

# Dean's Decree No. 9/2026

## Rules for the Preparation of Dissertations and the Organisation of State Doctoral Examinations at the FF UHK

### Part I

#### Article 1

##### Introductory provisions

- (1) This Decree of the Dean of the Philosophical Faculty, University of Hradec Králové (hereinafter referred to as the "Dean") follows on from Articles 42 to 54 of the Study and Examination Code of the University of Hradec Králové, effective from 28 June 2021 (hereinafter referred to as the "UHK SEC").
- (2) The rules are binding on all students of doctoral study programmes at the Philosophical Faculty, University of Hradec Králové (hereinafter referred to as the "FF UHK") and on all academic staff, external lecturers and supervisors involved in the provision of teaching to doctoral students at the FF UHK.

### Part II

#### *Organisation of State Doctoral Examinations and Defence of Dissertations in Doctoral Study Programmes*

#### Article 2

##### State doctoral examination

- (1) A student shall submit a written application for the state doctoral examination to the secretary of the doctoral programme subject-area board in accordance with Article 43 of the UHK SEC. The secretary shall then inform the Study Department of the FF UHK.
- (2) The report on the conduct of the state doctoral examination is generated by the information system.

#### Article 3

##### Dissertation

- (1) Following approval of the topic by the subject-area board, the doctoral student shall, during the first year of study, submit the dissertation topic proposal via the University's STAG Information System (hereinafter referred to as "IS/STAG").
- (2) If the supervisor approves the proposed topic, they shall confirm it electronically in IS/STAG. The proposal shall include information on the preparation of the dissertation (in particular,

tasks, objectives, methods, and initial literature). A proposal submitted in Czech must always include the dissertation title in English. The submission process shall be completed by the formal assignment of the dissertation in IS/STAG, which shall be ensured by the relevant department or institute.

- (3) Supervisors in doctoral programmes may be appointed only from among associate professors and professors, or other experts holding an academic qualification approved by the Research Board of the FF UHK. A supervisor may supervise no more than 20 Bachelor's and Master's theses and dissertations in total.
- (4) The requirements for the preparation of a dissertation are set out in Article 46 of the UHK SEC.
- (5) After the dissertation has been submitted for defence, the secretary of the subject-area board shall announce the names of the reviewers, and the department or institute administrator shall enter them into IS/STAG.
- (6) Any change to the dissertation topic shall be approved by the Dean on the basis of a written request submitted by the student and recommended by the subject-area board. The request must also include the new dissertation topic proposal.
- (7) The formal layout of the dissertation shall be governed by Annex No. 1 to this Decree.
- (8) Together with the dissertation, the doctoral student shall submit a dissertation summary. The number of copies of the dissertation summary shall be specified by the relevant department or institute. The content and formal requirements of the summary are set out in Article 4 of the UHK SEC.
- (9) The student shall submit a written application for the defence of the dissertation to the secretary of the subject-area board. The secretary shall subsequently inform the Study Department of the FF UHK.
- (10) The dissertation defence report shall be generated by the IS/STAG system.
- (11) Following the successful defence of the dissertation, the dissertation summary, incorporating the comments formulated in the conclusions of the dissertation defence committee, shall be published on the website of the workplace where the defence took place.
- (12) The rules for the assessment of the dissertation are set out in Article 50 of the UHK SEC.

### Part III

#### ***Rules for the Preparation of a Dissertation***

#### **Article 4**

##### **Structure of the dissertation and its mandatory requirements**

- (1) The structure of the dissertation and its formal layout shall be based on the ČSN ISO 7144 standard Documentation – Presentation of Dissertations and Similar Documents, or on the conventions of the relevant academic discipline. However, every dissertation must contain the mandatory requirements listed below.

