

# Decree of the Dean at the Philosophical Faculty UHK No. 25/2017

## Rules for Elaboration of Doctoral Degree Theses and Organisation of State Doctoral Exams at the PF UHK

### Part I

#### Article 1

##### Introductory Provisions

- (1) This Decree of the Dean of the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as “Dean”) follows up on Articles 41 to 47 of the Study and Examination Regulations of the University of Hradec Králové of 31 May 2017 (hereinafter referred to as the “SER UHK”) and Article 5 (10) of the Rules of quality assurance and internal quality assessment of the University of Hradec Králové.
- (2) These rules are binding for all students of Doctoral degree study programs at the Philosophical Faculty of the University of Hradec Králové (hereinafter referred to as “PF UHK”) and for all academic staff, external teachers and instructors who are involved in ensuring teaching of PF UHK doctoral students.

### Part II

#### *Organisation of State Doctoral Exams in Doctoral Study Programs*

#### Article 2

##### State Doctoral Exam

- (1) Protocol on the course of the state doctoral exam is the result of the information system.

#### Article 3

##### Doctoral Degree Thesis

- (1) During the first year of study, the student of the doctoral study program submits a doctoral degree thesis topic.
- (2) The written form of the doctoral degree thesis assignment is printed from the information system. If the instructor agrees with the topic submitted, they shall confirm the assignment by signing it. The assignment contains information on the final thesis elaboration (tasks, objectives, methods, initial literature). The assignment of the Doctoral degree thesis in Czech language always includes the title of the thesis in English. The topic of the Doctoral degree thesis is subject to approval by the Field of Study Board. The process of assigning the Doctoral degree thesis is always completed by assigning the topic in the information system, which is ensured by the relevant department/institute.
- (3) Instructors of doctoral study program students may be only associate professors and professors, or other experts with scientific rank approved by the Scientific Board of the PF UHK. The instructor may supervise a maximum of 20 bachelor degree, diploma and doctoral degree theses.
- (4) The requirements for the Doctoral degree thesis elaboration are defined in Article 45 of the Study and Examination Regulations of the UHK.

- (5) After submitting the Doctoral degree thesis for defence, the Secretary of the Field of Study Board announces the names of the readers and at the same time enters them into the information system.
- (6) Any changes of the Doctoral degree thesis topic are approved by the Dean on the basis of student's written request recommended by the Field of Study Board. The application shall include a new thesis assignment.
- (7) The formal arrangement of the Doctoral degree thesis is governed by Annex No. 1 to this Decree.
- (8) The postgraduate student presents, together with the Doctoral degree thesis, propositions of the Doctoral degree thesis in the number of 15 pieces. The content and formal arrangement of the propositions are laid down in Article 47 of the Study and Examination Rules of the UHK.
- (9) The student shall register for the defence of the Doctoral degree thesis in writing to the secretary of the Field of Study Board.
- (10) The protocol on the defence of the Doctoral degree thesis is the output of the information system.
- (11) The Doctoral degree thesis propositions with incorporated comments formulated by the Board for Doctoral degree thesis defence are published on the web portal of the workplace where the defence was held.
- (12) The rules for the Doctoral degree thesis evaluation are laid down in Article 49 of the Study and Examination Regulations of the UHK.

