

**METHODICAL INSTRUCTION ON FINAL AND QUALIFICATION THESES AT THE  
TECHNICAL UNIVERSITY OF KOŠICE**

**Methodical Instruction on Final and Qualification Theses at the Technical University of Košice****Article 1  
Basic provisions**

1. This Methodical Instruction (hereinafter referred to as the "MP") is issued in accordance with the relevant provisions of Act No.131/2002 Coll. on Higher Education Institutions and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Act"), Decree of the Ministry of Education Science, Research and Sport of the Slovak Republic (hereinafter referred to as the "MŠVVaŠ SR") No. 233/2011 Coll. implementing certain provisions of the law, Act No. 185/2015 Coll. Copyright Act, § 8 of Act no. 126/2015 Coll. on libraries and with § 18 section 6 of the Study Regulations of the Technical University of Košice.
2. The purpose of this MP is to ensure a uniform procedure for the elaboration, development, originality check, archivation, publication, and access to final, rigorous, and habilitation theses at the Technical University of Košice (hereinafter referred to as "TUKE").
3. The final, rigorous, and habilitation theses are published in the Central Register of Final, Rigorous, and Habilitation Theses (hereinafter referred to as "CRZP"), which is administered by the MŠVVaŠ SR.
4. Final, rigorous, and habilitation theses are elaborated as a publicly available document with the possibility of using knowledge from them. For this reason, all parts of these theses must be completely accessible, not blacked out, and not edited.
5. At TUKE, the final, rigorous, and habilitation theses, assessment reports, and licence agreements are submitted in both electronic and printed forms to the TUKE University Library, which is a local (university) repository and directly communicates with the CRZP.
6. Each study programme at TUKE must include, as one of the conditions for its successful completion, the defence of the final thesis (bachelor, diploma, or dissertation), which belongs to the state examinations<sup>1</sup>.
7. The condition for admitting a student to the defence of the final thesis is his/ her written consent to the publication and making the final thesis available to the public, with the exception of point 9 of this Article, for the period of its archiving (70 years from the date of registration) without the entitlement to remuneration.
8. The condition for admitting a graduate of the study programme to the defence of the rigorous thesis is his/ her written consent to the publication and making rigorous thesis available to the public, with the exception of point 8 of this Article, for the period of its archiving (70 years from the date of registration) without the entitlement to remuneration.
9. If the final, rigorous, or habilitation thesis was published as a part of a periodical publication or as a non-periodical publication before being sent to the CRZP, points 7 and 8 of this Article shall not apply. If a part of the final, rigorous, or habilitation thesis was issued as a part of a

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<sup>1</sup> The final thesis is a part of the study programme and with its defence belonging to the state examinations (§ 51, sec. 3 of the Act), it must be sufficiently extensive (also in credit terms – Criterion KSP-B5 pursuant to the Government Regulations of the Slovak Republic No. 104 on AK).

periodical or as a non-periodical publication before being sent to the CRZP, points 7 and 8 of this Article shall apply to the unpublished part of the thesis.

10. The publication of the thesis or its part within the meaning of point 9 of this Article shall be proved by a declaration on oath of the author stating the title of the periodical publication, its publisher, the relevant ISSN, and the identification of the specific number under which the thesis was published. If the thesis or its part was published as a non-periodical publication, the affidavit shall contain the publisher of the non-periodical publication, the year of its publication, the cost of publication, and the relevant ISBN. A sample of the affidavit is attached as Annex No. 1/a to this instruction.
11. If the author is in a legal relationship with TUKE, in particular as an employee or a doctoral student, it is proved by the "Overview of the Publication Activity" generated by the University Library System for the registration of the publication activity of employees and doctoral students of TUKE. The author's publication activity report issued by the University Library replaces the affidavit referred to in point 10 of this Article.