##### **a) Information on the front cover:**

- 1st line, centred: *University of Hradec Králové;*
- 2nd line, centred: *Philosophical Faculty;*
- Vertical centre of the page, centred: *Dissertation;*
- Bottom left margin: year of submission;

- Bottom right margin: student's name.
- b) Information on the title 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 dissertation and the designation *Dissertation*;
  - Bottom of the page: author's name including the study programme and form of study, supervisor's name, place and year of submission. The layout shall be similar to that on the front cover.
- c) Dissertation topic:** The topic shall be printed from IS/STAG. Adherence to the approved shall be an essential condition for the defence of the dissertation. The subject area board may, upon a request submitted by the doctoral student, decide to change or refine the dissertation topic.
- d) Student's declaration:** The dissertation shall include a declaration by the student that the work has been prepared independently, for example:
- "I declare that I have written this dissertation (under the supervision of my dissertation supervisor) independently, that I have cited all sources and literature used, and that I have complied with all the rules set out in the relevant regulations governing degree theses at the UHK, including the current guidelines on the use of artificial intelligence."*
- The declaration shall be followed by the place and date of the declaration (e.g. *"In Hradec Králové on ..."*) and the signature of the author of the dissertation. The declaration shall be placed at the bottom of the page and signed in blue ink.
- This wording is provided for guidance only and may be adapted.
- e) Abstract of the dissertation and keywords in Czech:** The abstract shall begin with the full bibliographic details of the dissertation in accordance with the citation standard used. It shall contain an informative or informative-indicative description of the content of the dissertation, typically ranging from 10 to 20 lines. Its preparation shall comply with ČSN ISO 214 Documentation – Abstracts for Publications and Documentation. The abstract shall be supplemented by three to five keywords in Czech. If the dissertation is written in English or another foreign language, the Czech abstract shall be omitted.
- f) Abstract of the dissertation and keywords in English:** The abstract shall begin with the full bibliographic details of the dissertation, including the title translated into English. It shall contain an informative or informative-indicative description of the content of the dissertation, typically ranging from 10 to 20 lines, and shall be supplemented by three to five keywords in English.
- g) Table of contents of the dissertation:** The table of contents shall list all parts of the dissertation, i.e. the introduction, conclusion, numbered chapters and subchapters, including appendices and any lists, together with page references. It shall not include the formal sections referred to above (dissertation topic, student's declaration, and abstracts). The table of contents shall be placed at the beginning of the dissertation, following the abstracts.
- h) List of abbreviations, symbols, terms and other designations:** This shall consist of items listed in alphabetical order with an explanation of their meaning. If the dissertation contains

only a small number of abbreviations, this section may be omitted. A separate list of technical terms may also be included.

- i) **Text of the dissertation:** The main text of the dissertation shall include, in particular, the components specified in Article 46 (2) of the UHK SEC.
  - j) **Appendices:** Appendices shall consist of separately numbered parts forming an integral part of the dissertation but not included in the main text, in particular extensive figures, tables, or supplementary materials. Appendices shall be listed in the table of contents. They may also include data storage media, etc. Each appendix shall include a caption or legend and indicate its source or author.
- (2) Templates for the mandatory components of the dissertation are provided in Appendix 1.
  - (3) The structure of a dissertation shall be governed by the standard ČSN 01 6910 Formatting of Documents Produced by Word Processors, ČSN ISO 2145 Documentation – Numbering of Sections and Subsections in Written Documents, and others. A full list is provided in Appendix 2.

## **Article 5**

### **Length of the dissertation**

- (1) The length of the dissertation shall be determined by the subject-area board in accordance with the conventions of the relevant academic discipline. Appendices shall not be included in the total length. The recommended formatting is a font size of 12 pt (for Times New Roman), line spacing of 1.5, and margins of 30-35 mm.

## **Article 6**

### **Printed form of the dissertation**

- (1) Double-sided printing of the main text of the dissertation shall be permitted.
- (2) The colour of the cover and the printing shall be determined in accordance with the practice of the relevant department or institute.

