central Register of the Final Degree Theses, Doctorate Theses, and Associate Professorship Theses prior to 1st September 2011, shall be governed by the legal arrangement effective until 1st September 2011¹¹.
4. 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

Univerzita Pavla Jozefa Šafárika
v Košiciach
Šrobárova 2, 041 80 Košice
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- Annex No. 1: Sample Cover of the Final Degree Thesis
- Annex No. 2: Sample Title Sheet of Final Degree Thesis
- Annex No. 3: Declaration on Honour on Publishing the Final Degree Thesis, Doctorate Thesis or Associate Professorship Thesis in a Periodical or Non-periodical Publication
- Annex No. 4: Sample Licensing Agreement on Making Use of the Final Degree Thesis, Doctorate Thesis or Associate Professorship Thesis
- Annex No. 5: Sample Licensing Agreement on the Disposal of the Review of the Final Degree Thesis, Doctorate Thesis or Associate Professorship Thesis
- Annex No. 6: Sample Examples of the Description of Citations of the Documents under ISO 690 and ISO 690-2

¹¹ Section 113a 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.

Annex No. 1 to Directive No. 1/2011 - Sample Cover of the Final Degree Thesis

**PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE
FACULTY NAME**

Registration No., if assigned

**THESIS TITLE
THESIS SUBTITLE**

Type of the thesis

**Year of submitting the thesis
Name, surname, academic degrees
and scientific/scholarly-teaching degrees of the author**

Annex No. 2 to Directive No. 1/2011 - Sample Title Sheet

**PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE
FACULTY NAME**

**THESIS TITLE
THESIS SUBTITLE**

Type of the thesis

Study programme: name

Study branch: number and name

Supervising unit: name

Supervisor: name, surname, academic degrees and scientific/scholarly-teaching degrees

consultant: name, surname, academic degrees and scientific/scholarly-teaching degrees

**Year of submitting the thesis
Name, surname, academic degrees
and scientific/scholarly-teaching degrees of the author**

Annex No. 3 to Directive No. 1/2011 - Sample Title Sheet

**Declaration on Honour
on publishing the Final Degree Thesis, Doctorate Thesis or Associate Professorship
Thesis in a Periodical or Non-periodical Publication**

Name and surname:
Date and place of birth:
Permanent residence:
University:
Faculty:

I hereby declare on my honour that this

- final degree thesis
 - bachelor degree thesis
 - magister degree thesis
 - dissertation thesis
- doctoral thesis
- associate professorship thesis

entitled:
whose author I am,
has been published

- prior to its forwarding
- after its forwarding

In the Central Register of Final Degree Theses, Doctorate Theses or Associate Professorship Theses

- in the whole extent
- in part

as a

- periodical publication
 - entitled:
 - publisher:
 - ISSN:
 - Serial No., under which the thesis has been published:
- non-periodical publication
 - publisher:
 - year of publication:
 - publication print run:
 - ISBN:

If only part of the thesis has been published, I hereby give page numbers of the .pdf document forwarded in the information system of the university, which have been published:

In date

.....
Author

PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE



Licensing Agreement on Making Use of the Final Degree Thesis¹, Doctorate Thesis or Associate Professorship Thesis

made in connection with stipulations of Section 40 and subs. Law Act No. 618/2003 Coll. on copyright and the rights related to the copyright law (Copyright Law Act) as amended and stipulations of Section 63 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 "Law Act on Higher Education")

Article I Parties

Degree, name and surname:

Date and place of birth:

Permanent residence:

(hereinafter "the author")

Slovak Republic represented by

Pavol Jozef Šafárik University in Košice,

(name and address of the faculty, at which the author is enrolled for study or is the candidate in doctoral proceedings or associate professorship proceedings, otherwise that of the university)

Represented by (the faculty dean)

CRN: 00397768

(hereinafter "the assignee"):

Article II Subject Matter of the Agreement

The subject matter of this Agreement is granting the approval by the author to the assignee (hereinafter "the license") for making use of the thesis as specified in Article III hereof (hereinafter "the thesis") under the terms and conditions as set out herein.

¹ Delete what is inappropriate

Article III

Specification of the Thesis

Name of the thesis:

Type of the thesis:

- final degree thesis
- doctoral thesis
- associate professorship thesis

If the final degree thesis, its type:

- bachelor degree thesis
- magister degree thesis
- dissertation thesis

Study branch No.²:

Study branch name:

ID No. of the thesis as generated by the university information system:

Article IV

Mode of Making Use of the Thesis and Scope of License

1. The author hereby agrees with publishing the thesis and grants to the assignee the approval for making available a digital copy of the thesis to the public in a way enabling a mass access to the same³ via the Central Register of the Final Degree Thesis, Doctorate Thesis or Associate Professorship Thesis kept at the Ministry of Education, Science, Research, and Sports of the Slovak Republic (hereinafter “the Register”).
2. The assignee is entitled to make the thesis available to the public after its loading in the Register
 - at the earliest after elapsing of months⁴ from the date of registering the thesis,
 - without any suspension period of time.
3. The assignee is entitled to make the thesis available to the public
 - only by employing
 - without the employmentof such technological devices which will prevent the public from permanently storing the thesis in a memory medium or print the same.
4. The license granted by the author to the assignee under this Agreement is non-exclusive and in a territorially unlimited scope.

