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PART ONE **GENERAL PROVISIONS**

The purpose of this Directive is to ensure a uniform procedure for assigning, subsequently preparing, and checking the originality of Bachelor's theses (hereinafter referred to as "BT"), Master's theses (hereinafter referred to as "MT"), and for preparing and checking the originality of advanced post-Master's theses¹ (hereinafter referred to as "APMT") at Tomas Bata University in Zlín (hereinafter referred to as "TBU").

This Directive sets out:

- (1) Principles and procedures for submitting and checking BT and MT documents, translating titles into English, including the designation of responsibilities.
- (2) The minimum requirements for the preparation of BT, MT, and APMT (hereinafter referred to as "theses"), defining the formal layout of the theses, their archiving, and public accessibility.
- (3) The procedure in cases of suspected non-originality of BTs and MTs submitted by students of Bachelor's and Master's programmes (hereinafter referred to as "students") and APMTs

¹ Translator's note: "advanced post-Master's thesis" refers to the Czech "rigorózní práce" as regulated under Czech higher-education legislation.

submitted by candidates in the advanced post-Master's examination procedure (hereinafter referred to as "candidates") from the moment of submission until the commencement of the final state examination or the state advanced post-Master's examination. The established procedure is based on the relevant provisions of the valid Study and Examination Regulations of TBU in Zlín for students and candidates and the Disciplinary Code for TBU students.

Where the term "degree programme" (hereinafter referred to as "DP") is used in this Directive, this term also includes specializations within a given degree programme for the purposes of this Directive.

A Faculty's internal regulation refers to the internal regulation that defines the requirements for final theses within degree programmes taught at the respective Faculty and also specifies the responsibility for the quality of the theses defended at the Faculty.

The processes related to the preparation, printing, submission of paper forms of final theses, and the archiving of one copy of the paper form of the thesis at the component parts of TBU are specified in the Methodological Guideline, which clarifies some provisions of this Directive and is available via the link: <https://nakladatelstvi.utb.cz/tiskove-sluzby/tisk-a-vazba-bakalarskych-a-diplomovych-praci/>.

PART TWO **SUBMISSION AND REVIEW OF THESIS DOCUMENTS**

Article 1 **Established procedure**

- (1) The topics for BT and MT are proposed in accordance with the graduate profile of the respective degree programme (DP), for which the DP coordinator is responsible. The list of topics is published in the IS/STAG system. Subsequently, the assignment of the thesis is printed through IS/STAG.
- (2) The proposed thesis topic and supervisor are approved by the DP coordinator. Then, the head of the department or studio (hereinafter referred to as "department"), where the proposed thesis is to be organisationally administered, shall confirm consent to its implementation. A detailed procedure for the approval of thesis topics in IS/STAG is described in the internal regulation of the relevant Faculty. The Faculty's internal regulation also specifies the procedure in cases where the thesis supervisor is not organisationally affiliated with the department responsible for the thesis preparation.
- (3) In case of a modification to the thesis assignment involving a change in the guidelines for the thesis preparation or recommended literature, the approval of the DP coordinator is required. In the case of a fundamental change to the assignment, the topic must be reissued, and the procedure outlined in Paragraphs 1 and 2 of this Article must be followed. If only formal errors in the thesis assignment need correcting, the approval of the DP coordinator is not required.

- (4) The APMT is an independently submitted academic thesis, either theoretical or empirical in nature, related to the field of study of the state advanced post-Master's examination. The APMT assignment contains a brief description of the objectives to be achieved, the expected solutions, and key literature sources. The candidate is required to accept the official APMT assignment no later than 60 days from the receipt of the notification of approval for the proposed APMT topic.
- (5) A candidate's unchanged Bachelor's, Master's, doctoral, or habilitation thesis cannot be submitted as an APMT.

