

BRNO UNIVERSITY OF TECHNOLOGY

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CONSOLIDATED VERSION GUIDELINE NO. 72/2017 FORMAT, SUBMISSION AND PUBLICATION OF FINAL THESES

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Article 1

Recitals

1. This Guideline lays down the prescribed structure and uniform format of the cover sheet and covers of theses and the manner in which they shall be submitted and published at Brno University of Technology (hereinafter "BUT"), in accordance with Section 47b of Act No. 111/1998 Coll., on higher education institutions and on amendment to and supplementation of other laws (Act on Higher Education Institutions), as amended (hereinafter the "Act") and Art. 53 of the Study and Examination Rules of BUT (hereinafter the "Rules").
2. For the purposes of this Guideline, information system means the information system primarily used by a faculty or some other component part of BUT where the thesis concerned is drawn up. For the faculties which use the central information system of BUT this includes the STUDIS, TEACHER and APOLLO information systems.
3. The requisites of a Bachelor's thesis and diploma thesis and their defence are laid down in Art. 25 of the Rules.
4. The requisites of a dissertation thesis are laid down in Art. 42 of the Rules.
5. The provisions of this Guideline concerning programmes implemented at a faculty shall be used by analogy to students of programmes implemented at BUT rather than at a faculty.
6. Acts performed by the Dean pursuant to this Guideline shall be performed by the Dean with respect to students enrolled in programmes implemented at BUT rather than by the Rector at a faculty. The Rector may authorise the head of a university institute participating in the implementation of the given programme or its part to perform acts pursuant to this Guideline.

Article 2

Type and Form of the Final Thesis

1. Final theses are categorised as Bachelor's theses, diploma theses and dissertation theses.
2. A final thesis shall be produced in printed and electronic form. Students must submit both forms of the thesis, which shall be identical in content, within the respective deadlines. A student who fails to comply with the deadline for submission shall not be allowed to defend the thesis.

Article 3

Assignment and Selection of Subjects of Final Theses

1. The supervisor shall enter the assignment of a Bachelor's or diploma thesis into the information system.
2. A student can register the assignment using the information system. The assignment can also be registered by the supervisor, based on agreement with the student concerned. The deadlines for physical and electronic registration of students for the announced assignments are laid down by an internal rule pursuant to Art. 16.
3. After the registration, the supervisor can define the assignment in more detail based on agreement with the student.
4. The assignment can be printed after being assigned to a specific student and defined in more detail. The assignment is locked upon printing to prevent any further changes of the assignment.
5. After printing the assignment, the student can generate the cover sheet and a specimen of the covers in the information system and download it.

6. In accordance with Art. 25 of the Rules, a Bachelor's thesis or diploma thesis shall be drawn up in the language of the relevant programme. In case of a programme in Czech, theses may be submitted in the Slovak or English languages with the consent of the thesis' supervisor.
7. A Bachelor's or diploma thesis submitted in English must contain an extended abstract in Czech or Slovak (Art. 15). This does not apply to students of a programme accredited in English.
8. For a dissertation thesis, the supervisor shall enter into the information system the subject for which the student will apply within the admission procedure for the doctoral studies.
9. Pursuant to Art. 42 of the Rules, a dissertation thesis or diploma thesis shall be drawn up in the language of the relevant programme. In case of a programme implemented in Czech, a thesis can always be submitted in English or Slovak.

Article 4

Submission of the Final Thesis in Electronic Form

1. PDF is the compulsory final format of the electronic form of the main part of the text of the final thesis including pictures, charts and tables. Annexes (source codes, multimedia contents, schemes, drawings, etc.) must be contained in a single file, or if several files are submitted, these must be compressed in a ZIP file.
2. The final thesis in electronic format can contain larger annexes in formats and sizes approved by the supervisor. The volume of data must not exceed the maximum permitted volume laid down in an internal rule pursuant to Art. 16.
3. The student shall enter the thesis in electronic form including all annexes into the information system within the deadline set by the faculty. The student shall also indicate the abstract and the keywords in Czech (or Slovak) and English. The abstract and keywords must be identical in content to the abstract and keywords contained in the final thesis.
4. For a dissertation thesis, the student shall also insert the topics into the information system.
5. After entering the final thesis in electronic form into the information system, the student shall check whether the final thesis in electronic form has the required requisites, following which the student shall engage the "Approved by the student" lock in the information system. This operates as confirmation of submission of the final thesis in electronic form.
6. If a correction is required in the final thesis in electronic form, it shall be for the supervisor to decide whether to unlock the locked entry and allow the student to perform the correction.
7. A submitted thesis shall be subject to comparison with theses saved in the thesis database and with other publications. The head of the teaching unit, the student, the supervisor and the reviewers shall be acquainted with the results of the comparison. Should the supervisor or reviewer find, or have reasonable suspicion, that the thesis contains a plagiarism or autoplagerism, they shall include this fact in the supervisor's evaluation or the thesis report in accordance with Art. 54 (4) of the Rules and file a motion to initiate disciplinary proceedings.

