



**Rules for assignment and elaboration of final theses  
Students of bachelor's degree and master's degree study programs  
accredited in English**

**Scope**

This Decision is binding for all students of bachelor's and master's degree programs that are accredited in English at the Faculty of Education of the University of Hradec Kralove.

**Article 1**

**Assignment of Final Thesis**

- (1) Usually, no later than in the last but one year of their studies, students choose the topic of their Bachelor's Thesis / Master's Thesis (hereinafter also shortly referred to as the final thesis) within the framework of their study programs / fields of study from the offered and approved topics of final theses published in the IS STAG, or students call for certain topics respectively. In both the cases, the supervisor of the final thesis is in charge of the formulation of the topic and of the specifications of the conditions under which the final thesis is to be elaborated. The head of the department / the director of the institute is responsible for all the topics offered by the department / the institute.
- (2) The student will ask the supervisor of the thesis who has offered the topic in the given year or is willing to offer the topic to assign it to him / her. It is in the competence of the supervisor to limit the number of students registered for the topic, or to exclude another assignment of the topic by mortifying it, respectively.
- (3) If the supervisor of the final thesis agrees with the student's registration for the topic and if the supervisor agrees with the fact that he / she will become the supervisor of the thesis, he / she will verifiably communicate this reality to the head of the department / the director of the institute. If there are no reasons for another procedure, the head of the department / the director of the institute approves the topic. The assignment includes the conditions of the elaboration of the final thesis (tasks, goals, methods, recommended literature), the name of the supervisor of the final thesis and (if appropriate) the name of the consultant of the final thesis. The procedures to be carried out to assign and approve the topic of the final thesis are determined by the head of the department / the director of the institute. The student's registration for the final thesis in the IS STAG is always included in the assignment (the instructions are specified in *Graduate – Theses*). The assignment of the final thesis can be detected on the IS STAG portal (*My teaching – Theses – Students and their theses*).
- (4) No later than at the beginning of the academic year following the academic year in which the student was registered for the final thesis in the IS STAG, the head of the department / the director of the institute announces the name of the opponent and enters it into the information system. In case the student chooses the final thesis in the last year of his / her studies, the head of the department / the director of the institute enters the name of the

opponent into the IS no later than 30 days from the deadline for assigning the topic of the final thesis to the student.

(General conditions for assigning of Bachelor's theses / Master's theses are stated in the Regulations of Studies and Examinations of the University of Hradec Králové.)

- (5) The supervisor of the Bachelor's thesis / Master's thesis can be a professor or an associate professor. If approved by the Dean, the supervisor of the final thesis can also be an expert who is not a member of the academic staff of the Faculty of Education of the UHK under the condition that the given exemption has not already been granted to the opponent. Supervising of the final thesis by an expert who is not an employee of the Faculty of Education of the UHK is subject to the consent given by the head of the department / the director of the institute. The needed consent is expressed by the approval of the topic and the supervisor of the final thesis (this approval is entered in the IS STAG) and by the approval of a prospective proposal for making an agreement on the performance of work. The head of the department / the director of the institute is responsible to the dean for the recommendation / confirmation of an unhabilitated supervisor of the final thesis. The proposal of the supervisor of the final thesis made by the head of the department / the director of the institute is considered to be approved by the dean if he / she does not raise any objection against such a proposal.
- (6) Opponents of final theses are appointed on the basis of the same criteria. If approved by the Dean, the opponent of the final thesis can also be an expert who is not a member of the academic staff of the Faculty of Education of the UHK. The needed consent is expressed by the approval of a prospective proposal for making an agreement on the performance of work. The head of the department / the director of the institute is responsible to the dean for the recommendation / confirmation of an unhabilitated opponent of the final thesis. The proposal of the opponent of the final thesis made by the head of the department / the director of the institute is considered to be approved by the dean if he / she does not raise any objection against such a proposal.

## **Article 2**

### **Deadlines for assignments of final theses**

- (1) The registration of the topics of Bachelor's theses and Master's theses in the IS STAG is usually completed by November 30<sup>th</sup>. The offer of the topics can be extended by the topics proposed by students; the registration deadline of this extended offer is usually December 31<sup>st</sup>. The procedure of approving of the topics of final theses in the IS STAG is usually completed by January 31<sup>st</sup>. The deadline for the registration of assigning the topic of the final thesis to the student in the IS STAG is February 28<sup>th</sup>.

