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PART ONE BASIC PROVISIONS

Article 1 Introductory Provisions

- (1) In order to support R&D activities and to present original scientific work, the following rules have been laid down at Tomas Bata University in Zlín (hereinafter referred to as "TBU") for publishing of scientific publications in the following editions:

Edition - **Doctoral Thesis Summary**

Edition - **Doctoral Thesis**

Edition - **Habilitation Thesis Summary**

Edition - **Habilitation Thesis**

Edition - **Qualifying Lecture for Professorship** - Summary of Lectures for Professorial Appointment

Edition - **Scientific Activity Report** – a collection of annotations and of information about completed scientific and specialized tasks of major importance, an overview of Czech and English annotations of defended doctoral and habilitation theses and of lectures delivered to mark professorial appointments. The application form for publishing of scientific publications is included in Annex 1 to this Directive.

- (2) The person in charge of management of the above-mentioned editions is the Vice-Rector for Research, Development and Creative Activities in cooperation with the TBU Library and Editorial Board (hereinafter referred to as "LEB").

Article 2 Edition – Doctoral Thesis Summary

- (1) The Doctoral Thesis Summary shall be published in electronic form only and is assigned an ISBN. The authors of such theses shall receive no royalties. The procedure to be followed in order to have an ISBN assigned is described in Annex 4 to this Directive. The publishing of a doctoral thesis summary with an ISBN assigned is conditional on the submission of the statement containing the approval by the author of the thesis and by the Dean of the relevant Faculty/Head of the relevant Department. A sample of the aforesaid statement is included in

Annex 5 to this Directive. The author shall submit the statement together with documents necessary for the printing of the summary to the R&D Office of the relevant component part.

(2) Publishing of summaries:

The Doctoral Thesis Summary will be prepared gradually in two versions:

- (a) First – *draft version* – shall be prepared in electronic form prior to the doctoral thesis defence – however, it shall be made in the final version as far as the form is concerned (without an ISBN assigned). At the same time, the student is obliged to have an adequate number of copies printed for the purposes of the defence at his/her own expense.
- (b) Second – *final version* – shall be prepared in electronic form after inclusion of all comments formulated in the findings of the doctoral thesis defence committee. This version of the summary shall, subsequently, be assigned an ISBN.

The recommended volume of the doctoral thesis summary is approx. 20 pages.

- (3) Instructions for the preparation of the doctoral thesis summary including technical details are given in the template included in Annex 2 to this Directive. Every component part of TBU shall determine the preferred form of citations of information resources. The chosen form shall be strictly observed and applied to all theses published at the relevant component part.
- (4) The R&D Office of the relevant Faculty shall, in cooperation with the author, upload the draft version of the doctoral thesis summary as a file attached to the full text of the doctoral thesis to the IS/STAG system, and that prior to the defence.
- (5) In the event that the thesis has been successfully defended, the draft version of the summary shall be replaced by the final version in the IS/STAG system. After the ISBN has been added, the summary shall be uploaded by the relevant R&D Office in electronic form in PDF/A format to the IS/STAG system as a file attached to the full text of the doctoral thesis.
- (6) Archiving of and access provision to the *final versions* of summaries of doctoral theses:
 - (a) R&D Offices of the relevant component parts are in charge of collecting and formal control of summaries of doctoral theses.
 - (b) The TBU Library (hereinafter referred to as “TBU L”) is in charge of archiving, processing of and access provision to summaries of doctoral theses.
 - (c) The R&D Office is responsible for the archiving of summaries of doctoral theses in the IS/STAG system in the form of files attached to the records of doctoral theses.
 - (d) All summaries of doctoral theses shall be registered as files attached to doctoral theses in the Digital Library of Theses, where they shall be stored.
 - (e) Summaries of doctoral theses which have been successfully defended shall be, after being processed, provided online access to within the Digital Library of Theses, and that in the full-text version without any limitations.
 - (f) In the event that the doctoral thesis fails to be defended, *the draft version* of the doctoral thesis summary, after being processed, shall remain in the IS/STAG system, as a file attached to the full text of the doctoral thesis, and provided online access to within the Digital Library of Theses, and that in the full-text version without any limitations.

Article 3

Edition – Doctoral Thesis

- (1) Doctoral theses written in Czech or in English shall be prepared in printed as well in electronic form. No ISBN will be assigned to doctoral theses.
- (2) Formal requirements applying to doctoral theses are specified in Annex 3 to this Directive.

