

# **FF UHK Dean's Decree No. 17/2018**

## **Organization of the final state examinations and regulations for thesis elaboration at the Philosophical Faculty of UHK**

### **PART ONE**

#### **Article 1**

##### **Introductory provisions**

- (1) This Order of the Dean of the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as "the Dean") follows Articles 24 – 26 of the Study and Examination Regulations of the University of Hradec Králové (hereinafter referred to as the "SER of UHK") from May 31, 2017 and Article 5 Paragraph 10 of the Regulations of the system of providing quality and internal quality evaluation of the University of Hradec Králové. It stipulates the rules for the organization of the final state examinations in bachelor and master's degree programmes and the rules for the elaboration of bachelor/master's theses at the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as the PF UHK) as well as the rules for the supervision and evaluation of theses.
- (2) This Order is obligatory for all students of the bachelor and master's degree programmes of the PF UHK and for all academicians and external teachers who are involved in the supervision of bachelor/master's theses and the provision of final state examinations for the students of the PF UHK.

### **PART TWO**

#### **Organization of Final State Examinations in Bachelor and Master's Degree Programmes**

##### **Article 2**

##### **Dates of final state examinations, the order of the individual parts of final state examinations**

- (1) The dates of the final state examinations are proposed by the head of department/institute of the PF UHK. The dates are part of the academic year schedule.

- (2) In the course of the academic year, the final state examinations must be announced as follows: the first examination date must be scheduled for the winter examination period, the second examination date must be scheduled for the summer examination period and the third examination date must be scheduled by the end of the academic year.
- (3) In compliance with Article 23 of the SER of UHK, the final state examination includes a defence of the bachelor thesis in bachelor degree programmes and a defence of the master's thesis in master's degree programmes.
- (4) In compliance with Article 23 of the SER of UHK, the heads of departments/institutes of the PF UHK have agreed on the rules for the order of completing the individual parts of the final state examination and the terms of procedure which apply to the coming academic years and are stated below in Paragraphs 5 and 6.
- (5) The defence of the bachelor/master's thesis is always the first part of the final state examination that the student is taking part in. After the defence of the bachelor/master's thesis has finished (regardless of its result), the student may proceed to the other parts of the final state examination. Further parts of the final state examination can take place on the same date as the defence of the bachelor/master's thesis or on a different date. Their order is arbitrary and the result of the individual parts does not affect the student's right to proceed to the other parts of the final state examination.
- (6) In utterly exceptional and justified cases, the head of department/institute and the study programme guarantor can adjust the order of performing the individual parts of the final state examination upon written request from the student.

### **Article 3**

#### **Final state examination topics/questions**

- (1) The head of department/institute secures the preparation of final state examination topics or questions in terms of organization (regarding the needs of the particular departments).
- (2) Topics/questions for the final state examinations for the respective academic year are determined and together with a list of study literature published in the information system by September 30 of the corresponding academic year.
- (3) If there are no modifications of the already approved topics/questions for the final state examinations, the existing ones remain in force.

### **Article 4**

#### **Summoning and Sessions of Examining Boards**

- (1) According to the SER of UHK, the chairperson and the members of the Examining Board are appointed by the Dean in compliance with § 53 paragraph 2 and 3 of the law and Article 27 paragraph 1 of the Statute of the UHK.
- (2) The term in office of a particular examining board is not limited and the stated board carries out functions until the Dean calls a new board.
- (3) The board is summoned for the days when according to the schedule of the academic year the examinations should be executed and the execution of the final state examination, resp. its part, is announced in the information system, on condition that at least one student has enrolled.
- (4) The organization of the final state examination, resp. its specific part, is secured by the corresponding department/institute (according to the contents of the final state examination, resp. its part). On the basis of the information about enrolled students

presented by the Study Department, the department/institute provides the schedule of the final state examination/its part and informs the enrolled students about it.

- (5) The chairperson of the examining board invites the head supervisor and the opponent of the thesis, in case they are not members of the examining board, to the thesis defence. The course of the thesis defence is determined by Article 26 of the SER.
- (6) Before the oral final state examination, the student draws questions and is provided with appropriate time for preparation.
- (7) The examining board decides about the result of the final state examination by voting. In case of equality of votes, the decisive vote is that by the chairperson or, in case of his/her absence, that by the member of the examining board who has been authorized by the chairperson to chair that particular examination session.
- (8) During the evaluation of the final state examination, the examining board assesses especially:
  - a. the concept of formulating the response to the drawn question,
  - b. the extent of the student's independence while responding to the question,
  - c. the ability to interpret and explain the connections in the particular question,
  - d. the factual and objective correctness,
  - e. the ability to answer partial questions from members of the examining board,
  - f. the oral performance.
- (9) The examining boards must keep a record whereas the form of the record is stated in the information system from which the documents are printed and prepared for the examining boards by the Study Department.