PART THREE **FORMAL EDITING AND SUBMISSION OF FINAL THESES**

Article 2 **General principles applicable to theses**

- (1) The formal requirements for theses and additional requirements for final theses and their submission are specified at <https://www.utb.cz/en/student-2/documents-and-templates/thesis-templates/>.
- (2) The basic record-keeping of theses is ensured by the relevant department.
- (3) The student or candidate shall submit two or more copies of the thesis in paper form and also in electronic form for the purposes of the TBU Library (hereinafter referred to as "TBU L"). The paper form of the thesis is required for assessment and defence purposes. After the defence, one copy of the paper form of the thesis (hereinafter referred to as "copy for archiving") shall remain at the Faculty where the thesis was defended. The copy for archiving shall be handled according to the Rector's instructions. The second copy, or any additional copies in paper form, shall be returned to the student or candidate (hereinafter referred to as "copy for return").
- (4) The copy for archiving must be in A4 format, printed double-sided, and bound in glued binding (hard covers or ring binding are not permitted). The copy for archiving includes the official thesis assignment, with all formal requirements, including the signatures of the relevant persons specified in the internal regulations of the Faculty, typically the Dean and the head of the department, which must be bound directly into the thesis. Additionally, the copy for archiving contains a signed Final Thesis Author's Declaration by the student or candidate, which must also be bound directly into the thesis. The format of the copy for archiving for students of the Spatial Design Studio of the Faculty of Multimedia Communications must be in A3 format, landscape orientation, double-sided printing, and glued binding (hard covers or ring binding are not permitted).
- (5) The copy for return shall contain a scanned official thesis assignment with all formal requirements, including the signatures of the relevant persons specified in the internal regulation of the Faculty, typically the Dean and the head of the department, which must be bound directly into the thesis.
- (6) The format of the copy for return, or any additional required copies, may be further modified by the Faculty's internal regulation. If not, the format will be identical to the copy for archiving.

(7) The electronic form of the thesis submitted to the IS/STAG system in PDF/A format contains a scanned official thesis assignment with all formal requirements, without signatures of the persons specified in the internal regulations of the component part due to pseudonymisation, and an unsigned declaration of the thesis author. It also includes the full text of the thesis in PDF/A format (archival PDF file). Instructions and further information regarding the submission process are provided in Appendix 1 to this Directive and at <https://knihovna.utb.cz/en/library/first-time-at-the-library/manuals-and-tutorials/>.

(8) Attachments to the electronic form of the thesis must be compressed into a single ZIP file. If the size of the attachments exceeds 1 GB, the student/candidate must follow the instructions provided at <https://prilohy.utb.cz/>.

(9) If the thesis includes works of art or projects, the student shall submit only the text of the thesis. However, the thesis and its attachments should clearly indicate what kind of work of art or project is being discussed.

(10) A BT demonstrates the student's ability to:

- select a specific problem within the topic of the thesis and address it in detail,
- select appropriate theoretical foundations for the problem being addressed from professional and scientific publications, monographs, articles, and other printed or electronic sources,
- appropriately critically process the selected theoretical foundations of the problem,
- apply theoretical methods of knowledge (methods such as abstraction, specification, comparison, analogy, induction, deduction, modelling, etc.), or use knowledge and skills acquired during their studies to address and design creative tasks,
- formulate appropriate conclusions of the thesis through analysis and synthesis of the facts found, or through the implementation of project solutions,
- work independently on the given academic topic under the supervision of the thesis supervisor.

(11) A MT demonstrates the student's ability to:

- select a specific problem within the topic of the thesis and address it in detail,
- select appropriate theoretical foundations for solving the problem from professional and scientific publications, monographs, articles, and other printed or electronic sources,
- critically process the selected theoretical foundations of the problem,
- apply theoretical methods of knowledge (methods such as abstraction, specification, comparison, analogy, induction, deduction, modelling, etc.),
- apply basic empirical research methods (observation, questioning, experiment, measurement); or solve a creative task independently,
- formulate appropriate conclusions of the thesis through analysis and synthesis of the facts found, or through the implementation of project solutions,
- apply theoretical knowledge and creative skills acquired during their studies to solve a specific task within the given field,

- h) expand the knowledge system of the field with new findings through the student's own research and creative work,
- i) work independently on the given academic topic under the supervision of the thesis supervisor.