## **Article 3**

### **Submission of the final thesis**

- (1) The deadlines for the submission of final theses are decided by the head of the department / the director of the institute who takes into account the dates of the defences. The deadlines will be published on the date and in the manner consistent with the publication of the dates of the defences. The head of the department / the director of the institute will enter the deadlines in the eVŠKP web interface.
- (2) Final theses are submitted both in the printed and in the digital forms. Unless stated otherwise, the author submits a digital version of his / her final thesis within the specified

deadline via the eVŠKP web interface (electronic submission of university qualification theses), which is accessible on the Internet (<https://ris.uhk.cz/eVSKP/>).

- (3) The Bachelor's Thesis / Master's Thesis is defended at the department / institute where the topic was offered. The final thesis is submitted in two copies bound in a way excluding manipulation with the content of the final thesis and in one digital copy of the same content. When the defence is completed, the printed versions are given back to the student, the digital version remains at the university.
- (4) It is a duty of the relevant department / the relevant institute of the Faculty at which the final thesis has been submitted to check whether the printed versions and the electronic version of the final thesis are identical. The author of the final thesis is fully and directly responsible for assuring that the content of the digital version is identical with the content of the printed versions. The author of the thesis also bears a direct responsibility for assuring that the digital data of his / her thesis are not damaged at the moment of submitting the thesis for defence. This fact will be verified by the department / the institute at the moment of accepting the thesis. If these data are damaged or the digital version of the final thesis is illegible for another reason, the department / the institute will not admit the thesis for defence, not even in its written form. After its printed versions and the digital version are inspected and proved to be identical, the final thesis is in the eVŠKP web interface marked as valid for the defence. The department / the institute at which the process of defending the final thesis takes place may require a written statement from the student declaring that the digital copy fully complies with the relevant university regulation<sup>1</sup> (a proposal of this declaration is presented in Appendix F of this Decision). The condition under which the final thesis can be validated is awarding the course credit for completing the course "Bachelor's thesis 2" / "Master's (Diploma) thesis 2". When applying for the validation, the student must provide the supervisor's confirmation of awarding the course credit for completing the course "Bachelor thesis 2" / "Master's (Diploma) thesis 2", and the supervisor's consent to the validation (a proposal of the confirmation of awarding the course credit, and the consent to the validation given by the supervisor is presented in Appendix H of this Decision). After being validated, the final thesis is automatically sent to the anti-plagiarism system used by the UHK. The result of this inspection is available to the supervisor, the opponent and the author of the thesis in the eVŠKP web interface.

The submission of a formally compliant final thesis is registered in the interface. The administrative assistant will provide the student with a printed version of the confirmation of the submission of the final thesis.

- (5) In case of extraordinary measures implemented by the Ministry of Health of the Czech Republic and in case of measures through which the Rector of the UHK implemented the prohibition of personal presence of students in all the buildings of the UHK, it is possible to submit for validation the final theses only in their digital form. The printed version of the final thesis will be submitted by the student at the relevant department / the relevant institute no later than before the defence on the day of this defence. This printed version will be returned to the student after the defence is completed. It is the student's responsibility to assure that the digital and printed forms of the final thesis are identical. After the final thesis is validated, the administrative assistant will send the student an e-mail confirming the submission of the final thesis.

#### Article 4

---

<sup>1</sup> The Rector's Decree No. 05/2017 - Rules for Bachelor's, Master's, Advanced Master's, Doctoral and Habilitation Theses Handling at the UHK.

## **Postponement of the publication of the final thesis**

- (1) A student may request for non-publication of the final thesis. The length of the time period in which the thesis is not published due to existing obstacles is three years at maximum<sup>2</sup>. The application for a *permit to postpone the publication of the final thesis* must include: the author's name, the title of the final thesis, reasoning for postponing of the publication of the thesis, the time period for which the publication can be postponed, the consent by the supervisor of the final thesis and the consent by the dean of the Faculty of Education of the UHK (for the application form, see Appendix I of this Decision).
- (2) After being granted a prior approval of the postponement of the publication of the final thesis, the student enters the basic metadata of the final thesis, the mandatory pages without the text of the final thesis itself, into the eVŠKP web interface (i.e. the introductory pages, the assignment from the IS STAG, annotation, the table of contents, citation sources, bibliography and a copy of the original of the *Permit to postpone the publication of the final thesis*). The final thesis itself is submitted in two printed versions and one CD version. The head of the department / the director of the institute makes sure that the version of the final thesis submitted on a CD and the original of the *Permit to postpone the publication of the final thesis* are delivered to the Study Department, which will keep the record of such an inaccessible final thesis. The head of the department / the director of the institute will ensure the delivery of the printed version to the supervisor and the opponent. After the defence is completed, the supervisor of the final thesis will submit its printed version to the secretariat of the department / the institute. The head of the department / the director of the institute will send the final thesis to the Ministry of Education<sup>3</sup> without undue delay in a sealed envelope stating the name of the University and the Faculty, the name and surname of the author, the study program / the field of study in which the thesis was defended. A label with the wording "not to be opened" is attached to this envelope. After the time period of three years is completed, the final thesis will be returned to the University, and the Faculty will ensure its publication.