## Article 2

### **Basic terms**

#### *Final thesis*

1. The final thesis is a school assignment created by a student to fulfil study obligations arising from his/ her legal relationship with the University<sup>2</sup>.
2. The final thesis is an independent work of a student - the author of the final thesis - under the methodical guidance of a supervisor (the final thesis supervisor). The author is responsible for ensuring that the final thesis is not unlawfully interfered with the rights or legally protected interests of third parties; in particular, it must not infringe the intellectual property rights of a third party or unlawfully handle classified information or personal data, confidential information or business secrets of a third party.
3. The supervisor (the final thesis supervisor) is appointed by a dean or a person authorised by the dean in the assignment of the final thesis. In the case of an external supervisor (the final thesis supervisor), a consultant from the employees of the guarantor department must be appointed.
4. In accordance with the Act, the final thesis is a:
  - a) Bachelor thesis<sup>3</sup> - when studying according to the first-degree study programme, it is the least demanding type of a final thesis;
  - b) Diploma thesis<sup>4</sup> - when studying according to the second-degree study programme or the study programme according to Act 53 section 4 of the Higher Education Act, it differs from the bachelor thesis in the length and depth of processing the topic;
  - c) Dissertation thesis<sup>5</sup> - when studying according to the third-degree study programme, it is the most demanding type of a final thesis, both in terms of content and methodology.

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<sup>2</sup> § 93 Act No. 185/2015 Coll. Copyright law

<sup>3</sup> § 52 sec. 4 of the Act

<sup>4</sup> § 53 sec. 4 of the Act

<sup>5</sup> § 54 sec. 3 of the Act

5. By a bachelor thesis, a student usually demonstrates the degree of ability to creatively work with information in the field of study in which he/she graduated from the study programme. The student should demonstrate the ability to present knowledge in a given field, use professional terminology (also in a world language), acquire and analyse new information (in a world language, particularly in English), interpret and critically evaluate data, and formulate conclusions and recommendations. The originality attributes of the bachelor thesis are all elements that are the result of the author's creativity. These are mainly (mostly alternative):
  - a) Results obtained by the author (e.g., measurements or observations) or an assignment created by him/her (e.g., project or artistic);
  - b) Author's own conclusions formulated on the basis of his/ her results or those of other authors;
  - c) Author's own interpretation and/or critical assessment of the results of other authors;
  - d) Author's own recommendations for the practical use of existing knowledge and/or a more thorough study of the issue;
  - e) Author's own hypotheses, together with a proposal to verify their truthfulness.
6. By a diploma thesis, a student demonstrates the degree of ability to creatively use the knowledge and skills acquired during the study in solving the given theoretical or practical problem. The student should demonstrate the ability to work with scientific and professional literature (especially with scientific and professional journals in a world language, particularly in English), choose appropriate methods and procedures for obtaining own results, process results, and formulate conclusions and recommendations. The originality attributes of the diploma thesis are all elements that are the result of the author's creativity. These are mainly:
  - a) Author's own results or author's work (e.g., design or artistic);
  - b) Author's critical assessment of his/her own results or works in the context of the results/works of other authors;
  - c) Author's conclusions and recommendations for the practical use of his own results and/or a more thorough study of the issue in the context of existing knowledge.
7. By a dissertation, a student demonstrates the ability and readiness to independently, creatively, and effectively solve the most demanding theoretical and practical problems of the field of study. The student should demonstrate the ability to act independently and creatively in the field of research, development, or art using advanced methods and procedures. The originality attributes of the dissertation are the same elements as in the case of the diploma thesis and the author's publication activity.

#### *Qualification theses*

8. For the purposes of this MP, the qualification thesis is a:
  - a) Rigorous thesis<sup>6</sup> – its defence is a part of passing a rigorous examination in the field of study in which a student received the university degree - "master's degree";
  - b) Habilitation thesis<sup>7</sup> – its submission is a condition for initiating habilitation proceedings in the relevant field of habilitation proceedings and inauguration proceedings.
9. A rigorous thesis verifies the student's ability to prove on the basis of an independent study that in the field of study he/ she has deeper knowledge in its broader basis and is able to

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<sup>6</sup> § 53 sec. 8 of the Act

<sup>7</sup> Decree of MŠVVaŠ SR No. 246/2019 Coll. from July 07, 2019 on the procedure for obtaining scientific-pedagogical titles or artistic-pedagogical titles Associate Professor and Professor

independently acquire new knowledge of science and practice and is able to apply the acquired knowledge in a creative way into practice.

10. A habilitation thesis can take the form of a:
- a) Monographs;
  - b) Monothematic thesis;
  - c) A set of published scientific papers supplemented by a commentary (linking text);
  - d) Documentation of the artwork or art performance;
  - e) A set of performed works of art or artistic performances.

The author of the habilitation thesis demonstrates the ability to process the selected professional problem with an interdisciplinary approach and conclusions. Based on his/ her own research to date and using the scientific potential of the field, he/ she brings fundamental knowledge or theoretical bases.