## **Article 5**

### **Enrolment for final state examinations**

- (1) The student can enrol for the final state examination on condition that he/she has successfully concluded his/her studies (obtained the required number of credits, passed all compulsory subjects and reached at least the minimum number of credits in the elective subjects block(s)).
- (2) The student submits an application for concluding his/her studies and also an application for the final state examination in written form through the Study Department. The binding dates for the submission of applications for the individual dates of the final state examinations are stated in the academic year schedule.
- (3) The Study Department secures the enrolment of students in the information system.
- (4) The student can cancel the registration for the final state examination without any justification not later than 14 days prior to the date for which the examination is scheduled, which he/she does through the Study Department. In compliance with Article 27 of the SER of UHK, the student has the right to excuse himself/herself from the date of the final state examination, on the basis of a justified written apology submitted within 5 days after the date of the examination.

## **PART THREE**

### **Rules for assignment, elaboration and submission of a bachelor and master's thesis**

#### **Article 6**

##### **Thesis assignment**

- (1) As a rule the student selects the topic of his/her bachelor/master's thesis (hereinafter referred to as "thesis"), according to his/her study programme, not later than in his/her penultimate year of study. He/she chooses a topic from the offer of thesis assignments published in the information system or incites the creation of a new topic, after an agreement with the thesis head supervisor. Thesis topics can be announced in cooperation with practical training.
- (2) More detailed organizational rules for thesis assignment are stipulated by the head of department/institute providing studies in the particular study programme.
- (3) The head of department/institute determines obligatory dates when the thesis topics are being announced by teachers/students, then approved and the individual topics finally registered by students.
- (4) The student prints the written form of the thesis assignment from the information system. In case the head supervisor agrees with the topic assignment, the head of department/institute confirms the document of the thesis assignment with his/her signature. The assignment material contains the information about thesis elaboration (tasks, goals and objectives, methods, source literature). The thesis assignment material also includes the title of the thesis in the English language. The process of thesis assignment is always completed by the topic being allotted to the student in the information system, which is secured by the respective department/institute.
- (5) The thesis can be registered for a defence not earlier than six months after its official assignment (i.e. allotment to the student in the information system). In justified cases the head of department/institute can make an exception at the request of a student.
- (6) No later than one month before the planned thesis defence the head of department/institute announces the name of the opponent and registers him/her into the information system.
- (7) Any changes in thesis topics are approved by the Dean at the student's written request recommended by the head of department/institute. The request includes the original as well as the new topic assignment signed by the head supervisor.

#### **Article 7**

##### **Thesis submission**

- (1) The dates for thesis submission are specified by the head of department/institute taking into account the dates fixed for thesis defence. The deadline for the thesis submission is four weeks prior to the thesis defence execution.
- (2) The thesis is submitted in compliance with the diction of the Regulations for handling bachelor, master's, PhD, dissertation and inaugural dissertation theses at UHK as amended.

## **Article 8**

### **Measures against plagiarism**

- (1) During the supervision of the thesis, the head supervisor pays attention to the student's proving the knowledge and skills required by the character and topic of the particular thesis, within tutorials while creating the thesis.
- (2) All submitted theses are automatically sent to the Odevzdej.cz repository for assessment of the concurrence of the thesis wording with catalogued sources.
- (3) The result of the assessment is displayed in the eVSKP system to the author of the thesis, the official of the corresponding faculty, the head of department, the head supervisor/tutor and all opponents.
- (4) The assessment result serves as one of the materials for thesis evaluation. In case the head of department/opponent concludes from the assessment result that a student has committed plagiarism, the head of department/opponent states this in his/her assessment of the thesis with appropriate justification.
- (5) The suspicion of thesis plagiarism can also occur due to other test mechanisms. In such a case, the suspicion is also stated and appropriately justified in the thesis assessment.
- (6) The suspicion of plagiarism does not affect the execution of the thesis defence on the fixed date. In case the particular examining board resolves after the thesis defence that there is reasonable suspicion that the student has committed plagiarism, the thesis is marked with grade F and the record of the defence will adequately justify this evaluation. The result of such a defence is conveyed to the Dean, who propounds the commencement of disciplinary proceedings.