## **Article 5**

### **Assessment through the course credit**

- (1) Credits for activities related to the preparation for and to the creation of the final thesis are awarded to the student by the supervisor of the final thesis through entering the course credit for the Bachelor's Thesis / Master's Thesis in the IS STAG. The supervisor decides whether the conditions for awarding the credit have been met; this Decision is made with regard to the tasks set by the assignment (i.e. the objective, methods, literature, assumptions entered in the information system). If an external supervisor of the final thesis is involved, the credit may be awarded by the head of the department / the director of the institute. Without being awarded the credit, the final thesis cannot be submitted for validation.
- (2) So-called Bachelor's Thesis / Master's Thesis seminars are not offered, as students get acquainted with the rules of creating academic texts from the beginning of their studies. If it was expedient to offer a seminar focused on the presentation of the methods applied and of the knowledge acquired, such contents would be explicitly stated in the syllabus of the course. A possible offer of such a seminar is conditioned by the consent made by the Study Program Board and by the dean of the Faculty. This consent would also include a

---

<sup>2</sup> Act on universities No. 111/1998 Col. § 47b para. (4).

<sup>3</sup> Director of the university department, the Ministry of Education, Youth and Sports of the Czech Republic, Karmelitská 529/5, Malá Strana, 118 12 Praha 1.

specification concerning the ways of including this seminar in the schedule and in the teacher's workload.

## **Article 6** **Layout of the final thesis**

(1) The content division of the final thesis and its formal layout are based on the ČSN ISO 7144 Standard (Documentation - Formal layout of dissertations and similar documents) and the ČSN 01 6910 Standard (Layout of documents processed by word processors).

(2) **Printed versions of final theses have the following obligatory components:**

a, Front cover (see Appendix A):

the upper edge – 1<sup>st</sup> line: “University of Hradec Králové“ (name of the University);

2<sup>nd</sup> line: “Faculty of Education“;

the vertical middle of the page: “Bachelor Thesis“ / “Diploma Thesis“;

the lower left edge: the year of the submission of the final thesis;

the lower right edge: the student’s name.

The colour of the cover and print are determined by custom.

b, Title page (See Appendix B):

“University of Hradec Králové, Faculty of Education, Department of ..... / Institute of .....“;

the title of the final thesis, the subtitle (if appropriate) and the specification

“Bachelor / Diploma / Dissertation thesis“;

the name of the author;

the title of the formerly accredited study program /field of study (see Appendix B1);

the title of newly accredited study program (see Appendix B2,);

the name of the supervisor (advisor) of the final thesis;

the name of the opponent of the final thesis;

the lower left edge: the place where the studies were allocated;

the lower right edge: the year of the submission of the thesis.

The distribution of the text is similar to that in the front cover.

c, Assignment of the final thesis must be printed from the eVŠKP and bound in the final thesis. The adherence to the assignment is a necessary condition for defending the final thesis. The topic and assignment can be appropriately modified, usually specified, by the supervisor, but always only on the basis of agreement made with the student. Major changes to the topic, or a choice of another supervisor of the thesis can be achieved only through a reasoned request submitted to the dean of the Faculty. The request shall include the opinions expressed by the originally appointed supervisor of the final thesis, by the new supervisor of the final thesis and by the head of the department / the director of the institute.

d, The student’s declaration on independent processing of the final thesis (see Appendix C), e.g.: “I hereby declare that I produced this Bachelor’s / Master’s Thesis (the title of the thesis) independently under the supervision of the supervisor of the thesis and that all the used sources and bibliography are referenced.“ This declaration is followed by a potential reference to the grant from which the project was financed. The place and the date where the declaration was made must be indicated (“In Hradec Králové on ...“). The signature of the author of the final thesis is obligatory. The declaration is located in the lower part of the page, and the author signs it with a blue pen (in blue ink).