#### *Other terms*

11. **The Guarantor department** is an organisational part of TUKE (faculty, institute, department), which guarantees a relevant study programme.
12. **A Training centre** is the workplace of the supervisor (the thesis supervisor) that provides a student with personnel, material, and technical facilities to create a final or rigorous thesis. The training centre is generally the guarantor department. The training centre may also be another organizational part of TUKE (faculty, institute, and department) or - based on a written agreement with TUKE or a faculty - another legal entity (commercial company, state enterprise, non-profit organisation, public administration body, etc.).
13. **The Final thesis template** is a file that helps TUKE students create final theses according to a uniform template. It is published on the Internet webpage at: <https://portal.lib.tuke.sk/etd>. The sample of the final, rigorous, and habilitation thesis cover is attached as Annex No. 1/b to this instruction. The sample of the cover page of the final, rigorous and habilitation thesis is attached as Annex No. 1/c to this instruction. Both of them are templates.
14. **The Licence agreement on the use of a final, rigorous, or habilitation thesis<sup>8</sup>** is a legal document that regulates the manner of use and publication of a final or qualification thesis. The agreement is concluded between the author and TUKE, the latter being represented by the director of the University Library under the authority of the TUKE Rector. The agreement is available online and signed electronically in the system for collecting final theses. The template of the licence agreement is attached as Annex No. 1/d to this instruction.
15. **The Licence agreement on the use of a final, rigorous or habilitation thesis assessment report** is a legal document that regulates the manner of use and publication of an assessment report for a final, rigorous or habilitation thesis. The agreement is concluded between the author of the assessment report (the opponent or supervisor) and TUKE, the latter being represented by the director of the University Library under the authority of the TUKE Rector. The agreement is a part of the assessment report and is stored in the student card. The electronic version of the

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<sup>8</sup> § 65 Act No. 185/2015 Coll. Copyright law

agreement shall be sent to the CRZP. The sample of the licence agreement is attached as Annex No. 1/e to this instruction.

Article 3  
**Assignment of Final and Rigorous Theses**

*Final theses*

1. Proposals for the topics of bachelor and diploma theses will be published in the MAIS system on the date specified in the schedule of the relevant academic year in accordance with the TUKE Study Regulations. The head of the relevant guarantor department is responsible for publishing the topics of the final theses for a study programme.
2. The student applies for a bachelor or diploma thesis through the MAIS system. If the student does not apply for a bachelor or diploma thesis within the set deadline, the final thesis topic is assigned to the student by the decision of the head of the guarantor department.
3. Proposals of topics for doctoral studies are assigned into the MAIS system and will be published on a faculty's website, which will also publish the method and dates of applying for studies in accordance with the Principles of Organization, Evaluation and Completion of Doctoral Studies and the principles of establishing the specialization boards of doctoral studies at the Technical University of Košice.
4. Topics of the final or rigorous theses are officially assigned to registered students in the form of an assignment.
5. The final thesis or rigorous thesis assignment is a document by which the university or a faculty sets out the student's obligations related to the development of a given type of work. The assignment shall state the:
  - a) Type of the thesis;
  - b) Title of the thesis in the Slovak and English languages;
  - c) Student – the author of the thesis (university degrees, name, and surname);
  - d) Field of study/ study specialization;
  - e) Study programme;
  - f) Supervisor (university degrees, name, and surname);
  - g) Consultant (university degrees, name, and surname) – in the case of an external consultant, the consultant must be appointed by the employees of the guarantor department;
  - h) Training centre;
  - i) Workplace of the consultant (if the training centre and the workplace of the consultant are not identical);
  - j) Brief outline of the thesis, or instructions for the elaboration of the thesis;
  - k) Language in which the thesis will be written;
  - l) Deadline for submitting the thesis;
  - m) Date of the assignment - date of signing/approval of the assignment by a dean;
  - n) Head of the guarantor department (university degrees, name, and surname).
6. The assignment is prepared and the required data on the final thesis is filled in the MAIS system by the supervisor or a person authorised by the head of the guarantor department.

7. The printed assignment will be confirmed by the head of the guarantor department, who will then ensure that the assignment is signed by the Dean of the relevant faculty and will enable the student to take the signed assignment.

*Rigorous theses*

8. Proposals for topics of rigorous theses will be published on a faculty's website, which will also publish the method and dates of registration.