### Part III

#### *Rules for Elaborating Doctoral Degree Theses*

#### **Article 4**

##### **Arrangement of Doctoral Degree Theses and Their Compulsory Requirements**

- (1) The content arrangement of the final thesis and its formal arrangement are based on the standard ČSN ISO 7144 Documentation – Presentation of theses and similar documents, or on the practice of the relevant scientific field. However, each Doctoral Degree Thesis shall contain the following compulsory requirements.
  - a) **Data on the front hardcover:**
    - line, centred: "University of Hradec Králové",
    - 2nd line, centred: "Philosophical Faculty"
    - vertical centre of the page, centred: "Doctoral Degree Thesis"
    - bottom margin left: year of the thesis submission,
    - bottom margin right: student's name.
  - b) **Data on the front page:**
    - 1st line, centred: "University of Hradec Králové"
    - 2nd line, centred: "Philosophical Faculty";
    - 3rd line centred: Department ... / Institute...,
    - Vertical centre of the page, centred: title of the Doctoral degree thesis and the designation "Doctoral degree thesis"
    - Bottom of the page: author's name, including study program, field of study and form of study, instructor's name of the thesis, place and year of the thesis submission. The data placement is similar to the front hardcover.
  - c) **Doctoral Degree Thesis Assignment:** The assignment is printed from the information system. Compliance with the assignment is a mandatory prerequisite for the thesis defending. On the basis of a postgraduate student's request, the Field of Study Board may decide to change or specify the topic of the thesis.
  - d) **Student's Declaration:** Student's declaration on the independent elaboration of the final thesis, e.g.: "I declare that I have elaborated this Doctoral degree thesis (under the supervision of the instructor) independently and stated all the sources and literature used." Indication of the place and date of the declaration follows ("Hradec Králové dated ...") and the Doctoral degree thesis author's signature. The declaration is placed at the bottom of the page, the author shall sign it in blue.

- e) **Annotation of Doctoral Degree Thesis and Keywords in Czech Language:** The annotation starts with a complete bibliographic data of the final thesis according to the standard used in the thesis. It also contains an informative, or informative indicative description of the thesis content in the range of 10-20 lines. The guideline for elaboration is ČSN ISO 214 Documentation – Abstracts for publications and documentation. It is complemented with three to five keywords in Czech language. If the Doctoral degree thesis is written in English, the annotation in Czech language shall be omitted.
  - f) **Annotation of Doctoral Degree Thesis and Keywords in English Language:** Annotation starts with a complete bibliographic data of the final thesis with the translation of the thesis title into English language. It also contains an informative, or informative indicative description of the thesis content in the range of 10-20 lines and three to five keywords in English language.
  - g) **Table of Contents of Doctoral Degree Thesis:** The table of contents consists of a list of all parts of the thesis, i.e. introduction, conclusion, numbered chapters and subchapters, including annexes or lists with reference to page numbers, if available. It does not include the previously mentioned formal parts (assignment, declaration, annotation). The table of content of the Doctoral degree thesis is placed in front after the annotation.
  - h) **List of Abbreviations Used, Signs, Terms and Other Marks Used:** These are signs in alphabetical order with an explanation of their meaning. If the thesis contains a small number of abbreviations, this part may be omitted. A list of technical terms can be included separately.
  - i) **Thesis Text:** The text of the thesis contains, in particular, the parts referred to in Article 45 (2) of the UHK Study and Examination Regulations.
  - j) **Annexes:** These are individually numbered pages of the thesis that form part thereof but could not be included in the text, especially larger pictures, tables, supplementary texts, etc. The annexes are included in the table of contents. Annexes may also include multimedia, etc. An essential part of the thesis is a legend or a caption for each annex containing also data on the source or author of the annex.
- (2) Samples of the compulsory requirements for the Doctoral degree thesis are given in Annex 1.
- (3) The arrangement of the Doctoral degree thesis is governed by the ČSN 01 6910 standard Adjustment of documents typed or processed with text editors, ČSN ISO 2145 Documentation – Arrangement of sections and subsections in written documents, etc. The list is given in Annex 2.

#### **Article 5**

##### **Doctoral Degree Thesis Range**

- (1) The range of the Doctoral degree thesis is determined by a Field of Study Board according to the practice of the scientific field. No attachments are included in the text. Recommended font size is 12 dpi (for Times New Roman), line spacing 1.5, border width 30-35 mm.

#### **Article 6**

##### **Printed Form of Final Thesis**

- (1) Duplexing of the main text part of the thesis is possible.
- (2) The colour of the cover and printing is given by the custom.

#### **Article 7**

##### **Citation Standard**

- (1) The citation standard must respect the custom of a given field.
- (2) Necessary quotations must be clearly marked with quotes and reference to the source. Paraphrases must also refer to the source.

#### **Article 8**

##### **Submission of Doctoral Degree Thesis**

- (1) The Doctoral degree thesis is submitted in accordance with the Decree for Bachelor, Diploma, Rigorous, Doctoral and Habilitation Theses Handling at the UHK.

