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Issued by:	Prof. Mgr. Milan Adámek, Ph.D.	
Prepared by:	Prof. Ing. Petr Humpolíček, Ph.D.	
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Signature of authorised person:	Prof. Mgr. Milan Adámek, Ph.D.	

PART ONE BASIC PROVISIONS

Article 1 Introductory provisions

- (1) In order to support scientific research activities and the presentation of original scholarly work, Tomas Bata University in Zlín (hereinafter referred to as "TBU") has established the following rules for the publication of scholarly works within the following editions:
 - Edition - **Doctoral Thesis** – doctoral dissertations,
 - Edition - **Habilitation Thesis Summary** – summaries of habilitation theses,
 - Edition - **Habilitation Thesis** – habilitation theses.
- (2) Matters related to the individual editions are administered by the Vice-Rector for R&D and Creative Activities in cooperation with the Library and Editorial Board (hereinafter referred to as "LEB").

Article 2 Edition - Doctoral Thesis

- (1) A doctoral thesis must be prepared in electronic form without an ISBN, and two mandatory printed copies must be submitted. Any requirement to submit additional copies beyond the mandatory number may be specified by an internal regulation of the relevant component part. The publication, typesetting, and reproduction of the doctoral thesis are arranged by the author at their own expense.
- (2) At the request of the candidate, an ISBN or e-ISBN may be assigned. In such cases, the costs associated with the assignment and printing shall be borne by the author. Where an ISBN is assigned, the author is required to submit 11 additional printed copies beyond the number specified in Paragraph (1) of Article 2.

- (3) The formal requirements for doctoral theses are set out in Annex 2 to this Directive.
- (4) Submission of doctoral theses:
 - (a) The collection and formal verification of doctoral theses prior to the defence shall be ensured by the Research and Development Office (hereinafter referred to as “R&D”) of the relevant component part.
 - (b) The R&D Office of the relevant component part, in cooperation with the author, shall upload all information relating to the thesis into the IS/STAG system prior to the defence, including the full text of the thesis and any appendices. The full text of the thesis must be uploaded to IS/STAG in PDF/A format. Any appendices shall be compressed into a ZIP file and uploaded as a single file. If the size of the appendices exceeds 1 GB, they shall be uploaded via the filesender.cesnet.cz service to the address prilohy@utb.cz.
 - (c) The R&D Office of the relevant component part shall ensure that, following the defence, the supervisor’s and external examiner(s)’ reports are uploaded to IS/STAG, including statements on the assessment of the originality of the dissertation¹, as well as a record of the course and outcome of the defence and, where applicable, the justification for any decision to postpone publication of the doctoral thesis.
- (5) Printed copies of the thesis shall be submitted to the R&D Office of the relevant component part prior to the defence. One copy must be signed by the author by hand and the date of submission must be indicated; this copy shall be archived. The second mandatory copy shall become part of the collection of the TBU Library (hereinafter referred to as “TBU Library”). Following the defence, the R&D Office shall transfer both copies to the TBU Library. The submitted printed version must be identical to the electronic version stored in IS/STAG.
- (6) The R&D Office of the relevant component part shall ensure that the doctoral thesis is made publicly accessible, in accordance with § 47b Paragraph 2 of the Higher Education Act (hereinafter referred to as the “Act”), within the statutory time limit via the IS/STAG portal, unless a decision has been made to postpone publication in accordance with Paragraph (7).
- (7) Storage, archiving, and access to doctoral theses:
 - (a) The storage, processing, archiving (including the retention of one printed copy), and provision of access to doctoral theses in both electronic and printed form shall be ensured by the TBU Library.
 - (b) The R&D Office of the relevant component part shall be responsible for marking successfully defended theses in IS/STAG and, where applicable, for submitting licence agreements.
 - (c) All doctoral theses, including external examiner(s)’ reports and records of the course and outcome of the defence, shall be registered in the TBU Digital Library, where they shall also be stored.
 - (d) Doctoral theses in the TBU Digital Library shall be made publicly accessible in full and without restriction, unless a decision has been made to postpone their publication.
 - (e) In justified cases, the head of the relevant component part may, upon the student’s request, decide to postpone public access to the doctoral thesis or part thereof for the duration of an impediment to disclosure in accordance with § 47b Paragraph 4 of the

¹ The originality of the doctoral thesis is assessed using plagiarism detection systems. The check is carried out by the R&D Office of the relevant component part in cooperation with the doctoral thesis supervisor.

Act. The request must be submitted by the student to the R&D Office of the relevant component part at least 90 days prior to the submission deadline and must include a justification for postponing the public release of the doctoral thesis, supported by written evidence of the impediment as defined by the Higher Education Act. On the basis of a request from the R&D Office of the relevant component part, the TBU Library shall ensure that information on the postponement, including its justification, is made available in the TBU Digital Library. The R&D Office of the relevant component part, in cooperation with the R&D Office of TBU, shall ensure compliance with all requirements stipulated by the Act.