Article 4

**Elaboration of Final and Qualification theses**

1. Each final and qualification thesis must be original and elaborated by the author in a way to comply with the rules of working with information sources. The final and qualification thesis must not be plagiaristic and must not infringe the copyrights of other authors. The author is obliged to thoroughly quote the information sources used, indicate the specific research results of other authors or authors' teams, accurately describe the methods used and the working practices of other authors or authors' teams, and document laboratory results and field research of other authors or authors' teams. The final thesis shall not unduly prejudice the rights or legally protected interests of third parties, in particular, it shall not infringe the intellectual property rights of a third party or unlawfully dispose of classified information or personal data, confidential information, or business secrets of a third party.
2. The final thesis is written in the state, i.e., the Slovak language.
3. Bachelor or diploma thesis may be written and defended in a language other than the state language with the consent of the head of the guarantor workplace. The author may submit his/her dissertation or habilitation thesis for defence in another language after the written consent of the specialisation board or the Dean of a faculty. If the final thesis is written in a language other than the state language, it shall include an abstract in the state language.
4. The abstract contains information about the objectives of the thesis, and its brief content and in the end, it characterises the fulfilment of the final thesis assignment, the results, and the significance of the entire thesis. The abstract includes 3-5 keywords. The abstract is written continuously as one paragraph and it typically contains 100 to 500 words.

*The content structure of the TUKE final theses*

5. The final thesis (hereinafter referred to as "ZP") is structured as follows:
  - a) The introductory part;
  - b) The main body;
  - c) Where appropriate, numbered annexes are a part of the ZP which, in the case of A4 format, shall form a fixed (inseparable) part of the ZP.
6. The introductory part of the ZP has the following parts, the:
  - a) Cover;
  - b) Cover page;
  - c) Assignment of the ZP;
  - d) Acknowledgment (optional);
  - e) Abstract in the state language;
  - f) Abstract in the English language;

- g) Contents;
  - h) List of annexes;
  - i) List of symbols, abbreviations, and signs (if applicable);
  - j) List of illustrations and a list of tables (optional);
  - k) Glossary of terms (optional).
7. The ZP cover contains basic information about the thesis in the structure<sup>9</sup> (Annex No. 1/b):
- a) The name of the university;
  - b) The name of the faculty;
  - c) The name and designation of the ZP type;
  - d) The year of submission of the thesis;
  - e) The author of the ZP (university degrees, name, and surname).
8. The cover page of the ZP contains complete information about the thesis in the structure<sup>10</sup> (Annex No. 1/c):
- a) The name of the university;
  - b) The name of the faculty, where the author is a student;
  - c) The name and designation of the ZP type;
  - d) The author of the ZP (university degrees, name, and surname);
  - e) The name of the study programme;
  - g) The name of the field of study;
  - h) The supervisor (titles, name, and surname);
  - i) The consultant (titles, name, and surname);
  - j) The training centre;
  - k) The place and year of submission of the ZP.
9. The main part of the ZP consists of the:
- a) Introduction;
  - b) Main body;
  - c) Conclusion;
  - d) Abstract (mandatory only if the ZP is written in a language other than the state language);
  - e) List of used literature sources according to STN ISO 690:2012<sup>11</sup>, Information and documentation. Instructions for creating bibliographic references to information sources and their citation.
10. In the introduction, the author briefly and concisely describes the state of knowledge or practice in the area that is the subject of the ZP and acquaints with the importance of the issue addressed.
11. Generally, the structure of the main body shall be as follows, the:
- a) Current status of the issue being solved;
  - b) Objectives of the thesis;
  - c) Methodology of the thesis and methods of research;
  - d) Results of the thesis and the discussion.

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<sup>9</sup> § 1 Decree of MŠVVaŠ SR No. 233/2011 Coll., implementing certain provisions of the law

<sup>10</sup> § 2 Decree of MŠVVaŠ SR No. 233/2011 Coll., implementing certain provisions of the law

<sup>11</sup> STN ISO 690:2012, Information and documentation. Instructions for creating bibliographic references to information sources and their citation