Article 5

Submission of the Final Thesis in Printed Form

1. Students shall submit the final thesis in printed form signed by the author within the deadlines set by the faculty.

2. Under Article 16, an internal standard may stipulate that, as component part of the hard copy of the thesis, the student must also submit a hard copy of the Annexes pursuant to Art. 4 (1) and (2), provided that the nature of the Annexes allows this.
3. The Dean shall set the number of copies of a final thesis through an internal standard under Article 16.

Article 6 **Drawing up Evaluations and Reports**

1. The evaluation by the supervisor of a Bachelor's or diploma thesis and the reviewers' reports must be drawn up so that the student is acquainted with them not later than three days before the defence (Section 25 (4) of the Rules). The reviewers of a dissertation thesis shall draw up their reports so that the reports are delivered to all members of the Doctoral Thesis Defence Committee and to the doctoral student at least 15 days before the defence (Art. 46 (7) of the Rules).
2. The structure of the report on doctoral thesis is set in Art. 46 (4) of the Study and Examination Rules. The provisions of Art. 46 (4) of the Study and Examination Rules shall apply mutatis mutandis to reports on Bachelor's and Master's theses. The specific requirements on the report structure and requisites shall be set through an internal standard under Article 16.
3. As a rule, evaluations and reports are entered directly into the information system. For external reviewers, the scan of the report in the PDF format can be entered into the information system by the authorised employee of the teaching unit or faculty. The reports are automatically transferred from the information system to the BUT Digital Library.

Article 7 **Publication of a Final Thesis Before Defence**

1. In accordance with Section 47b (2) of the Act and Art. 53 of the Rules, final theses submitted by students for defence must be made public not less than five business days prior to the defence at the BUT unit where the defence of the thesis is to take place. Unit means the seat of the faculty or university institute where the relevant student defends the final thesis; details may be laid down by an internal rule pursuant to Art. 16.
2. Anyone can obtain copies, extracts or reproductions of theses published in this manner at their own expense. An internal rule pursuant to Art. 16 lays down the calculation of the costs of copies, extracts or reproductions and the manner of obtaining them.
3. Final theses shall be published in this manner at least until the electronic version is published under Art. 9.

Article 8 **Entering the details of defence of a final thesis into the Information System**

An authorised employee of the relevant teaching unit or faculty shall enter the following information into the information system not later than on the business day following the defence:

- a) date of the defence of a final thesis;
- b) composition of the Defence Committee;
- c) result of the defence (successfully defended or not successfully defended);
- d) evaluation on the grading scale (A to F) – in case of Bachelor's or Master's thesis;
- e) course of the defence (verbal evaluation of the course of the defence).

Article 9
Publication of Final Theses After Defence

1. In accordance with Section 47b (1) of the Act, BUT shall publish the defended Bachelor's, diploma and dissertation theses on a non-profit basis, including the reviewers' reports, the information regarding the course of the defence and result of the defence. The final thesis and reports are published without signatures.
2. Final theses after defence shall be published pursuant to par. 1 above through the electronic database of final theses and in the BUT Digital Library.
3. The final thesis in printed form may be returned to the student after defence or placed at the faculty for archiving. Details are laid down by an internal rule under Art. 16.