² The first four digits under Decree No. 114/2011 Coll. of the Office of Statistics of the Slovak Republic which issues the Statistical Classification of Branches of Education.

³ Section 4 paragraph 2 Law Act No. 211/2000 Coll. on free Access to information and on the changes of and/or amendments to some of the law acts (Freedom of Information Law Act) as amended.

⁴ The whole number between 1 and 12, with the approval by the Rector or a person authorised by the former.

5. The author hereby grants the license to the assignee for a period of 70 years from the date of registering the thesis in the Register.

**Article V
Remuneration**

The author hereby grants the license to the assignee free of charge.

**Article VI
Concluding Stipulations**

1. This Agreement is made in writing in two document copies, one of each for each of the parties hereto.
2. This Agreement becomes valid and effective on the date of signing the same by both of the parties hereto; under signing one also understands replacing the signature by a mechanical medium.
3. This Agreement loses its effectiveness on the date when the Register administrator permanently suspends making the thesis available to the public under stipulation of Section 63 paragraph 12 Law Act on Higher Education.
4. If any of the stipulations of this Agreement becomes invalid, ineffective or unenforceable, this shall not affect the validity, effectiveness, and enforceability of the remaining contractual agreements.
5. The parties hereto declare they both have entered into this Agreement freely and severely, they have not acted in mistake or under any pressure, have understood its content and in witness of the same they attach below their respective signatures.

In date

In date

.....
Author

.....
Dean (or a person appointed by the same)

PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE



Licensing Agreement on Making Use of the Review of the Final Degree Thesis¹, Doctorate Thesis or Associate Professorship Thesis

made in connection with stipulations of Section 40 and subs. Law Act No. 618/2003 Coll. on copyright and the rights related to the copyright law (Copyright Law Act) as amended and stipulations of Section 63 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 "Law Act on Higher Education")

Article I Parties

Degree, name and surname:

Date and place of birth:

Permanent residence:

Relationship to the thesis:

- (second) reader
- supervisor
- manager of the final degree thesis or the doctorate thesis
- reviewer
- another person

(hereinafter "the author of the review")

Slovak Republic represented by

Pavol Jozef Šafárik University in Košice,

(name and address of the faculty, at which the author is enrolled for study or is the candidate in doctoral proceedings or associate professorship proceedings, or the address of the university)

represented by (the faculty dean)

CRN: 00397768

(hereinafter "the assignee"):

¹ Delete what is inappropriate

Article II

Subject Matter of the Agreement

The subject matter of this Agreement is granting the approval by the author of the review to the assignee (hereinafter “the license”) for making use of the work as specified in Article III hereof (hereinafter “the work”) under the terms and conditions as set out herein.

Article III

Specification of the Work

Review of the

- final degree thesis
- doctoral thesis
- associate professorship thesis

entitled:

If the final degree thesis, its type:

- bachelor degree thesis
- magister degree thesis
- dissertation thesis

Name and surname of the work’s author:

Study branch name:

Study branch No.²:

ID No. of the work as generated by the university information system:

Article IV

Mode of Making Use of the Work and Scope of License

1. The author of the review hereby agrees with publishing the work and grants to the assignee the approval for making available a digital copy of the work to the public in a way enabling a mass access to the same³ via the Central Register of the Final Degree Thesis, Doctorate Thesis or Associate Professorship Thesis kept at the Ministry of Education, Science, research, and Sports of the Slovak Republic (hereinafter “the Register”).
2. The assignee is entitled to make the work available to the public after its loading in the Register, at the earliest on the date of registering the Final Degree Thesis, Doctorate Thesis or Associate Professorship Thesis kept at the Ministry of Education, Science, Research, and Sports of the Slovak Republic (hereinafter “the Register”).
3. The assignee is entitled to make the work available to the public
 - only by employing
 - without the employmentof such technological devices which will prevent the public from permanently storing the work in a memory medium or print the same.

² The first four digits under Decree No. 114/2011 Coll. of the Office of Statistics of the Slovak Republic which issues the Statistical Classification of Branches of Education.

³ Section 4 paragraph 2 Law Act No. 211/2000 Coll. on free Access to information and on the changes of and/or amendments to some of the law acts (Freedom of Information Law Act) as amended.

4. The license granted by the author of the review to the assignee under this Agreement is non-exclusive and in a territorially unlimited scope.
5. The author of the review hereby grants the license to the assignee for a period of 70 years from the date of registering the thesis, to which the work in the Register relates.