12. In the part *Current status* of the addressed issue, the author provides available information and knowledge on the topic. The source for processing is currently published papers of domestic and foreign authors. This part accounts for about 30% of the total scope of the thesis.
13. The part *Objective of the thesis* clearly, concisely, and accurately describes the subject of the solution. Partial objectives are also elaborated, which determine the achievement of the main objective.
14. Generally, *the Methodology of Thesis and Methods of Research* part contains the:
  - a) Object of research characteristics;
  - b) Working procedures;
  - c) Method of obtaining the data and their sources;
  - d) Methods used (e.g., statistical) to evaluate and interpret the results.
15. The results achieved in a creative way by the author must be adequately described, logically arranged, and sufficiently evaluated. At the same time, all facts and knowledge, in confrontation with the results of other authors, are commented on. Where appropriate, the results of the thesis and the discussion may form separate parts of the ZP. The results of the thesis and the discussion are the most important parts of the final thesis and together they account for 30 to 40 % of the total scope of the thesis.
16. In conclusion, it is necessary to summarise the achieved results in relation to the set objectives.
17. The list of used literature sources contains a complete list of bibliographical references. The length of this part is determined by the number of literary resources used, which must correspond to the quotations used in the text.
18. The template for the elaboration of the e-version of the ZP in the required content structure is available on the website of the TUKE University Library.

*Formal layout of the final and qualification theses*

19. The required formal editing of the final or qualification thesis shall be achieved by the author using the template for the elaboration of the e-version of the ZP pursuant to point 18 of this Article.
20. The final and qualification thesis should have a standard layout in accordance with the international standard ISO 7144:1986: Documentation – Presentation of theses and similar documents, or STN 01 6910:2011 Rules for writing and formatting documents and this MP, including further guidelines<sup>12</sup>.
21. Generally, the final and qualification thesis shall meet the following formal requirements<sup>13</sup>:
  - a) It shall be printed in a computerised form on white paper of size A4 (297 x 210 mm) in black ink, easily legible. One-side printing is used.
  - b) The left and right margins around the text should be 3.0 cm (exactly 3.17 cm) from the edge of the sheet of paper, because of the binding it is possible to move the page horizontally so that the left edge is set to 3.5 cm and the right edge to 2.0 cm; The upper

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<sup>12</sup> STN ISO 690:2012, Information and documentation. Instructions for creating bibliographic references to information sources and their citation. STN ISO 2145:1997 Documentation. Numbering of sections and subsections of written documents.

<sup>13</sup> MEŠKO, Dušan – KATUŠČÁK, Dušan et al. *Akademická príručka*. 2. dopl. vyd. Martin : Osveta, 2005. 496 s. ISBN 80-8063-200-6.

- and lower edges around the text should be 2.5 cm (exactly 2.54 cm) from the edge of the sheet. Where header and footer are used, the free edge shall remain 1.9 cm from the edge of the sheet on the top and bottom sides, and the edges on the sides remain as indicated.
- c) Uniform line spacing of the main text, usually, 1.5 cm, must be used throughout the thesis, including the cover page. (This corresponds to an average of about 1,800 characters, including spaces per 1 page of continuous text.) Line spacing 1 may be used in footnotes or after the text.
  - d) The font size and type are chosen by the author of the thesis, to respect the recommended length of the thesis in the character count. The recommended character size is 12 points. The first-level headings are 14 points in size. The recommended font type is Calibri.
  - e) The recommended length of the thesis is as follows:
    - i) Bachelor thesis: 30-40 pages (including tables and graphs, without annexes);
    - ii) Diploma thesis: 50 – 70 pages;
    - iii) Rigorous thesis: 60 – 80 pages;
    - iv) Dissertation thesis: 80 – 120 pages;
    - v) Habilitation thesis: do 150 pages.
  - f) Pages of the thesis shall be numbered continuously in Arabic numerals. The page number is placed at the bottom of the page (footer), in the middle, or on the outside of the page. Pages shall be numbered in the same font type and size as the text of the thesis.
  - g) The cover page is included in pagination, but the number is not written on it. Pages with annexes are numbered but are not included in the length of the thesis.
22. The final and qualification thesis must respect international formal and citation criteria, as well as the principles of referring to primary and secondary literature<sup>14</sup> sources.