#### **Article 9**

##### **Anti-plagiarism Verification of Doctoral Degree Theses and Its Consequences**

- (1) All submitted Doctoral degree theses are automatically sent to the repository of Odevzdej.cz for evaluation of the conformity of the text with the catalogued sources.
- (2) The result of the evaluation is displayed in the eVSKP system to the thesis author, the department's or institution's relevant officer, the Head of the Department/Director of the Institute, the thesis instructor and readers.
- (3) If the instructor and readers considers the evaluation result to be proving that the student has committed a plagiarism, they shall state it with appropriate justification in the thesis assessment.
- (4) Suspicion of plagiarism committed in the Doctoral degree thesis may also occur through other control mechanisms. Even in this case, this fact shall be stated with due justification in the Doctoral degree thesis assessment.
- (5) Suspicion of plagiarism does not affect the date of the Doctoral degree thesis defence. If the relevant Board decides that there is a reasonable suspicion that the student has committed plagiarism, the Doctoral degree thesis is assessed with grade F and the defence protocol shall adequately justify the marking. The Dean shall be informed of the outcome of the defence and shall propose to initiate disciplinary proceedings.

#### **Article 10**

##### **Final Provisions**

- (1) This Decree shall enter into force and effect on the date of the publication thereof.

Mgr. et Mgr. Pavlína Springerová, Ph.D., m.p.  
Dean at the Philosophical Faculty UHK

#### Annexes:

No. 1: *"Sample Doctoral Degree Thesis: Sample Front Hardcover, Title Page, Declaration, Annotation in English"*

No. 2: *"List of Relevant Standards for Doctoral Degree Thesis Elaboration"*

**Annex No. 1: Sample Doctoral Degree Thesis:**

*Front Hardcover*

University of Hradec Králové

Philosophical Faculty

**Doctoral Degree Thesis**

2015

Josef Novák

*Title Page*

University of Hradec Králové

Philosophical Faculty

Department / Institute ...

**Doctoral Degree Thesis Title**  
(Thesis Subtitle)

Doctoral Degree Thesis

Author: Josef Novák  
Study Program: P 7105 Historical Sciences  
Field of Study: History  
Form of Study: Full-time

Thesis Supervisor: Prof. PhDr. Jan Novák, CSc.

Hradec Králové, 2003

*Declaration:*

**Declaration:**

I declare that I have elaborated this Doctoral degree thesis (under the supervision of the Doctoral degree thesis instructor) independently and stated all the sources and literature used.

Hradec Králové, dated

Author's signature in blue

*Annotation in English*

**Annotation**

SURNAME, NAME. *The Title of the Doctoral Degree Thesis*. Hradec Králové : Philosophical Faculty, University of Hradec Králové, 2003, 87 pp. Doctoral Thesis.

The text contains basic data characterising the content and results of the thesis in the selected foreign language.

Keywords: ....., ....., ....., ....., .....



## **Annex No. 2: List of Relevant Standards for Doctoral Degree Thesis Elaboration**

ČNS ISO 7144 Documentation – Presentation of theses and similar documents

ČNS ISO 214 Documentation – Abstracts for publications and documentation

ČSN ISO 690 Documentation – Bibliographic references

ČSN ISO 690-2 Information and documentation – Bibliographic references – Part 2: Electronic documents or parts thereof

ČSN 01 6910 Adjustment of documents typed or processed with text editors

ČSN 01 0166 Publishing (editing) of books and some other non-periodical publications

ČSN ISO 2145 Documentation – Numbering of sections and subsections in written documents

ČSN ISO 31-0 Quantities and units

ČSN 01 3180 Technical drawings – Drawing of diagrams

ČSN 01 1300 Legal measurement units – System of SI units

ČSN ISO 4 Information and documentation – Rules for abbreviating words of names and titles of documents

ČSN ISO 9 Information and documentation – Cyrillic transliteration into Latin – Slavonic and non-Slavic languages

ISO 233 Transliteration of Arabic letters

ISO 259 Transliteration of Hebrew letters

ISO 843/R Transliteration of Greek letters

ČSN ISO 832 Information and documentation – Bibliographic description and references – Rules for abbreviating bibliographic terms

ČSN ISO 2108 Information and documentation – International standard numbering of books

ČSN ISO 3297 Information and documentation – International standard number of serial publications (ISSN)