Article 3

Edition – Habilitation Thesis Summary

- (1) The habilitation thesis summary shall be published in electronic form. Any requirement for the submission of printed copies may be specified by an internal regulation of the relevant component part. The costs of printing copies required under such internal regulations shall be borne by the relevant component part of TBU.
- (2) Publication of summaries:
 - (a) The recommended length of the summary is approximately 20 pages.
 - (b) Instructions for the preparation of summaries, including technical requirements, are set out in the template provided in Annex 3 to this Directive. Each component part shall determine its preferred citation style for information sources, which must be adhered to in works published within that component part.
- (3) The printing of habilitation thesis summary is generally carried out by the TBU University Press.
- (4) The collection and formal verification of habilitation thesis summaries prior to the defence shall be ensured by the R&D Office of the relevant component part.

Article 4

Edition – Habilitation Thesis

- (1) A habilitation thesis pursuant to § 72 Paragraph 3 Letter a) and b) of the Act must be prepared in electronic form without an ISBN, and two mandatory printed copies must be submitted. Any requirement to submit additional printed copies beyond the mandatory number may be specified by an internal regulation of the relevant component part. The costs of printing the mandatory copies and any additional copies required by such internal regulations shall be borne by the relevant component part of TBU. The formal requirements are set out in Annex 3 to this Directive.
- (2) At the request of the candidate, an ISBN or e-ISBN may be assigned to a habilitation thesis pursuant to § 72 Paragraph 3 Letter a) and b) of the Act. In such cases, the costs associated with the assignment and printing shall be borne by the author. Where an ISBN is assigned, the author is required to submit 11 additional printed copies beyond the number specified in Paragraph (1) of Article 4.

- (3) The structure, requirements, and form of submission of a habilitation thesis pursuant to § 72 Paragraph 3 Letter c) and d) of the Act shall be determined by an internal regulation of the relevant component part.
- (4) Submission of habilitation theses:
- a) The collection, formal verification, and originality (plagiarism) check² of habilitation theses prior to the defence shall be ensured by the R&D Office of the relevant component part.
 - b) The procedure for submission and verification of the formal requirements of a habilitation thesis shall be defined by an internal regulation of the relevant component part.
 - c) Printed copies of the thesis shall be submitted to the R&D Office of the relevant component part, prior to the defence. One copy must be signed by the author by hand and the date of submission must be indicated; this copy shall be archived. The second mandatory copy shall become part of the collection of the TBU Library. Following the defence, the R&D Office of the relevant component part shall transfer both copies to the TBU Library.
 - d) The R&D Office of the relevant component part shall ensure the delivery of the mandatory printed copies of the habilitation thesis to the TBU Library and the submission of the electronic version to the TBU Library at habilitace@utb.cz. The full text of the habilitation thesis in electronic form shall be submitted in PDF/A format.
- (5) Storage, archiving, and access to habilitation theses:
- (a) The storage, processing, archiving (including the retention of one printed copy), and provision of access to habilitation theses in both electronic and printed form shall be ensured by the TBU Library.
 - (b) All habilitation theses shall be registered and made accessible in the TBU Digital Library.

Article 5 Other provisions

- (1) Authorship and ownership of the work – A work referred to in Article 1 Paragraph 1 of this Directive (hereinafter also referred to as the “work”) that has been created in the course of fulfilling employment duties shall be deemed an employee work within the meaning of the provision of § 58 of Act No. 121/2000 Coll., the Copyright Act, as amended (hereinafter referred to as the “Copyright Act”). In accordance with the provision of § 58 of the Copyright Act, TBU exercises, in its capacity as employer, the author’s economic rights to the work in its own name and on its own account. TBU may assign the exercise of these economic rights to a third party only with the author’s consent.
- (2) If TBU does not exercise the economic rights to the work, the author shall have the right to request that TBU grant them a licence under customary conditions, unless there are serious grounds on the part of TBU for refusing such a request.
- (3) Further details concerning the handling and use of employee works are set out in the provision of § 58 of the Copyright Act.

² The originality of the works is assessed using plagiarism detection systems. The assessment of originality shall be carried out by the habilitation committee.

- (4) A work created by a student in the course of fulfilling their academic requirements shall be considered a school work within the meaning of § 60 of the Copyright Act. In accordance with this provision, TBU acquires the right to conclude a licence agreement for the use of such a school work.
- (5) Where a school work is to be used exclusively, the head of the relevant component part shall be required to conclude a licence agreement with the student for its use. The draft licence agreement shall be prepared and submitted by the head of the relevant department.
- (6) If a component part intends to publish any of the works in the form of a scholarly monograph, its approval shall be carried out in accordance with the Rector's Directive governing the activities of the TBU University Press, as amended.

