

Implementing Regulation to Rector's Directive on the Standard Layout of Master's and Bachelor's Theses, Their Archiving and Provision of Access Thereto

Layout and Submission of Master's and Bachelor's Theses:

- 1) When being assigned a Master's or Bachelor's thesis (hereinafter referred to as "thesis") the author of the thesis - student (hereinafter referred to as "student") shall get acquainted with the requirements related to the layout of the thesis, which is based on the Graphic Design Manual of Tomas Bata University in Zlín (hereinafter referred to as "TBU"). The recommended template and manual for all TBU component parts are included in appendices to this file (Appendix 1A_1 – 1A_4).
- 2) In cooperation with the thesis supervisor, the student shall complete the form "Document for Registration of the Assignment of the MT/BT" (hereinafter referred to as "Assignment of the MT/BT") in the IS/STAG system. The student shall print out the completed form and have it signed by the supervisor; then, the student shall submit the form to the relevant department, or the authorized unit (hereinafter referred to as "department") of the relevant component part.
- 3) The "Assignment of the MP/BT" including all the formal requirements (hereinafter referred to as "Official Thesis Assignment") shall be scanned by the student and inserted into the electronic form of his/her thesis. In the event that the student submits the thesis in printed form as well, s/he shall bind it into the thesis.
- 4) The Declaration, which shall be signed by the student in two copies upon receiving the "Official Thesis Assignment", forms part of the thesis. One copy shall be archived at the relevant department, the other copy shall be scanned by the student and inserted into the electronic form of his/her thesis. In the event that the student submits the thesis in printed form as well, s/he shall bind this Declaration into the thesis.
- 5) The full text of the thesis which is submitted by the student in electronic form must be converted to the PDF/A format (PDF Archive file format). The student may use a computer in the TBU Library (hereinafter referred to as "TBU L") in order to convert the file to this format. Instructions and other information on thesis submission are posted on the website:
<http://www.utb.cz/library/about-the-library/faq>
- 6) The student shall compress the thesis appendices into 1 zip file.
- 7) The student shall submit the thesis by uploading the file containing the full text version of the thesis in the PDF/A format to the IS/STAG system, where the file is automatically checked as to whether the file format is correct. The student shall submit the thesis appendices by uploading them to the IS/STAG system as a separate zip file. If the size of the appendices exceeds 1 GB, then the student shall submit the appendices using the service filesender.cesnet.cz and the address prilohy@utb.cz. Thesis submission on a CD and in printed form has to comply with the requirements set by the relevant component part.
- 8) In the event that works of art or projects form part of the thesis, the student shall submit the text of the thesis only. However, the text of the thesis and its appendices should make the particular work of art/project identifiable.
- 9) The student shall provide other information related to the thesis upon submission of the thesis by completing the form in the IS/STAG system in the "Theses" section. It can be accessed only by using a login name and a password.

The administration of Master's and Bachelor's theses at the departments of component parts shall be ensured as follows:

- 1) Basic records of the Master's and Bachelor's theses shall be kept by the relevant department by completing the form in the IS/STAG system and printing the Document for Registration of the Assignment of the MT/BT.
- 2) Upon submission of the thesis, the relevant department shall check the completed data, check the uploaded file (as to whether it meets the requirements set by the given internal regulation) and, if applicable, issue the student with a confirmation of submission of the thesis.
- 3) The department shall ensure that reviews by the supervisor and by the external examiner/examiners, the control of the evaluation of the originality of the thesis, the record of the course and the result of the defence and, if the Dean has approved a delayed publication of the thesis, also the reasons for this decision have been uploaded to the IS/STAG system.
- 4) In compliance with § 47b Paragraph 2 of the Act, the Master's and Bachelor's theses shall be made available for viewing to the general public at least five working days before the defence shall take place, and that in the IS/STAG portal and at the office of the assistant to the relevant department, at which the defence of the thesis shall take place, and that within hours specified by a senior executive of the department.
- 5) Printed copies of the theses may also be required for the purpose of the defence. These theses will be returned to the students after the termination of the defence or filed at the particular component parts in accordance with their internal regulation. In case of a delayed publication of the thesis, the relevant component part shall send one copy of the thesis to the TBU Rectorate (Office of Vice-Rector for Pedagogical Activities), that will arrange for the theses to be collectively sent to the Ministry of Education, Youth and Sports for archiving purposes.
- 6) After completing the defence, the defended theses will be marked in the IS/STAG system.

Filing, Archiving of Theses and Provision of Access Thereto in the TBU Library:

- 1) As soon as the defended theses are marked in the IS/STAG system, they are transferred automatically to the Digital Library of Theses - TBU DSpace (hereinafter referred to as "Digital Library of Theses").
- 2) The full text of the theses shall be provided access to in the Digital Library of Theses. In justifiable cases, the Dean of the relevant faculty may decide, in accordance with the request made by the student, on a delayed publication of the thesis. The request shall be submitted prior to the submission of the thesis.
- 3) In accordance with § 47b Paragraph 1 and 4 of Act No. 111/1998 Coll., Higher Education Act, as amended, and with special regulations¹, all theses including the reviews by the supervisor and by the external examiner/examiners and the record of the course and the result of the defence and also, if applicable, information on a delayed publication of the thesis including the duration thereof and the reasons for this decision shall be filed and provided access to in the Digital Library of Theses.

Appendices:

Appendix 1A_1: Template and Manual for Microsoft Word

Appendix 1A_2: Template and Manual for OpenOffice.org Writer

Appendix 1A_3: Template and Manual for TeX in LaTeX Format

Appendix 1A_4: Templates in the English Language for Microsoft Word

¹Act 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 Other Acts (Higher Education Act), as amended