e, Annotation of the final thesis and key words presented in English (see Appendix D). The annotation begins with the complete bibliographic data of the final thesis which are in accordance with the ČSN ISO 690 Standard. The annotation also includes a 10-20-line-long informative or informative indicative presentation of the contents of the thesis. The guidelines are presented in the ČSN ISO 214 Standard (Documentation - Abstracts for publications and documentation). The annotation is completed with three to five key words in Czech.

f, Annotation of the final thesis and key words presented in another foreign language (see Appendix E), usually in French, German, Russian, Czech. The annotation begins with the complete bibliographic data of the final thesis and the translation of the title of the final thesis into a chosen foreign language. The annotation also includes a 10-20-line-long informative or informative indicative presentation of the contents of the thesis and 3-5 key words in the chosen foreign language.

g, Table of contents of the final thesis consists of a list of all the numbered chapters and subchapters, including the introduction, conclusion, bibliography and possible appendices, with reference to the page numbers. The previously mentioned parts (assignment, statement, annotation) are not included in the table of contents.

h, List of the abbreviations, signs, terms and other designations used, i.e. a list of the alphabetically arranged signs and clarifications of their meaning. A separate list of professional terms can be included in the final thesis.

i, Text of the final thesis (the recommended structure):

- introduction presenting a brief formulation of the issue: reasoning for the choice of the topic, the initial theory / concept, basic terms, the aim of the final thesis, processing methods,
- analysis of the current state of knowledge and findings in the sphere of the chosen topic,
- research questions / hypotheses,
- methodology chosen,
- description of the research sample / aims of the research search,
- presentation of the results obtained,
- analysis and evaluation of the results, their comparison with results of similar kinds of research,
- discussion, argumentation, consequences of findings, proposal for further research,
- evaluation of the achievement of the objectives, evaluation of the hypotheses claimed in the empirical part of the BT / DT,
- conclusions - theoretical / practical contribution of the thesis, obvious limitations, unresolved issues, possibilities of further research,
- bibliography (a list of the citation sources),
- bibliography related to the topic, a list of other sources,
- appendices.

j, Text of the final thesis (the structure recommended for practically oriented theses):

- introduction presenting a brief formulation of the issue: reasoning for the choice of the topic, the initial theory / concept, basic terms, the aim of the final thesis, processing methods,
- analysis of the current state of knowledge and findings in the sphere of the chosen topic,
- practical part (project, methodology, worksheets, methodological or artistic project, ...)

- evaluation of the achievement of the objectives,
- conclusions - theoretical / practical contribution of the thesis, obvious limitations, unresolved issues, possibilities of further research,
- bibliography (a list of the citation sources),
- bibliography related to the topic, a list of other sources,
- appendices.

Obligatory direct quotations shall be clearly marked with quotation marks and referred to the sources; they can be presented in italics to be distinguished from the author's text. Paraphrases shall be clearly distinguished from the author's text with introductory clauses referring to the source; from the formulations it must be clear where the paraphrase reverts into the author's own text again. The bibliography list includes only the items cited and paraphrased in the text part. Additionally, the final thesis may contain a list of thematically related literature, a list of sources, etc. The bibliographic data must comply with the current ČSN ISO 690 Standard (Information and documentation – Rules for bibliographic references to and citations of information sources). Non-compliance with citation rules (copyright licences) is considered to be a very serious disciplinary offense, which will be resolved within the disciplinary proceedings.

The extent of a Bachelor's Thesis is at least 30 pages of text (appendices excluded), font size 12 (for Times New Roman), line spacing of 1.5 and the margin width of 25 - 35 mm (i.e. as a rule 54,000 and more characters including punctuation marks and spaces). The extent of a Master's Thesis is at least 50 pages of text (appendices excluded), i.e. as a rule 90,000 and more characters including punctuation marks and spaces. If the final thesis includes an artistic performance, the minimum extent of the work may be reduced accordingly. The extent of the possible reduction is determined by the supervisor of the final thesis; or, if necessary, the guarantor of the field of study will make the final decision.

The form of the final thesis is regulated by the following standards: the ČSN 01 6910 (Editing of documents processed by word processors), the ČSN ISO 2145 (Documentation – Numbering of sections and subsections of written documents), etc.

Duplex printing of the main text part of the final thesis is not excluded.

k, Appendices. Separate parts of the final thesis which are marked with letters of the alphabet (e.g. *Appendix A*) and which could not be included in the text, especially larger pictures, tables, additional texts, etc. Appendices are listed in the table of contents. If they are paged, they have separate paging. Information carriers can also be listed as appendices.

l, the back cover.