- (3) It is the responsibility of the author to have his/her doctoral thesis published, typeset and duplicated at his/her own expense.
- (4) Submission of doctoral theses:
- (a) The R&D Office of the relevant Faculty shall, in cooperation with the author, upload all information on the thesis including the full text of the thesis, the draft version of the thesis and other appendices, if available, to the IS/STAG system, and that prior to the defence.
 - (b) The full text of the thesis shall be uploaded in PDF/A format to the IS/STAG system. Appendices, if available, shall be compressed and uploaded as a single file in ZIP format. If the size of the appendices exceeds 1 GB, the files shall be uploaded using the filesender.cesnet.cz service and sent to the address prilohy@utb.cz.
 - (c) The R&D Office shall ensure that, after the defence, reviews by the thesis supervisor and by the external examiner/examiners including the opinion as to 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 substantiation thereof, are uploaded to the IS/STAG system.
 - (d) Doctoral theses shall be, in compliance with § 47b Paragraph 2 of the Higher Education Act, made available to view to the public in the IS/STAG portal and at the R&D Office during hours set by the senior executive in charge, and that no less than 5 working days prior to the doctoral thesis defence date.
 - (e) The author shall submit 5 copies of his/her doctoral thesis in printed form to the R&D Office of the relevant Faculty. After the thesis has been successfully defended, the R&D Office shall submit 1 copy to the TBU Library.
- (5) Archiving of and access provision to doctoral theses:
- (a) R&D Offices of the relevant component parts are in charge of collecting and formal control of doctoral theses prior to the defence.
 - (b) The TBU Library is in charge of archiving, processing of and access provision to doctoral theses.
 - (c) The R&D Office of the relevant component part is responsible for marking the defended doctoral theses in the IS/STAG system as well as for handing over the licence agreements.
 - (d) All doctoral theses including reviews by the external examiner/examiners, the record of the course and the result of the defence shall be filed in the Digital Library of Theses, where they shall also be archived.
 - (e) Full texts of doctoral theses shall be made freely available without limitations in the Digital Library of Theses. In justifiable cases, the Dean may, in accordance with the request made by the student, decide on provision of partial access to the thesis, with the thesis accessible for TBU users only, after logging in to the system, i.e. after entering a user name and a password, or decide on the publication of the thesis being delayed 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.
 - (f) After having been processed, the defended doctoral theses shall be provided online access to, and that in the Digital Library of Theses, in accordance with special regulations. 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, he/she 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 purposes to the Ministry of Education, Youth and Sports in compliance with the provisions of § 47b Paragraph 4 of the HEA.

Article 4
Edition – Scientific Activity Report (SAR)
Collection of Annotations and of Information on
Completed Scientific and Specialized Tasks of Major Importance,
Overview of Czech and English Annotations of Defended Doctoral and Habilitation Theses
and of Qualifying Lectures for Professorship

- (1) SAR shall be posted on the TBU website. Responsible for the contents are the following persons/entities: Dean of the relevant Faculty/Head of the relevant Department, LEB.
- (2) Contents:

This Edition comprises results of completed scientific, research and development tasks carried out by component parts of TBU in Zlín, and/or results of completed subsections, all of the above-mentioned published in a brief form. The co-authors of such results may also be experts from other organizations and institutions. These are in particular the following scientific, research and development tasks:

 - (a) Scientific and R&D tasks funded by international and national grants,
 - (b) Scientific and R&D tasks funded by TBU at the institutional level (extraordinarily important tasks whose implementation is funded by TBU Faculties),
 - (c) Furthermore, results of significant projects intended for industry, also those implemented within the economic activity,
 - (d) Overviews of Czech and English annotations of defended doctoral theses, habilitation theses and qualifying lectures for professorship.
- (3) Publications issued in the SAR Edition shall be bilingual - written in Czech and in English.