(12) An APMT demonstrates the candidate's ability for independent analytical and synthetic work in the relevant field, which exceeds the scope and depth of a MT. It also demonstrates the ability to original research and work within the field, achieving results at a level that meets the publication standards of the discipline.

Article 3

Authorship, ownership and use of the work

- (1) A BT and a MT created by a student in the course of fulfilling their academic requirements constitute a school work in accordance with the provision of § 60 of Act No. 121/2000 Coll., the Copyright Act, on Copyright and Rights Related to Copyright and on Amendments to Certain Acts (the "Copyright Act", hereinafter referred to as "CA"). In accordance with § 60 of the CA, TBU acquires the right to conclude a licence agreement governing the conditions for the use of the school work.
- (2) An APMT created by a candidate as part of advanced post-Master's examination procedure does not constitute a school work in accordance with § 60 of the CA; however, in accordance with § 47b Paragraph 1 of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as "HEA"), TBU is obliged to make those APMTs that have been successfully defended publicly accessible, including the reviews by the external examiners and the record of the course and result of the defence.
- (3) In the case of exclusive use of the work, TBU, represented by the Dean, is obliged to conclude a licence agreement with the student governing the conditions for the use of the school work. A general template of such a licence agreement forms Appendix No. 2 to this Directive. This agreement shall define the scope and manner of use of the school work by the individual contracting parties. The specific licence agreement is prepared and submitted by the head of the relevant department on the basis of the licence agreement template set out in Appendix No. 2 to this Directive. This procedure does not apply to an APMT, as it is not a school work according to the CA.

Article 4

Archiving of theses

- (1) The administrative procedures related to the collection and formal verification of theses prior to the defence are specified in detail by the Faculty's internal regulations.
- (2) The Information Technology Centre (ITC) is responsible for the operation of the IS/STAG system. The relevant Faculty is responsible for archiving and formal content of final theses.
- (3) The head of the department that organised the thesis defences is responsible for marking defended theses in the IS/STAG system and, where applicable, for the submission of licence agreements. The same person is also responsible for ensuring that the supervisor's and external examiners' reviews are uploaded to IS/STAG for BT and MT, and that only

the external examiners' reviews are uploaded for APMT, that an originality check of the thesis assessment has been carried out, and that the Record of the Final State Examination or the Record of the State Advanced Post-Master's Examination (hereinafter referred to as the "Record") is uploaded. The above-mentioned records include, *inter alia*, a detailed description of the course of the defence of the BT, MT, APMT, including all facts relevant to the assessment of the theses.

- (4) The head of the department is also responsible for collecting all copies for archiving of theses defended at the department and for preparing them for external archiving.
- (5) All theses in electronic form, including the supervisor's and external examiner's reviews, are recorded and stored in the IS/STAG system.
- (6) The Record is stored in IS/STAG, is not made publicly accessible, and its physical copy is also kept in the student's file.