#### Article 5

#### **Submitting of Final and Qualification Theses**

1. The author shall submit the final or qualification thesis, or information about the created work of art (point 4 of this Article) within the specified time limit:
  - a) In the specified number of copies printed to the guarantor workplace (department/institute);
  - b) One copy of the printed thesis in a solid indivisible binding with the text on the back to the TUKE University Library for archiving purposes (for a period of 70 years from the date of registration);
  - c) In electronic form via the portal for the collection of final and qualification theses to the TUKE University Library (IS ETD).
2. The electronic version of the final thesis shall be elaborated in the prescribed template (Article 4, point 18) and shall be identical to the printed version. The author is responsible for the conformity of the printed and electronic versions of the thesis with each other.
3. The final or qualification thesis shall be firmly bound so that the individual sheets cannot be removed and shall be easily legible.
4. If the subject of the ZP is a work of art creation in a form other than literary, a written information about the created work of art is sent to the CRZP instead of this work while its

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<sup>14</sup> KIMLIČKA, Štefan. Ako citovať a vytvárať zoznamy bibliografických odkazov podľa noriem ISO 690 pre „klasické“ a elektronické zdroje. Bratislava : STIMUL, 2002. 82 s. ISBN 80-88982-57-X.

degree of originality is not verified. The written information shall contain the following particulars:

- a) Data to the extent as contained in the cover page of the ZP (Annex No. 1/c).
- b) Type of art work (e.g., work of fine art, work of applied art, architectural work, etc.).
- c) Technical parameters of the work:
  - c1) Dimensions of the work;
  - c2) Type of work (e.g. if it is a work of fine art - painting, graphics, collage, engraving, etc.);
  - c3) Technique and material used;
  - c4) Image format (in the case of an audio-visual work);
  - c5) Musical instrument (if it is a musical performance);
  - c6) Amount of time, in minutes (if it is the work of a cameraman);
  - c7) Name of the theatre (if it is an artistic performance);
  - c8) Date of the performance.
- d) Annex - visual or audio-visual recording of created artwork:
  - d1) Photographs documenting a spatial (three-dimensional) work of art from at least four sides;
  - d2) Photograph documenting the surface (two-dimensional) artwork from the front side of the work;
  - d3) Relevant work recording in an audio-visual or visual format.

The written information shall be executed in electronic form. The licence agreement conclusion is not required to make information about the created work of art available.

5. Annexes of the A4 format must be a fixed (inseparable) part of the hard copy of the ZP. Annexes of other formats can be inserted into the hard copy (maps, diagrams, image works, CDs / DVDs, and others).
6. The submitting of the final or qualification thesis includes the electronic signing of the licence agreement in the information system IS ETD of the TUKE University Library. In the submitted draft licence agreement, the author may, in agreement with the supervisor, reserve a standstill period of 12 months from the date of registration of the ZP, during which his consent to make his work available to the public is not effective. This period (12 months) may be extended by an additional 24 months in exceptional cases and for serious reasons with the prior consent of the Dean of a relevant faculty<sup>15</sup>. The supervisor sets this standstill period in IS MAIS before the author registers the work in IS ETD.

#### Article 6

#### **The Originality Checks and Defence of Final and Qualification Theses**

1. The originality of the final or qualification thesis (identification of how much of the thesis text matches with the reference text database) is assessed in the CRZP.
2. Final and qualification theses, written information about the created work of art (other than literary) in electronic form are collected and registered at the TUKE University Library, which communicates directly with the CRZP.

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<sup>15</sup> The student is obliged to consult the scope of publication of the final thesis with the supervisor before submitting it in the electronic form to the University library.

3. Along with the ZP in electronic form, the University Library sends the relevant assessment reports of opponents, supervisors (the final theses supervisors), or other reviewers to the CRZP. These reports are archived in the CRZP along with the relevant ZP for a period of 70 years from the date of registration. The written licence agreement is concluded with the author of the assessment report (Annex No. 1/e), which is required for the publication and making it available to the public.
4. The originality check of the final or qualification thesis is mandatory and takes place before the author is admitted to defend his/her thesis. The originality check will take place immediately after sending the ZP from the University Library to the CRZP.
5. The result of the originality check of the final or qualification thesis in the CRZP is the Protocol on the originality check (hereinafter referred to as the "Protocol"). All protocols in the full version are archived in electronic form in the TUKE University Library.
6. The University Library will make the Protocol fully available in electronic form in the MAIS system to the author of the thesis, the supervisor or consultant, the head of the guarantor department, and the Dean of the relevant faculty or another authorised person.
7. The printed page(s) of the Protocol with the summary results of the originality check (indication of the total overlap of the checked thesis and an overview of the theses with above-threshold similarity) is/are a part of the record of the state examination or the defence of the qualification thesis.
8. The result of the originality check of the thesis is a part of the thesis defence record. The Dean or the head of the guarantor department, or any other authorised person, shall make the report fully available in an electronic form to the examination board before which the author's final or qualification thesis is defended.
9. If the board finds a serious copyright infringement by the author of the final or qualification thesis, it considers such work unacceptable and evaluates it by FX mark. Any case of plagiarism of the final or rigorous thesis shall be reported by the head of the guarantor department to the Dean of a relevant faculty.
10. If, for the course of the defence, it is necessary to inform the final thesis supervisor, the supervisor, the opponent, or the examination board about data that disclosure in the ZP is prohibited, in particular, because it is a business secret of a third party, classified information or personal data, the student may, subject to the conditions under special regulations, state these data in special non-public documentation, which is not a part of the ZP, but is intended exclusively for the final thesis supervisor, the supervisor, the opponent or the examination board.
11. In the event of a serious copyright infringement by the author of the habilitation thesis, this action is considered a violation of the law, as well as work discipline under the University Work Regulations.
12. If the percentage of matching texts is reviewed to be unreasonably high, the student may participate in the defence only at a later date. The ZP must be reworked and resubmitted to the local repository of the University Library and the author of the thesis will be allowed to defend it on a substitute date. The student will bring to the TUKE University Library the consent