- (3) A final thesis that does not formally comply with these principles will not be accepted. In case the student does not agree with the fact that the final thesis has not been accepted by the administrative assistant, the final decision will be made by the head of the department / the director of the institute.
- (4) The digital version of the final thesis whose content is identical with the printed version is submitted via the eVŠKP web interface. The access to this interface is closed on the deadline dates for the submission of final theses, these deadlines are decided by the head of the department / the director of the institute. The requirements imposed on the format of the digital copy of the final thesis are stipulated in the Rules for Bachelor's, Master's, Advanced

Master's, Doctoral and Habilitation Theses Handling at the UHK (currently Rector's Decree No. 05/2017).

Permitted data formats of digital versions of final theses:

a, **Basic form.** The digital version of the final thesis has basically a form of a single file which presents both the text of the final thesis itself and textual and pictorial appendices. The file can have one of the following formats: \*.pdf; \*.docx; \*.odt; \*.doc; \*.rtf. The maximum size of one file is 20 MB.

b, **Above-standard graphic attachments.** If the author uses such photographs, scans of written templates or other similar graphic elements in his / her final thesis that cannot be entered into the above mentioned file due to the justified need of maintaining a high data volume of attachments, these attachments are entered into the eVŠKP interface as separate files in format \*.tif or \*.tiff with compression allowed, \*.jpg or \*.jpeg with compression allowed. The maximum size of one file is 20 MB.

c, **Videos.** If the author uses videos in his / her final thesis, each of these videos is saved in a separate file in format \*.avi, \*.mpg, or \*.wmv, MPEG2 (DVD 720x576, PAL), bitrate 5–7,5 MBit/s. The maximum size of one file is 20 MB.

d, **Audio images.** If the author uses audio images, each of them is saved in a separate file in format \*.mp3, bitrate 128 kbps. The maximum size of one file is 20 MB.

e, **Other cases.** An exceptional use of another format must be permitted by the supervisor of the final thesis and by the UHK Archive. In such a case, after being granted these permits, the final thesis is submitted again via the eVŠKP interface. The final theses submitted in a format different from the permitted ones will not be admitted to the defence.

## Article 7

### Purpose of the final thesis and principles of its elaboration

- (1) The purpose of the final thesis is to demonstrate the knowledge and skills which the student acquired during their study, and the ability to use them creatively in solving the task set by the assignment.
- (2) The final thesis must be formulated as a professional academic text, i.e. it must be also grammatically and formally correct; the emphasis is placed on the factuality and unambiguity of the text. The text of the final thesis, including appendices, must be carefully proof-read before being submitted, misspellings and printing errors must be corrected. Deficiencies of this kind reduce the level of the final thesis, and consequently reduce the classification of an otherwise well-elaborated thesis.
- (3) The supervisor and the opponent of the final thesis, as well as the head of the department / the director of the institute are entitled to find out whether the student has produced the final thesis independently. The student must be able (if requested) to submit concepts, notes, and other documentation proving the independent elaboration of the final thesis.

## Article 8

### Publication of the final thesis before its defence

- (1) The department / the institute which offered the topic of the final thesis will publish this thesis five days before its defence in the following way: one printed version of the final thesis will be available for personal inspection in the office of the head of the department / the director of the institute, resp. at the secretariat of the relevant department / the relevant institute. Alternatively, the department / the institute can make the electronic form of the final thesis available to an interested party via the eVŠKP interface. A potential applicant for inspection will be bound by the same rights and obligations as a visitor to the UHK Archive, currently by Article 15 of the Rules for handling with bachelor, diploma, rigorous,



dissertation and habilitation theses at the UHK, No. 05/2017, as amended. This does not apply to final theses with a granted permission for not being published.