Article 10
Further Use of Final Theses

1. In accordance with the applicable provisions of the Copyright Act, BUT may use final theses for teaching or internal purposes, although not for the purpose of a direct or indirect economic or commercial benefit. Under usual conditions BUT has the right to enter into a licence agreement for the use of a final thesis which is not covered by the previous sentence.
2. A student may use the final thesis him/herself and provide a licence to another person unless this is at variance with justified interests of BUT. In accordance with Section 60 (3) of the Copyright Act, BUT may require that a student reasonably contribute to BUT from any earnings attained in connection with the use of a final thesis or provision of a licence in order to reimburse BUT for the costs incurred on the final thesis, depending on circumstances up to the actual amount of the costs.

Article 11
Postponed Publication of a Final Thesis

1. In accordance with Section 47b (4) of the Act, a university may postpone the publication of a final thesis or a part thereof for the period during which an obstacle for publication exists, but not longer than for three years. Information on postponement of publication and the reasoning must be published at the same place where theses are published.
2. Save for justified exceptions, students are obliged to draw up final theses in such a way as to ensure there is no need to refrain from publishing.
3. In exceptional cases the publication of a final thesis may be postponed at BUT if this is required by the following:
 - a) protection of business secrets or
 - b) protection of classified information or
 - c) protection of intellectual property, in particular protection of inventions or technical solutions.
4. Procedure in permitting postponement of publication:
 - a) not later than one month before submission of the thesis, the student shall lodge a substantiated application for postponement of publication addressed to the Dean;
 - b) if the assignment was provided by an external party, the student shall present the external party's position together with the application;
 - c) the supervisor and the head of the teaching unit shall provide their statements on the student's application;

- d) the application shall be assessed and decided on by the Vice-dean for studies;
 - e) if the publication postponement is approved, the competent Vice-dean or an employee authorised by him or her shall indicate the duration of the postponement and the reason for the postponement in the Czech and English languages in the information system.
5. Final theses for which publication postponement was not permitted shall be published in the BUT Digital Library immediately after the information regarding the defence are entered into the information system under Article 8. Final theses for which publication postponement was permitted shall be published in the BUT Digital Library immediately after expiry of the period of publication postponement.
 6. For final theses subject to publication postponement, the faculty shall deliver one copy to the Ministry of Education, Youth and Sports for archiving without unnecessary delay after the final thesis has been defended.
 7. The publication of the reviewers' reports and the record of the course and results of the defence may not be postponed.

Article 12

Final Theses of a Specific Nature

1. A final thesis of a specific nature is a thesis which substantially consists of a non-textual work presented in the defence:
 - a) painting, graphic work, sculpture, installation, performance, happening, video, multimedia, animation, etc.
 - b) architectural design, urban design, study, project, drawing documents, model, poster, etc.
2. Documentation of the final thesis in electronic form (hereinafter the "Documentation") is a compulsory part of a final thesis of a specific nature, which shall encompass a textual part and a pictorial part. The form and requisites of the Documentation shall be set by an internal standard under Article 16.
3. Depending on the nature of the final thesis, the pictorial part of the Documentation shall contain either sketches and preparatory phases of development of the work which is to be presented in its final form only during the defence (as is the case for a performance or installation), or the completed work.
4. The textual part of the Documentation shall have the following parts:
 - title sheet pursuant to Art. 14;
 - brief annotation;
 - motivational introduction;
 - specification of the goals of the thesis and its practical contribution, if any;
 - description of the thesis;
 - contextualisation of the work;
 - evaluation of the results attained with respect to the goals set.
5. In formal terms the textual part of the Documentation shall form a continuous informative text. The recommended scope, detailed specification of contents and formal requisites of the textual part of the Documentation, as well as the requisites of the pictorial part of the Documentation, are regulated by an internal rule pursuant to Art. 16.
6. Students shall enter the Documentation in electronic form into the information system within the deadline set by an internal rule pursuant to Art. 16.

7. Reports on a final thesis of a specific nature must be drawn up and entered into the information system not later than 10 days after the defence.
8. In accordance with Section 47b (2) of the Act, the textual part of the Documentation in electronic form shall be published in the BUT Digital Library not later than five business days before the defence.
9. A final thesis of a special nature shall be published upon defence and within the exhibition of diploma theses. An internal rule pursuant to Art. 16 lays down the dates and venues of defences, which may take place also outside BUT sites.
10. After the defence of a final thesis of a special nature, the Documentation pursuant to par. 2 above, the reviewers' reports, the supervisor's report, the record of the course and the result of the defence shall be published through the electronic database of final theses in the BUT Digital Library.
11. Final theses of a special nature shall not be subject to the postponement of publication pursuant to Art. 11 above.