to resubmit the ZP to the CRZP (Annex No. 1/g), where the thesis will be re-registered and sent to the CRZP for the originality check with the same ID as the original thesis.

#### Article 7

#### **Scope of TUKE, its Parts and Persons Concerned**

1. **The TUKE** creates the necessary conditions for the fulfilment of tasks resulting from this MP.
2. **The Guarantor department:**
  - a) Assigns ZP to students;
  - b) Ensures the defence of the theses.
3. **The Training centre:**
  - a) Lists the topics of the ZP.
  - b) Ensures the realization and evaluation of the ZP on the topics listed;
  - c) Ensures the ZP assessment before their defending.
4. **The Supervisor (the final thesis supervisor):**
  - a) Forms the preliminary and final assignment of the ZP in the MAIS system within the set deadlines;
  - b) Assigns in the MAIS system the evaluation of subjects of the ZP type (in the case of an external supervisor, this task is performed by a consultant or another person authorised by the head of the guarantor department);
  - c) May request the head of the guarantor department in writing, after agreement with the thesis author and before registering the thesis in the University Library, for a standstill period for making the thesis available and, after granting consent, this change is marked in the MAIS system (in the case of an external supervisor, this task is performed by a consultant or other person authorised by the head of the guarantor department);
  - d) In written form, processes, and signs the supervisor's thesis assessment report (the final thesis supervisor) and at the same time the licence agreement for this report;
  - e) Proposes and assigns the opponent(s) in the MAIS system no later than 10 working days before the specified date of submission of the thesis (in the case of an external supervisor, this task is performed by a consultant or another person authorised by the head of the guarantor department);
  - f) No later than 5 working days before the ZP defence, ensures in cooperation with the opponent, entering opponent's and supervisor's thesis assessment report in electronic form via a web application into the information system of the University Library;
  - g) Prior to the defence of the ZP, ensures delivery of the signed supervisor's and opponent's thesis assessment report, as well as the signed relevant licence agreements to the guarantor department in paper form (in the case of an external supervisor, this task is performed by a consultant or another person authorised by the head of the guarantor department).
5. **The Head of the guarantor department:**
  - a) Is responsible for listing topics and assigning the ZP to students within the set deadlines;
  - b) In the case of an external supervisor, appoints a consultant or another person to represent an external supervisor in the performance of the tasks pursuant to paragraph 4 of this Article;
  - c) Ensures that authors and supervisors (the final thesis supervisors) are informed about the current legislation and procedure for the preparation, submitting, check, and evaluation of final and qualification theses;
  - d) At the request of a supervisor (the final thesis supervisor), may issue a written consent with a standstill period for making the thesis available;

- e) Ensures the defence of the final theses, in cooperation with the Dean's Office of the relevant faculty, including the availability of the originality check protocols for the relevant examination board;
- f) Ensures the collection of all printed and signed thesis assessment reports (of opponents and supervisors) and their respective licence agreements and, after the defence of ZP, their submission along with a signed list of licence agreements to the University Library for archiving.