## **Article 9**

### **Defence of the final thesis**

- (1) The supervisor and the opponent / opponents of the final thesis are obliged to enter their reports in the eVŠKP interface within the deadlines decided by the Faculty, usually no later than five working days (fifteen days in case of the dissertation thesis) before the defence of the final thesis. In case of supervisors, consultants or opponents of the final thesis who are not the UHK employees and therefore do not have access to the UHK network, the report will be entered by the relevant department / the relevant institute of the faculty. External supervisors, consultants and opponents of final theses will deliver their printed and duly signed reports with their proposals for classification (grading) to the guaranteeing department / the guaranteeing institute.
- (2) The proposed classification (grading) is not entered in the text part of the report which is entered into the eVŠKP interface; the classification (grading) is entered as a separate item in this interface. The recommendation whether the final thesis is to be defended or not to be defended cannot be included in the report. According to the Regulations of Studies and Examinations of the University of Hradec Králové, a student has the right to defend the final thesis regardless of the proposed assessment. However, he / she cannot submit a modified final thesis without attempting to defend a previous version.
- (3) Having been entered in the eVŠKP interface, the reports are made available to the author of the thesis. The author of the thesis is notified of the availability of the report by the UHK e-mail. The reports are not sent to the author in the written form.
- (4) Before the defence itself, the department / the institute which offered the topic will print out the supervisor's and the opponent's reports for the purpose of the defence and for the purpose of the permanent saving, and will enclose these reports to the protocol on the defence of the thesis. At the moment of the defence, all the reports on the thesis must be already available in their printed and duly signed versions, so that they can be submitted to the author of the final thesis at his / her request. The reports intended for archiving include a proposal for the classification (grading) of the bachelor / diploma with grades A – F.
- (5) The process of the defence of the final thesis is the final and completing phase of the elaboration of this thesis. As the defence is one of the parts of the state final examination / the final examination, an examination board appointed for the state final examination / the final examination must be present at this process. The academic employees nominated to examination boards for the final state examination are subject to approval by the Scientific Board of the Faculty of Education of the UHK. The members of the specific examination boards are proposed by the guarantor of the field of study, or by the head of the department / the director of the institute. The proposal of the members of the examination board made by the guarantor of the field of study / by the head of the department / by the director of the institute is considered to be approved by the dean if he / she does not raise any objection against such a proposal. As a rule, the supervisor, the opponent, or the consultant of the Bachelor's Thesis / Master's Thesis are usually invited to the defence of the final thesis. If the supervisor and the opponent of the final thesis are not the authorized members of the examination board for the state final examination whose part the defence of the bachelor's thesis / master's thesis is, their presence does not substitute the presence of the obligatory minimum number of members of the examination board for the state final examination.

- (6) In a brief presentation, the student presents reasons for the choice of the topic, makes comments on the used procedures, the effect of these procedures and accompanying problems, he / she evaluates the results which were achieved. The student reacts to the objections expressed in the opponent's and in the supervisor's reports. This is followed by a discussion, which is usually initiated by the questions asked by the members of the board appointed for the final thesis defence. The purpose of this discussion is to find out how knowledgeable the student is in his / her field of study, how he / she can creatively react to objections and formulate his / her own suggestions and proposals.
- (7) The classification (grading) of the defence as one of the parts of the state final examination / final examination includes the evaluation of the final thesis. Without completing the defence of the final thesis, the student cannot submit a revised version of the final thesis, respectively such a final thesis not be accepted.

#### **Article 10** **Validity of the Regulation**

- (1) This regulation applies to final theses defended in the academic year 2020/2021 and later. With this regulation coming into force, the Dean's Decision No. 27/2017 is repealed.
- (2) The heads of the departments / the directors of the institutes may further specify this regulation with internal documents taking into account the nature of the guaranteed study programs and fields of study (especially the extent of the thesis, characterization of appendices / parts of the thesis, ways of referring to the sources used, etc.).

In Hradec Králové, 1. 12. 2020

doc. PhDr. MgA. František Vaníček, Ph.D.,

Dean of the Faculty of Education of the University of Hradec Králové

Appendices:

Appendix A: Sample of the front cover

Appendix B1: Sample of the title page appropriate for the formerly accredited programs

Appendix B2: Sample of the title page appropriate for newly accredited study programs

Appendix C: Sample of Declaration

Appendix D: Sample of Annotation in English

Appendix E: Sample of Annotation in another foreign language

Appendix F: Sample of the student's Declaration of compliance of the digital copy with the university regulations

Appendix G: List of relevant standards

Appendix H: Proposal of the confirmation of awarding the credit, and the consent to the validation given by the supervisor of the final thesis

Appendix I: Application for a permit to postpone the publication of the final thesis

*Appendix A: Sample of the front cover*

University of Hradec Králové  
Faculty of Education

**Bachelor's/Master's Thesis**

2020

Josef Novák

*Appendix B1: Sample of the title page appropriate for the formerly accredited programs*

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

**Title of the final thesis**  
(Sub-title)

Bachelor's Thesis / Master's Thesis

Author: Josef Novák  
Study program: M 7503 Teaching at primary schools  
Field of study: Teaching at upper primary schools – biology  
Teaching at upper primary schools – chemistry  
Supervisor: prof. PhDr. Jan Novák, CSc.  
Opponent: doc. PhDr. Jindřich Novák, Ph.D.