Article 5 **Public access to theses**

- (1) TBU L is responsible for making theses publicly accessible in electronic form. In doing so, it acts in accordance with § 47b of the HEA. Copies for archiving of all defended theses are deposited in an external repository for at least the period specified in § 47c Paragraph 4) Letter b) of the HEA.
- (2) All theses that have been defended are, after processing in accordance with the relevant legal regulations² made publicly accessible online within the TBU Digital Library. Public access also applies to the record of the course and result of the defence, which constitutes a brief extract from the Record. Personal data contained in this record must be pseudonymised. The record of the course and result of the defence is prepared by the relevant employee of the department at which the defence took place.
- (3) In justified cases, the Dean may, upon request of the student or candidate, decide to postpone the disclosure of the thesis or part thereof to the public for the duration of the obstacle to disclosure, in accordance with § 47b Paragraph 4) of the HEA. The request must be submitted to the Dean prior to the submission of the thesis.
- (4) If the Dean grants the student's or candidate's request to postpone public access to the thesis or part thereof pursuant to Paragraph 6, the Dean shall ensure that information on the postponement, including the justification and the specified period of postponement of public access, is made publicly available in the TBU Digital Library in accordance with § 47b Paragraph 4 of the HEA.
- (5) In accordance with § 47b Paragraph 2 of the HEA, theses shall be made publicly accessible in the IS/STAG system at least five working days prior to the date of the defence.

Article 6 **Preparation and writing of thesis**

²*Act No. 121/2000 Coll., on Copyright and Related Rights and on Amendments to Certain Acts, as amended
Act No. 89/2012 Coll., the Civil Code, as amended
Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (The Higher Education Act), as amended.*

- (1) The proposed topic of a BT or MT must include completed guidelines for its preparation, i.e. a more specific definition of the thematic area and the procedure for its preparation. These guidelines must always be completed in the Czech language. Furthermore, typically five relevant sources shall be listed in the recommended literature list, on the basis of which the thesis will be prepared. Along with the thesis topic in Czech, the topic shall also be stated in English. The proposed thesis topic is subsequently approved by the coordinator of the DP.
- (2) A BT and a MT shall be written in the language in which the degree programme is carried out, unless otherwise stipulated by the Study and Examination Regulations of TBU in Zlín.
- (3) After selecting the topic of the BT or MT, the student is obliged to demonstrate to the thesis supervisor that they are familiar with the topic. The purpose of this is to clarify the student's ideas and the supervisor's requirements and to present the basic concept of the thesis, its objectives, and the proposed approach to its completion.
- (4) During the preparation of the thesis, the student shall regularly consult the supervisor regarding both the content and the formal aspects of the thesis. The specific conditions for consultations are laid down in the Faculty's internal regulations.
- (5) The conditions for the preparation of an APMT are defined by the Faculty's internal regulations.
- (6) Artificial intelligence (hereinafter referred to as "AI") may, upon agreement and following consultation with the thesis supervisor and within the rules set by the coordinator of the DP, be used in justified cases in the preparation and writing of BT and MT, solely as a supporting tool. At the same time, the use of AI must be in accordance with the opinions of the Committee for Cyber Security Management. The use of AI must be described in the thesis and the tool or tools used must be specified in the Introduction section, in accordance with the instructions set out in Article 8 Paragraph 4. The use of AI must be properly cited in the body of the thesis and in the list of references, in accordance with the applicable citation standard.
- (7) Paragraph 6 shall apply likewise to the use of AI in APMT.

Article 7 **Qualitative and quantitative parameters of theses**

- (1) Bachelor's thesis:
A BT is a coherent and comprehensive academic paper written independently by the student under the professional supervision of a thesis supervisor. In the thesis, the student demonstrates the ability to work critically with previously published texts, to process the concepts and theories contained therein, and to find relevant answers to the assigned question or task.

In degree programmes belonging to the field of Arts education, a BT is generally understood to be an original work or collection of original works created and presented by the student, expressed in a form perceptible to the senses (a practical creative output). The textual part of the thesis usually documents the creative process and presents the overall form of the work or selected examples from it.

- (2) Master's thesis:

A MT is a coherent and comprehensive creative work prepared independently by the student under the professional supervision of a thesis supervisor.

The fundamental requirement for the content of a MT is to independently and comprehensively address the chosen topic based on theoretical, factual and methodological knowledge, skills and competences acquired during previous studies, and to use basic creative methods to produce practically applicable new knowledge, perspectives or approaches.