**6. The University Library:**

- a) Ensures the collection of final and qualification theses in electronic form; on the basis of an agreement with faculties, provides premises for archiving of the ZP in printed form;
- b) On behalf of the Rector of TUKE, the Director of the University Library is entitled to conclude a licence agreement with an author of the ZP – both a student and a thesis assessment author;
- c) Keeps an electronic version of the licence agreement of the authors of the ZP including assessment reports;
- d) Makes available to supervisors and opponents (including external ones) a web application for creating thesis assessment reports and licence agreements for reports;
- e) After the uploading (registration) of the electronic ZP by an author into the library system, it immediately notifies the supervisor (the final thesis supervisor) and an opponent from TUKE by e-mail, as well as a web link to the assessment report forms and access data for external opponents;
- f) Makes available the list of uploaded (registered) ZP in the library to the Dean, the head of the guarantor department, or other authorised persons;
- g) Communicates directly with the CRZP and ensures the originality check of the submitted theses;
- h) Keeps the protocols of the originality checks of the theses and makes them available according to the accepted principles;
- i) Registers the final and qualification theses of the University;
- j) Prepares a confirmation of submitting the printed thesis to the library for the relevant study departments;
- k) Is responsible for archiving the assessment reports and the relevant licence agreements;
- l) Builds a bibliographic database of the University final and qualification theses;
- m) Makes the stored theses available in an electronic form via a publicly accessible library and information system in accordance with the licence agreement and the Internal Regulations of the University.

**7. Organizational department of the faculty responsible for recording the result of the defence evaluation in the MAIS system:**

The result of the defence of the ZP is recorded in the "Defence of the Final Thesis" course no later than 24 hours after the defence by the Secretary of the State Examination Board or another authorized person according to the Internal Regulations of the Faculty. Based on the outcome of the defence, the MAIS will set the 'Status of Thesis'. The University Library then submits a proposal for the exclusion of undefended theses from the CRZP.

**8. The department of a faculty responsible for the habilitation procedure shall provide the TUKE University Library with a list of names of persons who have not defended their habilitation thesis within 30 days after the defence.**

**9. Within 30 days after the award of the scientific and pedagogical title "Associate Professor", the TUKE department responsible for the habilitation procedure, shall provide the TUKE University Library with a list of persons who have successfully completed their habilitation.**

**10. The author of the final or qualification thesis:**

- a) Prepares a final or qualification thesis in accordance with this MP, while respecting the copyright;
- b) In a justified case, requests a standstill period for making the thesis available through the supervisor (the thesis supervisor);
- c) Prior to the registration (submission) of the ZP in the TUKE University Library, adds data on the ZP in the MAIS system, namely an abstract in Slovak and English, as well as keywords in Slovak and English;
- d) Completes the electronic registration form and uploads the final or qualification thesis in electronic form via the portal into the University Library system;
- e) Submits the printed final thesis to the University Library; in the case of a standstill period for making the ZP available, the Consent to the postponement of making the thesis available that signed by the Dean, the head of the training centre and the thesis supervisor shall be submitted, too;
- f) Submits to the department (department/institute) guaranteeing the relevant study programme the specified number of copies of the final or qualification theses in printed form, or written information about the created work of art in a form other than literary;
- g) Is responsible for the conformity of the printed and electronic versions of the final or qualification thesis, as well as for the thesis originality.

**Annexes to the MP:**

- Annex No. 1/a the Sample of the Affidavit  
Annex No. 1/b the Sample of the Thesis Cover  
Annex No. 1/c the Sample of the Thesis Cover Page  
Annex No. 1/d the Template of the Licence Agreement in order to use the Final Thesis  
Annex No. 1/e the Sample of the Licence Agreement to use the Thesis Assessment Report  
Annex No. 1/f the Sample of the Consent to the Postponed access to the thesis  
Annex No. 1/g the Sample of the Consent to Resubmission of the Thesis to the CRZP  
Annex No. 1/h the Sample of the Evaluation of the Thesis, Assessment of the Supervisor – the Thesis Supervisor (applies to the bachelor, diploma thesis)  
Annex No. 1/i the Sample of the Evaluation of the Thesis, Opponent's Assessment Report (applies to bachelor, diploma thesis)  
Annex No. 1/j the Sample of the Evaluation of the Dissertation, Assessment of the Supervisor – the Thesis Supervisor  
Annex No. 1/k the Sample of the Evaluation of the Dissertation, Opponent's Assessment Report  
Annex No. 1/l the Sample of the Evaluation of the Habilitation Thesis, Opponent's Assessment Report