Article 5
Edition – Habilitation Thesis Summary

- (1) A habilitation thesis summary shall be prepared both in printed and in electronic form. The habilitation thesis summary is assigned an ISBN. The procedure to be followed in order to have an ISBN assigned is described in Annex 4 to this Directive. The authors shall receive no royalties.
- (2) The number of copies of the summary is 60 (20 copies for the Library, archive and the legal deposit and other copies for the members of the Scientific Board of the Faculty) and shall be covered from the University Fund for Publishing of Scientific Publications.
- (3) The Habilitation Thesis Summary provisions will further appropriately apply to the habilitation thesis summary.
- (4) In order to have the summary of his/her habilitation thesis published, the author is required to submit a signed statement containing his/her approval for publishing the aforesaid summary of his/her habilitation thesis, which has been allocated a separate ISBN. This statement must be subsequently signed by the Dean of the relevant Faculty/Head of the relevant Department. A sample of the aforesaid statement is included in Annex 5 to this Directive. The author shall submit the above-mentioned statement along with the documents necessary for printing of his/her habilitation thesis summary to the R&D Office of the relevant component part.
- (5) The printing of summaries of habilitation theses shall be made by the TBU University Press.
- (6) Archiving of and access provision to summaries of habilitation theses:
 - (a) R&D Offices of the relevant component parts are in charge of collecting and formal control of summaries of habilitation theses prior to the defence.
 - (b) The TBU Library is in charge of archiving, processing of and access provision to

summaries of habilitation theses in electronic and printed form.

- (c) The R&D Office of the relevant component part is responsible for the sending of the summaries of habilitation theses in electronic form in PDF/A format to the address: habilitace@utb.cz.
- (d) All summaries of habilitation theses shall be filed in electronic form in the Digital Library of Theses, where they shall also be archived as files attached to habilitation theses.
- (e) After having been processed, full texts of summaries of defended habilitation theses shall be made freely available online without limitations in the Digital Library of Theses, and that as files attached to the full texts of habilitation theses.

Article 6

Edition – Habilitation Thesis

- (1) A habilitation thesis shall be prepared both in printed and in electronic form. No ISBN shall be assigned to habilitation theses.
- (2) Formal requirements applying to habilitation theses are specified in Annex 3 to this Directive.
- (3) It is the responsibility of the author to have his/her habilitation thesis published, typeset and duplicated at his/her own expense.
- (4) Submission of habilitation theses:
 - (a) The author shall submit his/her thesis in electronic form and 5 copies of the thesis in printed form to the R&D Office of the relevant Faculty.
 - (b) The R&D Office shall ensure that one copy of the habilitation thesis in printed form is handed over to the TBU Library and the habilitation theses in electronic form is sent to the TBU Library, and that to the address: habilitace@utb.cz.
 - (c) The full text of the thesis in electronic form shall be uploaded in PDF/A format to the IS/STAG system. Appendices, if available, shall be compressed and uploaded as a single file in ZIP format. If the size of the appendices exceeds 1 GB, the files shall be uploaded using the filesender.cesnet.cz service and sent to the address: prilohy@utb.cz.
- (5) Archiving of and access provision to habilitation theses:
 - (a) R&D Offices of the relevant component parts are in charge of collecting and formal control of habilitation theses prior to the defence.
 - (b) The TBU Library is in charge of archiving, processing of and access provision to habilitation theses in electronic and printed form.
 - (c) The R&D Office of the relevant component part is responsible for the sending of habilitation theses in electronic form.
 - (d) All habilitation theses shall be filed in the Digital Library of Theses, where they shall also be archived.
 - (e) Full texts of habilitation theses shall be provided access to in the Digital Library of Theses, and that for TBU users only, after logging in to the system, i.e. after entering a user name and a password.

Article 7

Edition – Qualifying Lecture for Professorship - Summary of Lectures for Professorial Appointment

- (1) The summary of qualifying lectures for professorship shall be prepared in printed as well in electronic form and assigned an ISBN. The procedure to be followed in order to have an ISBN assigned is described in Annex 4 to this Directive. The authors shall receive no royalties.
- (2) Formal requirements applying to qualifying lectures for professorship are specified in Annex 3

to this Directive. The recommended volume is max. 30 printed pages.

(3) Publishing:

The number of copies of the summary is 90 (20 copies for the Library, archive and the legal deposit and other copies for the members of the Scientific Board of the Faculty and for the members of the TBU Scientific Board). The publishing costs shall be covered from the University Fund for Publishing of Scientific Publications; additional copies can be ordered at the expense of the Faculty and/or of the author.

(4) Technical details:

The Doctoral Thesis Summary provisions will further appropriately apply to the summary of qualifying lectures for professorship.

(5) Printing:

- (a) Typesetting of the summary of the qualifying lecture for professorship shall be provided by the author himself/herself and shall be covered at his/her own expense, royalty free and including the proof-reading expenses, which shall not be reimbursed.
- (b) The author shall use the services of the TBU University Press. The documents to be printed must be submitted to the TBU University Press in electronic form in PDF format.
- (c) The TBU University Press must assign an ISBN to each summary. After processing the printed version, the TBU University Press ensures the despatching of the legal deposit, of copies for the TBU Library and for the archive. Other copies of the summary of the qualifying lecture for professorship shall be handed over by the TBU University Press to the TBU Rectorate.