In degree programmes belonging to the field of Arts education, a MT is generally understood to be an original work or collection of original works created and presented by the student, expressed in a form perceptible to the senses (a practical creative output). The textual part of the thesis usually documents the creative process and presents the overall form of the work or selected examples from it.

(3) Advanced post-Master's thesis:

An APMT is a coherent and comprehensive scholarly study prepared independently by the candidate. Through the APMT, the candidate is required to demonstrate an in-depth knowledge of the selected subject area, the ability to undertake creative scholarly work at an appropriate substantive and methodological level, and the capacity for independent work in research or development, or for independent creative activity.

(4) The minimum length of the main body of final theses, i.e. the number of standard pages of the main text (excluding the abstract, appendices and the list of references), the minimum number of relevant sources in the given field of study, including foreign-language sources, and other parameters ensuring the qualitative standard of the final qualification thesis shall be determined by an internal regulation of the Faculty. The internal regulation of the Faculty may also stipulate the maximum length of the thesis.

Article 8

Recommended structure of the thesis

- (1) An internal regulation of the Faculty shall specifically define the recommended structure of final theses for DP in the given field of study.
- (2) For BT and MT, the structure set out in Paragraphs 3-10 is recommended, with the outline elements specified in Paragraphs 5-10 of this Article being applied appropriately in the internal regulation.
- (3) Abstract and keywords – The abstract provides a brief, precise, specific and concise description of the content of the thesis. It should enable the reader to remember and identify key information and facts about the thesis. It should clearly inform about the objectives, content, methods used, results and significance of the final thesis. Keywords should capture the most important aspects of the text and correspond to both the theoretical and practical parts of the thesis. They usually consist of single-word or multi-word terms and fixed expressions, names of persons, names of organisations, designations of objects, etc. The recommended length of the abstract is 5 to 10 lines. Keywords are separated by commas and begin with a lowercase letter (unless they are proper nouns). The thesis should contain 3 to 8 keywords. The abstract and keywords are provided in the language of the thesis, together with their English equivalents. For theses written in a language other than Czech, the abstract and keywords must also include Czech, or where appropriate Slovak,

equivalents. A tool and guidance for creating keywords are available at the following website: <https://keywords.k.utb.cz>.

- (4) Introduction – This section should include the rationale for the selection and relevance of the topic and an outline of the problem to be addressed by the student (or how the topic fits within the creative activities of the constituent part), the current state of research on the issue, the definition of the objectives and working hypotheses, and the expected contribution of the thesis. Where a generative AI model tool is used, this must be stated in the introduction, including the name of the application, its website and the purpose of its use. The student shall also state that, following the use of the relevant tool or tools, they have reviewed the content and assume full responsibility for it.
- (5) Theoretical background of the thesis – This part of the thesis presents a detailed overview of what has been published to date on the selected topic in both domestic and international literature. The student demonstrates the ability to search for, study, thematically organise, analyse and synthesise knowledge from scholarly sources in the relevant field. An essential component is the proper citation of the sources used. The theoretical background presents an overview of existing knowledge from domestic and international literature on the selected topic, with emphasis on identifying key findings and new insights relevant to addressing the assigned problem.
- (6) Objectives and tasks of the thesis, hypotheses – The student defines the objective of the thesis clearly, concisely and comprehensibly. The tasks of the thesis are formulated step by step. The student justifies and formulates working hypotheses, or, if necessary, formulates research questions.
- (7) Methodology – In this section, the student describes the overall methodological approach and specifies the methods and procedures used on the basis of which the presented results and conclusions were achieved. The methods must be described clearly so that the results can, if necessary, be verified. Appropriate statistical methods should also be included among the procedures used.
- (8) Results – In this section of the thesis, the student presents the results clearly, concisely, systematically and convincingly, using both narrative text and tables, graphs or charts. The obtained results should be properly evaluated (in particular statistically) and interpreted in a reasonably objective manner in comparison with the current state of knowledge in the relevant field as reflected in the literature (especially where this section is combined with the Discussion).
- (9) Discussion – The results achieved are compared with the current state of knowledge of the investigated issue as presented in the theoretical part of the thesis. This section may include, for example, a description and analysis of the development of historical facts, philosophical, sociological, pedagogical and other issues. It should state whether the established hypotheses have been confirmed or rejected and for what reasons. This part of the thesis may be combined with the Results section.
- (10) Conclusion – This is a brief summary of the results, conclusions, and findings achieved in comparison with the set aim and hypotheses. The conclusion should clearly state what issue the student addressed and, particularly, what conclusions they reached. Based on the results obtained, the author should suggest further issues that would be worthwhile to focus on, outline recommendations and suggestions, and indicate how their implementation could help solve the investigated problem in practice, and, where applicable, also in theory (i.e. further R&D and creative activities).