## **Article 7**

### **Citation style**

- (1) The citation style shall comply with the conventions of the relevant academic discipline.
- (2) Direct quotations shall be clearly indicated by quotation marks and accompanied by a reference to the source. Paraphrases shall likewise include a reference to the source.

## **Article 8**

### **Submission of the dissertation**

- (1) The dissertation shall be submitted in accordance with the Rules for Bachelor's, Master's, Advanced Master's, Doctoral and Habilitation Theses Handling at the UHK.

## **Article 9**

### **Plagiarism checks on dissertations and their consequences**

- (1) All submitted dissertations shall be automatically processed by the anti-plagiarism system used at the UHK.
- (2) The result of the plagiarism assessment shall be made available in IS/STAG to the author of the dissertation, the department or institute secretary, the head or director of the department or institute, the supervisor, and the reviewers.
- (3) If the supervisor and reviewers conclude that plagiarism has occurred, they shall state this, with due justification, in their reports on the dissertation.
- (4) Suspicions of plagiarism may also arise through other control mechanisms. In such cases, this fact shall likewise be stated, with due justification, in the dissertation report.
- (5) A suspicion of plagiarism shall not affect the scheduled date of the dissertation defence. If the defence committee concludes during the defence that there is a well-founded suspicion of plagiarism, it shall award a grade of "F" and state the reasons in the record. The Dean shall be informed of the outcome of the defence and shall initiate, or propose the initiation of, disciplinary proceedings.

### **Article 10**

#### **Final Provisions**

(1) This decree shall enter into force and take effect on the date of its publication on the official notice board.

Mgr. Jan Prouza, Ph.D., Dean, FF UHK

#### Appendices:

No. 1: Templates for Dissertation Components (Front Cover, Title Page, Declaration, Abstract in English)

No. 2: List of Relevant Standards for the Preparation of a Dissertation

## **Appendix No. 1: Templates for Dissertation Components**

*Front cover*

University of Hradec Králové  
Philosophical Faculty

**Dissertation**

2026

Josef Novák

*Title page*

University of Hradec Králové  
Philosophical Faculty  
Department / Institute ...

**Title of the dissertation**  
(Subtitle of dissertation)  
Dissertation

Author: Josef Novák  
Study programme: P 7105 Historical Sciences  
Form of study: Full-time

Supervisor: Prof. PhDr. Jan Novák, CSc.

Hradec Králové, 2026

*Declaration*

**Declaration**

I declare that I have written this dissertation (under the supervision of my dissertation supervisor) independently, that I have cited all sources and literature used, and that I have complied with all the rules set out in the relevant regulations governing degree theses at the UHK, including the current guidelines on the use of artificial intelligence.

In Hradec Králové on ...

Author's signature in blue ink

*Abstract in English*

**Abstract**

SURNAME, FIRST NAME. *The Title of the Doctoral Dissertation*. Hradec Králové: Philosophical Faculty, University of Hradec Králové, 2026, 87 pp. Dissertation.

The text shall contain basic information on the content and results of the work in the chosen foreign language.

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

## **Appendix No. 2: List of Relevant Standards for the Preparation of a Dissertation**

ČSN ISO 7144 Documentation – Presentation of dissertations and similar documents

ČSN ISO 214 Documentation – Abstracts for publications and documentation

ČSN ISO 690 Documentation – Bibliographic citations

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

ČSN 01 6910 Formatting of documents produced by word processors

ČSN 01 0166 Publishing layout of books and certain other types of 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 diagrams

ČSN 011300 Legal units of measurement – System of units SI

ČSN ISO 4 Information and documentation – Rules for abbreviating words in titles and document names

ČSN ISO 9 Information and documentation – Transliteration of Cyrillic into Latin script – Slavic and non-Slavic languages

ISO 233 Transliteration of Arabic letters

ISO 259 Transliteration of Hebrew characters

ISO 843/R Transliteration of Greek characters

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

ČSN ISO 2108 Information and documentation – International standard book numbering

ČSN ISO 3297 Information and documentation – International Standard Serial Number (ISSN)