Article 6

Procedure for ordering the printing of works by component parts

- (1) Upon receipt of the final version of a doctoral or habilitation thesis, the responsible staff member of the relevant component part shall send this version by email to the TBU University Press in order to obtain a cost estimate.
- (2) The TBU University Press shall promptly prepare a cost estimate for printing and binding based on the submitted text. The TBU University Press shall send the calculated cost by email to the responsible staff member of the relevant component part for internal recharging.
- (3) The responsible staff member of the relevant component part shall ensure that the production request form (attached as Annex 1 to this Directive) is duly completed and signed, and shall subsequently send it via internal mail to the TBU University Press.
- (4) Upon receipt of the duly completed request form, the TBU University Press shall, without undue delay, produce the required number of copies and dispatch them via internal mail to the component part that placed the order.
- (5) Upon receipt of the copies, the responsible staff member of the component part shall ensure that the author provides their handwritten signature on one copy.
- (6) On the basis of the attached request and cost estimate, the financial officer of the TBU Library shall prepare a request for internal recharging and send it to the responsible person of the component part for signature.
- (7) After obtaining the required signatures on the request for internal recharging, the responsible staff member of the component part shall return the request to the financial officer of the TBU Library, who shall forward it to the Finance Office for processing.

Article 7

Procedure for the assignment of ISBN

- (1) Procedure for the assignment of ISBNs to scholarly publications in electronic form:
 - a) The assignment of an ISBN to scholarly publications is entirely voluntary and is at the discretion of the author.

- b) Following the defence of the thesis, if the author expresses an interest in obtaining an ISBN, the responsible staff member of the R&D Office of the relevant component part shall request the assignment of an ISBN from the TBU University Press. The request shall be made by email to isbn@utb.cz and must include the title of the work and the author's name.
 - c) The TBU University Press shall assign the ISBN and send it to the responsible staff member.
 - d) The responsible staff member shall forward the ISBN to the author, who shall, within one week of receipt, return the text of the scholarly publication with the ISBN included.
 - e) Authors of scholarly publications with an assigned ISBN are required to use the template for scholarly publications provided in Annex 2 or Annex 3 to the Directive on Scholarly Publications, in order to ensure a uniform format and compliance with requirements associated with ISBN assignment.
 - f) The responsible staff member shall send the complete text in PDF format to the TBU University Press by email to isbn@utb.cz and shall send the completed publication request form together with the author's consent via internal mail.
 - g) The TBU University Press shall ensure compliance with all further obligations arising from the Directive on Scholarly Publications (including archiving, ISBN registration obligations, and other requirements associated with ISBN administration).
- (2) Procedure for the assignment of ISBNs to scholarly publications published in printed form:
- a) The assignment of an ISBN to scholarly publications is entirely voluntary and is at the discretion of the author.
 - b) The author shall inform the responsible staff member of the R&D Office of the relevant component part and the TBU University Press of their intention to publish the work in printed form with an assigned ISBN. By doing so, the author consents to publication and acknowledges that the full print run shall be financed from the author's own resources. Authors of scholarly publications with an assigned ISBN are required to use the template for scholarly publications provided in Annex 2 or Annex 3 to the Directive on Scholarly Publications in order to ensure a uniform format and compliance with ISBN-related requirements.
 - c) The author shall submit the publication to the TBU University Press for pricing and shall specify the required number of copies to be produced.
 - d) The TBU University Press shall determine the production price and communicate it to the author.
 - e) Upon payment of the specified amount, the ISBN shall be assigned and the publication produced. The TBU University Press shall inform the responsible staff member of the R&D Office of the relevant component part of the publication.
 - f) The TBU University Press shall ensure the publication process and all related obligations arising from the Directive on Scholarly Publications (including archiving, ISBN registration obligations, and submission of texts to the TBU Library for storage and access).
 - g) If the author requests additional copies for personal use, the required number of copies shall be provided by the TBU University Press in accordance with the agreed method of delivery.

Article 8
Final provisions

(1) This Directive shall enter into force on 10 April 2026 and shall replace Rector's Directive No. 25/2017.

Annexes:

Annex 1 – Consent to Publication and Production Request Form for a Scholarly Publication with an Assigned ISBN

Annex 2 – Guidelines and Template for the Preparation of Doctoral Thesis Summary

Annex 3 – Guidelines for Formatting According to the Type of Scholarly Publications

Document version			
Date	Version	Changed	Description of change
2 April 2026	01		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 document.