(11) For the APMT, the following outline is recommended:

- a) Statement on intellectual property, or copyright,
- b) Overview of the current state of the addressed issue,
- c) Aim of the thesis,
- d) Description of the proposed solution,
- e) Results of the work, including new findings and their analysis,
- f) List of references used,
- g) Abstract in both Czech and English.

The outline for the APMT may be further defined by the internal regulations of the Faculty.

(12) List of references used:

- a) The list of references used in the thesis must be processed according to the applicable standards.
- b) The citation standard recommended at TBU is the ČSN ISO 690, as amended.
- c) Other standards and citation styles may be used only if they are professionally justifiable and if they are defined and justified in the internal regulations of the Faculty (e.g. APA, Chicago, MLA Style). If another citation standard or style is used instead of the recommended ČSN ISO 690, the Faculty is obliged to provide thesis supervisors, students, and candidates with proper training in that standard or style.
- d) As an aid, students may use available citation generators (depending on the chosen citation standard/style) or the User Manual for the Final Thesis Template at TBU in Zlín, which is Appendix No. 1 to this Directive, and is also available at <https://www.utb.cz/en/student-2/documents-and-templates/thesis-templates/>. When using any citation tool or generator, students and candidates are required to always verify the accuracy of the citations.

(13) The processing of the list of references for APMT shall follow the procedure described in Paragraph 12 accordingly.

Article 9 **Recommended evaluation criteria for theses**

The final classification in the reviews is generally based on individual evaluation criteria. The Faculty's internal regulations specifically define the evaluation criteria with regard to the areas of education.

Recommended evaluation criteria for BT:

- a) Formulation of the thesis objectives and methodology,
- b) Data and information management,
- c) Overall approach to problem-solving,

- d) Structure of the thesis (chapters, subchapters, paragraphs),
- e) Use of literary and other sources (citations, standards),
- f) Quality of the language used,
- g) Accuracy of formulations and use of technical language,
- h) Formal presentation of the thesis – accuracy and overall quality,
- i) Achievement of thesis objectives, conclusions, and their formulation,
- j) Abstract and keywords match the content of the thesis,
- k) Author's approach to solving the assigned problem,
- l) Cooperation between the author and the thesis supervisor.

Recommended evaluation criteria for MT:

- a) Focus of the thesis and its relevance to the graduate profile,
- b) Formulation of the thesis objectives and methodology of processing,
- c) Overall approach to problem-solving and data management,
- d) Theoretical background of the author,
- e) Structure of the thesis (chapters, subchapters, paragraphs),
- f) Use of literary and other sources (citations, standards),
- g) Quality of the language used,
- h) Accuracy of formulations and use of technical language,
- i) Formal presentation of the thesis – accuracy and overall quality,
- j) Achievement of thesis objectives, conclusions, and their formulation,
- k) Academic contribution of the thesis and its practical application,
- l) Abstract and keywords match the content of the thesis,
- m) Author's approach to solving the assigned problem,
- n) Cooperation between the author, the thesis supervisor, and the department.