## **Article 9**

### **Thesis Evaluation**

- (1) During the thesis assessment, these aspects are especially taken into consideration (depending on the needs of the individual study programmes):
  - a. nature of the topic (suitability of the topic choice, adequacy regarding the studied programme, stimulating effect, topicality, overall thesis conception),
  - b. theoretical framing and methods of thesis elaboration (theoretical foundations, objectives, research questions/thesis hypotheses, selection of methods and their utilization, originality of solving a given problem),
  - c. work with sources and specialized literature (the ability to choose adequate specialized sources and the work with specialized sources, method of quoting),
  - d. thesis structure and formal criteria.
- (2) In case of need, the head of department/institute can determine a unified structure of the thesis assessment.

## **Article 10**

### **Rules for appointing thesis supervisors**

- (1) In compliance with the SER of UHK, the bachelor or master's thesis supervisor can be a professor, a senior lecturer or – with the Dean's consent – also another academician, including a specialist not employed by UHK. The following rules explain in which cases and on what conditions the Dean agrees to theses being supervised by other academicians and specialists.

- (2) A research assistant with the PhD academic degree (or a corresponding one) can be the head supervisor of a bachelor as well as master's thesis.
- (3) A lecturer with the master's degree of education can be a head supervisor of a bachelor thesis. In exceptional and justified cases, the Dean can decide upon the proposals of the head of department/institute and the guarantor of the study programme to authorize such an academician to supervise a master's thesis.
- (4) The thesis supervisor can never be under any circumstances anyone who has not reached at least the master's degree of education.
- (5) A student of the doctoral study programme can become just the supervisor of a bachelor thesis, yet only on these conditions:
  - a. the topic of the bachelor thesis is linked to the topic of the dissertation thesis which the doctoral student is elaborating,
  - b. the thesis supervision takes place under the supervision of the doctoral student's tutor who has to agree with the thesis assignment and to whom the doctoral student also provides the thesis assessment prior to its release.
- (6) An external worker (i.e. a person not employed by UHK) can be a thesis supervisor only in justified cases, after the approval of the head of department/institute.
- (7) In bachelor professionally specialized study programmes, the thesis supervisor can be an external specialist active in practice if he/she has reached at least the master's degree of education and the support of a faculty academician has been secured for him/her. In other types of study programmes, a specialist from the practice can be a thesis tutor, yet the supervisor should be an academic worker of the PF UHK. A thesis tutor provides the student with specialized tutorials during the creation of the thesis, but he elaborates no thesis assessment.
- (8) The above stated rules also apply to the allotment of thesis opponents with the distinction that in justified cases a lecturer with the master's degree of education or a doctoral student can also be appointed as master's thesis opponents. The decision concerning the allotment of thesis opponents lies within the competence of the head of department/institute. If the bachelor or master's thesis has been supervised by a supervisor with the master's degree of education, the thesis must be allotted an opponent with the academic degree of at least Ph.D. (or a corresponding one).

## **Article 11**

### **Maximum number of supervised theses**

- (1) In the process of theses assessment, the head of department/institute is obliged to ensure that the total number of bachelor and master's theses supervised by the individual academicians at the department/institute is balanced, with regard to their work engagement, work load, to the number of theses they oppose, or to other relevant facts.
- (2) The number of students whose theses are supervised by a particular supervisor is influenced by the number of students enrolled in the respective study programme and by the number of academicians at the given workplace. The maximum number of theses supervised by one academician is 20. This number includes bachelor, master's as well as dissertation theses.

## Article 12

### Structure of thesis and its compulsory requirements

(1) The content division of the thesis and its formal layout proceed from the norm ČSN ISO 7144 Documentation – Formal structure of dissertation theses and similar documents, *Dokumentace – Formální úprava disertací a podobných dokumentů*, alternatively from the practice of a particular scientific branch. However, each thesis contains the obligatory requirements stated below.

#### a) Entries on the front cover:

- 1st line, centred: "University of Hradec Králové",
- 2nd line, centred: "Philosophical Faculty";
- vertical centre of the page, centred: "Master's/ bachelor thesis", according to the type of thesis;
- lower left border: year of thesis submission
- lower right border: name of the student

#### b) Entries on the title page:

- 1st line, centred: "University of Hradec Králové"
- 2nd line, centred: "Philosophical Faculty";
- 3rd line, centred: Department... / Institute...;
- vertical centre of the page, centred: title of the master's/bachelor thesis and statement "Master's/bachelor thesis" (according to the type of thesis),
- lower part of the page: name of the author including the study programme, branch of study (in case the study programme is divided into branches) and study form, name of the head supervisor (or tutor) of the thesis, place and year of submission of the thesis. The placement of the entries is the same as on the front cover of the thesis.

**c) Thesis assignment:** The assignment is printed from the information system. The compliance with the assignment is the essential condition for the thesis defence. However, the head supervisor is authorized to allow the author to do a one-time topic specification or to add a subtitle.

