

Code:	SR/20/2016
Category:	RECTOR'S DIRECTIVE
Title:	Standard Layout of Master's and Bachelor's Theses, Their Archiving and Provision of Access Thereto
Liability:	Tomas Bata University in Zlín
Issue date:	3 October 2016
Effective from:	3 October 2016
Issued by:	Prof. Ing. Petr Sáha, CSc., Rector
Prepared by:	
In cooperation with:	
Pages:	3
Appendices:	3
Distribution list:	Bursar, Vice-Rectors, Deans of Faculties, Vice-Deans, Student Affairs Offices, Library, Heads of Departments
Signature of authorized person:	

PART ONE INTRODUCTORY PROVISIONS

The purpose of this Directive is to ensure a standard layout of Master's and Bachelor's theses (hereinafter referred to as "theses"), completed and defended at Tomas Bata University in Zlín (hereinafter referred to as "TBU"), their filing, submission, archiving and provision of access thereto.

If the term "Dean" is mentioned in the Directive, it is the Head of the university department who shall assume his/her competences in case of degree programmes carried out directly by TBU together with a university department.

A component part further refers to a faculty or a university department in case of degree programmes carried out directly by TBU.

PART TWO LAYOUT AND SUBMISSION OF THESES

Article 1 General Principles Applicable to Theses

- (1) The layout of Master's theses (hereinafter referred to as "MT") and Bachelor's theses (hereinafter referred to as "BT") is specified in the Implementing Regulation to this Directive (Appendix 1).
- (2) Basic records shall be kept by the relevant department, or the authorized unit (hereinafter referred to as "department") of the relevant component part.
- (3) The Declaration, which shall be signed by the author – student (hereinafter referred to as "student") in two copies, forms part of the thesis.

- (4) The content of the Declaration, the manner of submission of the thesis to the component part and its presentation during the Final State Examination, as well as the manner in which the thesis is processed afterwards are regulated by the internal regulation of the component part. The student is obliged to submit the thesis in the electronic form for the needs of the TBU Library (hereinafter referred to as "TBU L").
- (5) The relevant component part is obliged to collect the form "assignment of the thesis" including all the formal requirements (hereinafter referred to as "Official Thesis Assignment"), and shall also process them in accordance with Rector's Directive "TBU Rules and Regulations for Document Filing and Shredding", as amended.

Article 2

Authorship, Ownership and Use of Work

- (1) In accordance with the provisions of § 60 of Act No. 121/2000 Coll., Copyright Act, as amended (hereinafter referred to as "CopA"), the thesis completed by the student within the fulfilment of his/her academic requirements is a school work (hereinafter also referred to as "work"). In compliance with the provisions of § 60 of the CopA, TBU shall have the right to conclude a licence agreement on the utilisation of a school work. This means that the student retains the ownership of the work, and TBU retains the right to utilise it.
- (2) In case of the exclusive utilisation of the work, TBU, represented by the Head of the relevant component part, is obliged to conclude a licence agreement with the student on the utilisation of the school work, whose common template is included in Appendix 3 to this Directive, which shall specify the extent to and the manner in which the school work may be utilised by the particular contracting parties. The licence agreement draft shall be prepared and presented by the Head of the department.

Article 3

Archiving of Theses and Provision of Access Thereto

- (1) It is the relevant departments that are in charge of collecting and formal control of the theses prior to the defence.
- (2) It is the TBU Library that is in charge of archiving and processing of the theses and of provision of access thereto in electronic form. In so doing, it shall proceed in compliance with the provisions of § 47b of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts, as amended (hereinafter referred to as "HEA").
- (3) It is the Head of the department who has organized the defence of the theses that is responsible for marking the defended theses in the IS/STAG system, or for handing over the licence agreements.
- (4) All theses including the review by the supervisor and by the external examiner/examiners, the record of the course and the result of the defence shall be filed in the Digital Library of Final Theses - TBU DSpace (hereinafter referred to as "Digital Library of Theses"), in which they shall also be archived.
- (5) The full text of the theses shall be made freely available without limitations in the Digital Library of Theses. In justifiable cases, the Dean of the component part may decide in accordance with the request made by the student on the thesis being made only partly available, and that to TBU users only after entering their login and password, or s/he may

delay the publication for the duration of the impediment to publication, however, no longer than for a period of 3 years. The request shall be submitted prior to the thesis submission.

- (6) After being processed, the defended theses shall be provided on-line access to, and that in the Digital Library of Theses in accordance with special regulations¹. In the event that the Dean grants the student's request to delay the publication of the thesis for the duration of the impediment to publication, s/he shall ensure that the information on the delay along with the substantiation for the delay and specification of the duration of the delay of publication is posted in the Digital Library of Theses, and shall also ensure that a printed copy of the thesis is sent for archiving to the Ministry of Education, Youth and Sports in compliance with the provisions of § 47b Paragraph 4 of the HEA.

PART THREE FINAL PROVISIONS

This Directive replaces Rector's Directive No. 7/2014 from 14 April 2014.

Appendices:

- Appendix 1 – Implementing Regulation to Rector's Directive on the Standard Layout of Master's and Bachelor's theses, Their Archiving and Provision of Access Thereto
- Appendix 2 – English Terminology
- Appendix 3 – Licence Agreement on the Terms of the Utilisation of the School Work (template)

¹*Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendments to Selected Acts, as amended*

Act No. 89/2012 Coll., Civil Code, as amended

Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Selected Acts (Higher Education Act), as amended