Recommended evaluation criteria for APMT:

- a) Relevance of the chosen topic,
- b) Achievement of the established objectives,
- c) Problem-solving approach,
- d) Results of the thesis, specifying the concrete contribution,
- e) Significance for practice or the development of the relevant scientific field,
- f) Formal presentation of the thesis and its linguistic quality.

PART FOUR
PROCEDURE IN CASE OF SUSPICION OF PLAGIARISM

Article 10
Basic provisions

- (1) TBU uses the Theses.cz system to detect plagiarism in theses.
- (2) In general, a thesis for which the Theses.cz system reports more than 10% similarity can be considered suspicious for non-originality (plagiarism). In order to evaluate the suspicion of non-originality, a qualified assessment by the thesis supervisor is always necessary; in the case of the APMT, this is performed by the head of the relevant department.

Article 11
Established procedure

- (1) Deadlines for the submission of theses must be set with adequate time allocated for checking the theses using the plagiarism detection system, Theses.cz. The deadlines for submitting BT and MT are published by each Faculty in the public section of its website in the academic schedule for the given academic year.
- (2) When submitting a thesis, the relevant department must properly check the data entered in IS/STAG and verify that the uploaded file meets the requirements specified by the relevant internal regulation of the Faculty.
- (3) A thesis submitted to IS/STAG is automatically sent to the Theses.cz system the following day after the assistant of the relevant department has added the submission date to the AN0030 form (academic qualification theses) in the grey IS/STAG client. The results of the plagiarism check are usually downloaded from the Theses.cz system into IS/STAG the following day. The checking process depends on the current load on the system and may take up to 5 days. If the results of the check are not uploaded into IS/STAG even after this period, it is necessary to contact IS/STAG technical support (stag@utb.cz).
- (4) The assessor of a BT or MT is the thesis supervisor or a person authorised by the head of the department. For APMT, the assessor is the head of the department or their authorised representative. Based on the results from the Theses.cz system, the assessor shall mark all the theses they supervise in IS/STAG (tab “IS/STAG” – “Plagiarism Check”, fields “Plagiarism Check” and “Similarity Assessment”) with the evaluation: “Assessed – not a plagiarism” or “Assessed – is a plagiarism.” The assessor is responsible for completing the assessment as soon as possible after the plagiarism check is completed in IS/STAG.
- (5) The supervisor’s assessment of BT and MT shall also include information about the implementation and results of the originality assessment from the Theses.cz system, as well as the thesis supervisor’s evaluation of the originality.

In case of suspicion of non-originality for BT and MT, this will be described in more detail in the supervisor’s review and documented by the results of the comparison from the Theses.cz system. The supervisor is also obliged to report this fact immediately to the head of the relevant department and the DP coordinator. The head of the department shall then immediately inform the Dean in writing.

If there is any suspicion that the APMT is not original, the head of the department shall send the results of the comparison from the Theses.cz system to the external examiners,

who shall evaluate the originality of the thesis in their reviews. The head of the department shall then immediately inform the Dean in writing.

- (6) The Dean shall decide on how to proceed.
- (7) The head of the relevant department is responsible for ensuring that the assessment of all relevant theses is completed no later than five days before the final state examination takes place.

PART FIVE FINAL PROVISIONS

This Directive replaces Rector's Directive No. 23/2024.

The Internal Evaluation Board of TBU commented on this internal regulation on 16 September 2025.

Appendix No. 1 – User Manual for the Final Thesis Template at TBU in Zlín

Appendix No. 2 – Licence Agreement on the Terms of Use of School Work

Appendix No. 3 – Templates in docx Format

Appendix No. 4 – Templates in odt Format

Appendix No. 5 – Templates in LaTeX Format

Version of document			
Date	Version	Changed	Description of change
15 October 2025	01	Vice-Rector for Pedagogical Activities	Creation of document

This English version of the internal regulation is not legally binding; it is for informational purposes only and does not have to correspond to the Czech version of the original document.