**Article V
Remuneration**

The author of the review hereby grants the license to the assignee free of charge.

**Article VI
Concluding Stipulations**

1. This Agreement is made in writing
 - in two document copies, one of each for each of the parties hereto,
 - in the electronic form in the AIS of the respective university.
2. This Agreement becomes valid and effective on the date of signing the same by both of the parties hereto; under signing one also understands replacing the signature by a mechanical medium.
3. This Agreement loses its effectiveness on the date when the Register administrator permanently suspends making the work available to the public under stipulation of Section 63 paragraph 12 Law Act on Higher Education.
4. If any of the stipulations of this Agreement becomes invalid, ineffective or unenforceable, this shall not affect the validity, effectiveness, and enforceability of the remaining contractual agreements.
5. The parties hereto declare they both have entered into this Agreement freely and severely, they have not acted in mistake or under any pressure, have understood its content and in witness of the same they sign the same
 - by their respective own hands,
 - by a mechanical device⁴

In date

In date

.....
Author

.....
Dean (or a person appointed by the same)

⁴ Section 40 paragraph 3 Law Act No. 40/1964 Coll. – Civil Code as amended.

Annex No. 6 to Directive No. 1/2011

Sample of examples of the description of citations of documents under ISO 690 and ISO 690-2

1. Books / Monographs

Elements of the description:

Author. *title* : *subtitle (optional)*. Order of the issue. Place of issue: publisher, year of issue. Number of pages. ISBN.

If there are three authors, they are separated by a hyphen. If there are more authors, the first author will be given followed by an abbreviation a kol. or et al., if the work has been published abroad.

The first issue need not be given in the citation description.

Examples:

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

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

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

2. Article in a journal

Elements of the description:

Author. title. In the title of the source document (*newspaper, magazines*). ISSN (*optional*). Year, issue, number of pages (from - to).

Examples:

STEINEROVÁ, J. Princípy formovania vzdelania v informačnej vede. In *Pedagogická revue*. ISSN 1335-1982, 2000, issue 2, No. 3, pp. 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, pp. 206-215.

3. Article from a volume

Elements of the description:

Author. Title of the article. In the title of the volume. Place of issue : publisher, year of issue. ISBN

(*optional*), number of 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, pp. 262-268.

BOĐOVÁ, 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. pp. 17-28.

4. Paper in a monograph (e.g. part of the monograph, entry in an encyclopaedia,...)

Elements of the description:

Author of the paper. Title of the paper. In Author of the monograph. *Title of the monograph*. Place of issue : publisher, year of issue. ISBN, number of pages (from - to).

Example:

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, pp. 9-56.

5. Part of the monographic publication

Elements of the description:

Author. *title of the monograph*. Issue. No. of the part. Place of issue : publisher, year of issue.

ISBN. title of the chapter, number of pages (from - to).

Example:

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

6. Electronic documents - monographs

Elements of the description:

Author. *title* [type of carrier]. Issue. Place of issue : publisher, date of issue. Date of topicalization [Date of citing]. Availability and access. ISBN.

Example:

SPEIGHT, J. G. *Lange's Handbook of Chemistry* [online]. London : McGraw-Hill, 2005. [cit. 2009-06-10]. Available at the Internet:

<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 the description:

Author. Title of the article. In *title of the journal* [type of carrier]. Year of issue, issue, number [Date of citing]. 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]. Available at the Internet:

<http://southernlibrarianship.icaap.org/content/v03n03/Hoggan_d01.htm>.

8. Paper in a volume on a CD-ROM

Elements of the description:

Author. Title of the paper. In *title of the volume* [Type of carrier]. Place of issue : Publisher, year of issue, number of 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, pp. 262-268. ISBN 80-7157-524-0.

9. Scientific-qualification theses

Elements of the description:

Author. *title of the thesis* : specification of the type of thesis (dissertation, PhD). Place of issue : 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* : a degree thesis. Nitra : Univerzita Konštantína Filozofa, 1999. 62 pp.

10. Research reports

Elements of the description:

Author. *title of the work* : type of report (VEGA, current report). Place of issue : name of the institution, year of issue. Number of pages.

Example:

BAUMGARTNER, J. a kol. *Ochrana a udržiavanie genofondu zvierat, šľachtenie zvierat* : a research report. Nitra : VÚTV, 1998. 78 pp.

11. Norms

Description of the element:

Specification and No. of the norm: Year of entry into effectiveness, *title of the norm*.

Example:

STN ISO 690:1998, *Dokumentácia – Bibliografické odkazy – Obsah, forma a štruktúra*.

12. Law acts

Description of the element:

Specification and No. of the legislative document. Year of publication and abbreviation of the official document. Title

Example:

Law Act No. 313/2001 on public service