Hradec Králové

2020

*Appendix B2: Sample of the title page appropriate for newly accredited study programs*

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

**Title of the final thesis**  
(Sub-title)

Bachelor's Thesis / Master's Thesis

Author: Josef Novák  
Study Programme: Teaching at upper primary schools – Czech  
Teaching at upper primary schools – Chemistry  
Supervisor: prof. PhDr. Jan Novák, CSc.  
Opponent: doc. PhDr. Jindřich Novák, Ph.D.

Hradec Králové

2020

*Appendix C: Sample of Declaration*

**Declaration**

I hereby declare that I produced this Bachelor's Thesis / Master's Thesis  
..... independently under the supervision  
of the supervisor of the thesis and that all the used sources and bibliography are referenced.

In Hradec Králové on ...

The author's signature in blue colour

*Appendix D: Sample of Annotation in English*

**Annotation**

SURNAME, name. *The Title of the Bachelor's Thesis / Master's Thesis*. Hradec Králové: Faculty of Education, University of Hradec Králové, 2020. 87 pp. Bachelor's Thesis / Master's Thesis.

The text gives the basic presentation of the contents and results of the final thesis; this text is in English.

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



*Appendix E: Sample of Annotation in another foreign language  
(Czech language as an example)*

**Anotace**

PŘÍJMENÍ, Jméno. *Název bakalářské/diplomové práce*. Hradec Králové: Pedagogická fakulta Univerzity Hradec Králové, 2020. 87 s. Bakalářská/Diplomová práce.

Text obsahuje základní údaje charakterizující v českém jazyce obsah a výsledky práce.

Klíčová slova: ....., ....., .....

*Appendix F: Sample of the student's Declaration*

**Declaration**

I declare that the Bachelor's / Master's thesis is submitted in accordance with the Rector's Decree No. 05/2017 Rules for Bachelor's, Master's, Advanced Master's, Doctoral and Habilitation Theses Handling at the UHK (currently Rector's Decree No. 05/2017).

Date: .....

the student's signature:

.....

*Appendix G: List of relevant standards*

ČSN ISO 7144	Documentation – Formal editing of dissertations and similar documents
ČSN ISO 214	Documentation – Abstracts for publications and documentation
ČSN ISO 690	Information and documentation – Rules for bibliographic references to and citations of information sources
ČSN 01 6910	Editing of documents processed by word processors
ČSN 01 0166	Editing of books and some other types of non-periodical publications
ČSN ISO 2145	Documentation – Numbering of sections and subsections of written documents
ČSN 01 3180	Technical drawings. Diagram drawing
ČSN ISO 1000 (01 1300)	SI units and recommendations for the use of their multiples and for the use of some other units
ČSN ISO 4	Information and documentation – Rules for shortening words from titles and document titles
ČSN ISO 9	Information and documentation – Transliteration of Cyrillic characters into Latin characters – Slavic and non-Slavic languages
ISO 233	Documentation – Transliteration of Arabic characters into Latin characters
ISO 259	Documentation – Transliteration of Hebrew characters into Latin characters
ISO 843	Information and documentation – Transliteration of Greek characters into Latin characters
ČSN ISO 832	Information and documentation – Bibliographic description and citations – Rules for shortening of bibliographic terms
ČSN ISO 2108	Information and documentation – International standard book numbering (ISBN)
ISO 3297	Information and documentation – International standard serial number (ISSN)

Citation standard APA American Psychological Association

#### **additional standards applied for creative disciplines**

ČSN ISO 15707	Information and documentation – International standard musical work code (ISWC)
ČSN ISO 3901	Information and documentation – International standard recording code (ISRC)

ČSN ISO 15706 Information and documentation – International standard audio-visual number of documents (ISAN)

### **Extent**

Decree No. 77/1993 Col. §24

Standard page:

1 NS = 1 800 characters (all the usual alphanumerical characters including punctuation marks and spaces)

### **A set of the ČSN EN ISO 80000 Standards - Physical quantities and units**

ČSN ISO 80000-1	Physical quantities and units – Part 1: General
ČSN ISO 80000-2	Physical quantities and units – Part 2: Mathematical signs and symbols used in natural sciences and technology
ČSN EN ISO 80000-3	Physical quantities and units – Part 3: Space and time
ČSN EN ISO 80000-4	Physical quantities and units – Part 4: Mechanics
ČSN EN ISO 80000-5	Physical quantities and units – Part 5: Thermodynamics
ČSN EN 80000-6	Physical quantities and units – Part 6: Electromagnetism
ČSN ISO 80000-7	Physical quantities and units – Part 7: Light
ČSN EN ISO 80000-8	Physical quantities and units – Part 8: Acoustics
ČSN EN ISO 80000-9	Physical quantities and units – Part 9: Physical chemistry and molecular physics
ČSN EN ISO 80000-10	Physical quantities and units – Part 10: Atomic and nuclear physics
ČSN EN ISO 80000-11	Physical quantities and units – Part 11: Similarity numbers
ČSN EN ISO 80000-12	Physical quantities and units – Part 12: Physics of solid substances
ČSN EN 80000-13	Physical quantities and units – Part 13: Informatics
ČSN EN 80000-14	Physical quantities and units – Part 14: Biotelemetry related to human physiology

### **Research and statistics**

ČSN 01 0220	Applied statistics. Evenly distributed random numbers
ČSN 01 0222	Applied statistics. Tests of remoteness of observation results
ČSN 01 0223	Applied statistics. Rules for determining estimates and confidence limits for parameters of normal and logarithmic-normal distribution.
ČSN 01 0224	Applied statistics. Rules for determining estimates and confidence limits for parameters of Weibull's distribution
ČSN 01 0225	Applied statistics. Tests of the agreement of empirical distribution with theoretical distribution
ČSN 01 0228	Applied statistics. Rules for setting estimates and confidence limits for parameters of binomial and negative binomial distribution
ČSN 01 0229	Applied statistics. Rules for setting estimates and confidence limits for parameters of Poisson's distribution
ČSN 01 0230	Applied statistics. Analysis of variance
ČSN ISO 2602	Statistical interpretation of test results. Estimating of average. Confidence Interval.

ČSN ISO 2854	Statistical interpretation of data. Estimates and tests of means and variances
ČSN ISO 3301	Statistical interpretation of data. Comparison of two averages in case of pairwise observations
ČSN ISO 3494	Statistical interpretation of data. Tests of mean values and variances
ČSN ISO 3534-1	Statistics – Dictionary and symbols – Part 1: General statistical terms and terms used in probability
ČSN ISO 3534-2	Statistics – Dictionary and symbols – Part 2: Applied statistics
ČSN ISO 5725-1	Accuracy (correctness and conformity) of measurement methods and results Part 1: General principles and definitions
ČSN ISO 5725-2	Accuracy (correctness and conformity) of measurement methods and results Part 2: Basic method for determining the repeatability and reproducibility of a standardized measurement method
ČSN ISO 5479	Statistical interpretation of data – Tests of deviation from the normal distribution
ČSN ISO 11453	Statistical interpretation of data – Tests and confidence intervals for shares
ČSN ISO 16269-4	Statistical interpretation of data – Part 4: Detection and treatment of outliers
ČSN ISO 16269-7	Statistical interpretation of data – Part 7: Median – Estimation and confidence intervals
ČSN ISO 16269-8	Statistical interpretation of data – Part 8: Determination of prediction intervals
ČSN ISO 21748	Guidance on the use of estimates of repeatability, reproducibility and veracity in estimating of measurement uncertainty

*Appendix H: Proposal of the confirmation of awarding the course credit, and the consent to the validation given by the supervisor of the final thesis*

## Confirmation

the student's name:

.....

Course credit for the subject:

Bachelor (Bachelor's) thesis 2

Diploma (Master's) thesis 2

## Consent to the validation of the final thesis

Title of the final thesis:

.....

.....

Date:

.....

Signature of the supervisor of the final thesis:

.....

*Appendix I: Application for a permit to postpone the publication of the final thesis*

## Permit to postpone the publication of the final thesis

Name of the author of the final thesis:

.....

Title of the final thesis:

.....

Reasoning for postponing the publication of the final thesis:

.....  
.....  
.....  
.....  
.....  
.....  
.....

The time period for which the publication of the final thesis is postponed:

.....

Approval by the supervisor of the final thesis:

Date: .....

Signature: .....

Approval by the Dean of the Faculty of Education of the UHK:

Date: .....

Signature: .....