Article 13

Printed Form of a Final Thesis and Requisites of the Covers

1. The printed form of a final thesis must be a compact hard-case binding which cannot be easily disassembled.
2. Requisites of the covers for a final thesis:
 - name of the higher education institution;
 - name of the faculty or some other BUT component part;
 - type of final thesis pursuant to Art. 2 above;
 - academic degree, name and surname of the author;
 - city, year.
3. If the final thesis has been drawn up in Czech or Slovak, the texts on the covers shall be written in Czech. If the final thesis has been drawn up in some other language, the texts on the covers shall be written in English.

Article 14

Requisites and Format of the Title Sheet

1. The title sheet of a final thesis shall contain the following:
 - coat of arms of the higher education institution;
 - name of the higher education institution in Czech and English;
 - name of the faculty in Czech and English;
 - name of the institution, department, atelier in Czech and English;
 - name of the final thesis in the language of the final thesis and in English;
 - type of the final thesis pursuant to Art. 2 above in Czech and English;
 - academic degree, name and surname of the author;
 - academic degree, name and surname of the supervisor;
 - city, year.
2. If the final thesis has been drawn up in English, the English versions of the texts shall be provided first and the Czech or Slovak second. Otherwise, the English versions shall be provided second.

Article 15
Requisites and Organisation of the Textual Part of a Final Thesis

1. The requisites and organisation of the textual part of a final thesis shall be as follows, in order of priority:
 - a) title sheet;
 - b) assignment of the final thesis (not compulsory for a dissertation thesis);
 - c) abstract in the language of the final thesis and in English;
 - d) keywords in the language of the final thesis and in English;
 - e) extended abstract in Czech or Slovak if the language of the final thesis is other than Czech or Slovak (not applicable to students of a programme accredited in English);
 - f) bibliographic citation of the final thesis pursuant to ČSN ISO 690;
 - g) declaration made by the author concerning the originality of the thesis, signature of the author in the printed version of the thesis;
 - h) acknowledgement (not compulsory);
 - i) table of contents;
 - j) introduction;
 - k) text of the thesis;
 - l) conclusion;
 - m) literature;
 - n) list of abbreviations and symbols (not compulsory);
 - o) list of annexes (not compulsory);
 - p) annexes (not compulsory).
2. For final theses of a special nature, the requisites of the textual part of the documentation are laid down in Art. 12 above.
3. If a final thesis has been drawn up in English, the English version of the texts shall be provided first and the Czech or Slovak versions second.
4. If the final thesis has been drawn up in English by a foreign student on a stay in the Czech Republic (Erasmus+), the Czech version of the abstract and keywords and the extended abstract are not required. If this is the case, the student shall indicate in the information system both versions of the abstract and the keywords identically in English.
5. The scope and recommended structure of the extended abstract are laid down by an internal rule pursuant to Art. 16 below. Unless specified otherwise by an internal rule, it is recommended that the extended abstract should consist of about 3 standard pages, including an introduction, description of the solution and summary and evaluation of the results.

Article 16
Internal Rule of a BUT Component Part

1. Details on implementation of specified provisions of this Guideline are regulated by an internal rule of the faculty.
2. Details on implementation of specified provisions of this Guideline concerning the final theses of students in programmes implemented at BUT rather than at a faculty are regulated by an internal rule of BUT.

Article 17
Transitory and Final Provisions

1. Faculties which do not use the central information system of BUT shall ensure that the required data are exported into the central information system of the BUT by the set deadline.
2. The provisions on the use of the lock (Art. 3 (4) and Art. 4 (5) and (6)) do not apply to the Faculty of Information Technology and the Faculty of Civil Engineering whose information systems do not allow for the lock.
3. The format of the title sheet of a final thesis is subject to the Uniform Graphic Design of BUT. The content of the final thesis as such is not subject to the Uniform Graphic Design.
4. An exemption from the rules set out in Art. 3, 4, 5 and 15 above may be permitted by the Dean on the basis of a student's application.
5. This internal rule shall enter into effect on the day specified in the heading hereof.

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed
Rector