- (6) In order to have the summary of his/her qualifying lecture for professorship published, the author is required to submit a signed statement containing his/her approval for publishing the aforesaid summary of his/her qualifying lecture for professorship, which has been allocated its own ISBN. This statement must be subsequently signed by the Dean of the relevant Faculty/Head of the relevant component part. A sample of the aforesaid statement is included in Annex 5 to this Directive. The author shall submit the above-mentioned statement along with the documents necessary for printing of the summary of his/her qualifying lecture for professorship to the R&D Office of the relevant component part.

(7) Submission of the summary of qualifying lectures for professorship in electronic form:

- (a) The author shall submit the summary in electronic form to the R&D Office of the relevant Faculty.
- (b) The R&D Office shall ensure the sending of the summaries of qualifying lectures for professorship in electronic form to the TBU Library, to the address: habilitace@utb.cz.
- (d) The full text of the thesis in electronic form shall be uploaded in PDF/A format to the IS/STAG system. Appendices, if available, shall be compressed and uploaded as a single file in the ZIP format. If the size of the appendices exceeds 1 GB, the files shall be uploaded using the filesender.cesnet.cz service and sent to the address: prilohy@utb.cz.

(8) Archiving of and access provision to summaries of qualifying lectures for professorship:

- (a) R&D Offices of the relevant component parts are in charge of collecting and formal control of summaries of qualifying lectures for professorship.
- (b) The TBU Library is in charge of archiving, processing of and access provision to summaries of qualifying lectures for professorship in electronic and printed form.
- (c) The R&D Office of the relevant component part is responsible for the sending of summaries of qualifying lectures for professorship in electronic form.
- (d) All summaries of qualifying lectures for professorship shall be filed in the Digital Library of

Theses, where they shall also be archived.

- (e) Full texts of summaries of qualifying lectures for professorship shall be provided access to in the Digital Library of Theses and that for TBU users only, after logging in to the system, i.e. after entering a user name and a password.

Article 8 Other Provisions

- (1) Authorship and ownership of a work: A work specified in Article 1 Paragraph 1 of this Directive (hereinafter referred to as “work”), created by an employee within the fulfilment of his/her professional duties, is in accordance with the provisions of § 58 of Act No. 121/2000 Coll., Copyright Act, as amended (hereinafter referred to as “Copyright Act”), an employee work. In accordance with the provisions of § 58, TBU as the employer, in the name and on behalf of TBU, shall exercise the author’s rights of property over the work. TBU may cede the entitlement to exercise rights of property over the work to a third party only with the consent of the author.
- (2) In the event that TBU decides not to exercise the rights of property over the work, the author is entitled to demand to be granted a licence by TBU under standard conditions, unless there is a serious reason for a refusal of the said request on the part of TBU.
- (3) Other details concerning the modification of the entitlement to exercise the rights of property over the work are specified in provisions of § 58 of the Copyright Act.
- (4) A work created by a student within the fulfilment of the academic requirements is a school work in compliance with the provision of § 60 of the Copyright Act. In compliance with this provision, TBU shall have the right to conclude a licence agreement on the utilisation of a school work.
- (5) In case of the exclusive utilisation of the work, TBU, represented by a senior executive of the relevant component part, is obliged to conclude a licence agreement with the student on the utilisation of the school work by the particular contracting parties. The licence agreement draft shall be prepared and presented by a senior executive of the department.
- (6) Should the Faculty have the intention to publish any of the works in the form of a scientific monograph, the approval thereto shall be granted in accordance with the Directive on the activities of the TBU University Press, as amended.

Article 9 Final Provisions

This Directive comes into force on 1 September 2017 and replaces Rector’s Directive No. 15/2013.

Annexes:

- Annex 1 – Application Form for Production and Publishing of Scientific Publications
- Annex 2 – Instructions for Writing Doctoral Thesis Summary Including Templates
- Annex 3 – Instructions for Writing of Other Types of Scientific Publications Including Templates
- Annex 4 – Procedure for ISBN Assignment to Scientific Publications
- Annex 5 – Approval for Publishing Scientific Publications with ISBN
- Annex 6 – Licence Agreement Template