**d) Student's declaration:** The student's declaration of the independent elaboration of the thesis, e. g.: „*Prohlašuji, že jsem tuto diplomovou/bakalářskou práci vypracoval(a) (pod vedením vedoucí(ho) práce) samostatně a uvedl(a) jsem všechny použité prameny a literaturu.*“ I declare that I have written this Master's/Bachelor thesis independently (under the supervision of the head supervisor of the thesis) and stated all employed sources and literature. The place and the date of the declaration ("In Hradec Králové, date...") and the signature of the author of the thesis follow. The declaration is placed in the lower part of the page and the author must sign it using blue ink.

**e) Thesis annotation and key words in the Czech language:** The annotation begins with a complete bibliographic reference of the thesis with the translation of the title of the thesis into a selected language. Furthermore, it includes an informative or informatively indicative description of the thesis contents in the extent of 10 to 20 lines and three to five key words in the chosen foreign language.

**g) Thesis contents:** The contents consist of the list of all parts of the thesis, i.e. introduction, conclusion, numbered chapters and sub-chapters including potential appendices or listings with

references to page numbers. Previously stated formal parts (assignment, declaration, annotation) are not included. The contents of the thesis are situated at the front of the thesis following the annotation.

**h) The list of used abbreviations, symbols, terms and other indications:** Symbols are ordered alphabetically along with their definitions. In case only few abbreviations are used, this part can be omitted after the approval of the head supervisor. The listing of scientific terms can be integrated independently.

**i) The text of the thesis: The text of the thesis contains particularly the following parts:**

- an introduction containing for example a brief phrasing of the problem, a description of the reasons why the given topic was selected, a brief phrasing of research objectives, thesis structuring, etc.
- an overview of the current state of research in the studied theme, topicality of the selected theme, methodology of problem-solving, possible hypotheses and their theoretical justification, etc. (if not included in the body of the thesis),
- a body of the thesis,
- a conclusion containing a summary and the evaluation of the outcomes, their comparison with outcomes from similar researches, proposal for discussions and further research, etc.,
- footnotes should be behind the proper thesis text or at the bottom of each corresponding page
- a list of employed sources and literature,
- if need be, indexes, charts, etc. can also be included.

**j) Appendices:** These include independently numbered pages which are part of the thesis, but could not be integrated into the proper thesis text, particularly extensive images, charts, additional texts, etc. Appendices are stated in the Contents part of the thesis. They can also include computer storage media, etc. An essential part of the thesis is the legend or the description of each appendix containing also the information about the source or the author of the appendix.

(2) Models of compulsory thesis requisites are available in the appendix number 1.

(3) The structure of the thesis follows the norm ČSN 01 6910 The Adaptation of documents processed by CPU - *Úprava dokumentů zpracovaných textovými procesory*, ČSN ISO 2145 Documentation – Numbering of chapters and subchapters of written documents - *Dokumentace – Číslování oddílů a pododdílů psaných dokumentů*, etc. The list is available in the appendix number 2.

## Article 13

### The extent of thesis

(1) The extent of a bachelor thesis is 40–60 pages without appendices (i. e. including the list of sources and literature), the extent of a master's thesis is 60–80 pages without appendices (i. e. including the list of sources and literature) using 12 font size (for Times New Roman), spacing 1,5 and width of margins 30–35 mm. In justified cases the head supervisor can



determine a different extent of the thesis after the previous approval of the head of department/institute.

#### **Article 14**

##### **Printed form of thesis**

- (1) Double-sided printing of the main part of the thesis is recommended.
- (2) The colour of the cover and printing depends on the student's preference.

#### **Article 15**

##### **Quotation norm**

- (1) The head of department/institute specifies the quotation norm for all theses supervised and defended at the department/institute of which he/she is in charge. His/her decision must necessarily respect the practice of the given scientific branch.
- (2) Indispensable quotations must be clearly marked by quotation marks and supplied with the source reference.
- (3) In case there is cooperation among more departments of the PF UHK in supervising the thesis or the thesis falls into an interdisciplinary branch of science, the quotation norm is agreed between the head supervisor of the thesis and the head of the department/institute in which the thesis has been formally registered in the information system.
- (4) In disputable cases or in case there is no unified quotation norm specification at the department/institute, the norm ČSN ISO 690 shall be applied.

#### **Article 16**

##### **Final and transitional provisions**

- (1) This order revokes the Order Nr. 22/2017, *Organizace státních závěrečných zkoušek a pravidla pro vypracování závěrečné práce na FF UHK*, The organization of final state examinations and rules for thesis elaboration at the PF UHK.
- (2) This order comes into force and effect on the day of its release. The rules stipulated in Article 2, paragraphs 5 and 6, come into force from the new academic year, i.e. from September 1, 2018.

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