

Rules for Bachelor's, Master's, Advanced Master's, Doctoral and Habilitation Theses Handling at the UHK

PART 1

COMMON PROVISIONS

Article 1

- 1) Provisions of these Rules are based on Act No. 121/2000 Sb., on copyright, on copyright-related rights and on change of some acts (the Copyright Act) as amended, on Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts (the Higher Education Institutions Act) as amended, and on Act No. 499/2004 Sb., on Archives and Records Management and on amendment of certain acts, as amended, and its implementing regulations and the Civil Code provisions on licensing agreement.
- 2) These Rules are binding for all employees and students of the University of Hradec Králové.

Article 2

These Rules regulate handling of:

- 1) Bachelor's , Master's, Advanced Master's and Doctoral Theses (hereinafter the Theses¹) defended at the University of Hradec Králové (hereinafter the UHK);
- 2) Habilitation dissertations (dissertations to qualify for associate professorship appointment) defended at the UHK.

¹ Section 47b of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts (the Higher Education Institutions Act) as amended

Article 3

Bibliographic Data

Bibliographic and other catalogue registration data about works specified in Article 2 (1) and (2) are collected by the UHK Archives in a catalogue available at <http://evskp.uhk.cz>.

Article 4

Theses and Works Filing and Making Available

Theses specified in Article 2 (1) defended by 31 December 2014 and habilitation dissertations are collected, archived and made available by the UHK Archives². Theses defended from 1 January 2015 are published on the internet only in the Theses storage (www.theses.cz). Publication of the Thesis and/or dissertation may be postponed in accordance with section 47c of the Higher Education Institutions Act.

PART 2

THESES SUBMITTING AND SUBSEQUENT PROCEDURES TILL DEFENCE

Article 5

Numbers of Copies of Submitted Theses

- 1) A Bachelor's or Master's thesis is submitted by the student in two equal printed and bound counterparts and in one digital copy. After the Thesis is defended, both written counterparts are given back to the student; the digital copy remains at the UHK.
- 2) An Advanced Master's or Doctoral thesis is submitted by the student in three printed and bound counterparts and in one digital copy. After the Thesis is defended, two written counterparts are given back to the student; the digital copy and one printed counterpart remain at the UHK and are archived in the UHK Archives.
- 3) The Thesis author is responsible directly for compliance of the digital copy with the printed counterpart of his/her Thesis. The Thesis author is further responsible directly for absence of any damage of the digital copy of his/her Thesis in the moment of submitting the Thesis for defence. The UHK workplace

² In form of digital copies since 2015

performs a check at the Thesis receipt before its defence. If the data are damaged or if the digital copy is illegible for any other reason, the UHK workplace will not accept it for defence, they will neither accept the printed form.

Article 6

Way of the Thesis Digital Copy Submitting

- 1) Unless specified otherwise below, the author downloads the digital copy of his/her Thesis in *eVSKP* accessible via the internet and/or the information systems of the UHK study agendas.
- 2) When submitting the digital copy, the author is obliged to perform the following acts in *eVSKP*:
 - a) Check the data about the author and the work contained in the system; if there are any discrepancies, he/she must correct it through the respective faculty workplace responsible for such data management (usually a department of faculty institute);
 - b) Add at least three key words to the submitted Thesis (in the Thesis language);
 - c) Add an abstract of the submitted Thesis in Czech language (if the Thesis is written in Czech) or in English language (if the Thesis is written in another than Czech language);
 - d) Submit the digital copy of the Thesis including the annexes, if any.

Article 7

Permitted Data formats of Digital Copies

- 1) **Basic format.** The digital copy consists of one file containing both the text of the Thesis and its text annexes and figures. The following formats are allowed: *.pdf, *.doc, *.docx, *.rtf, *.odt. The maximum size of one file is 20 MB; in PDF format, the files size is not limited.
- 2) **Above-standard graphic annexes.** If the author uses photographs, scans of documents or any other similar graphic elements that cannot be included in the above mentioned file due to the justified need to keep the big volume of data, such annexes are downloaded into *eVSKP* as separate files in compression-allowing format (*.tif, *.tiff, *.jpg, or *.jpeg).
- 3) **Video recordings.** If the author uses video recordings in his/her Thesis, he/she downloads them in a separate file of *.avi, *.mpg, or *.wmv format.

- 4) **Audio recordings.** If the author uses audio recordings in his/her Thesis, he/she downloads them in a separate file of *.mp3 format, bit rate at least 128 kbps.
- 5) **Other cases.** An extraordinary use of another format must be permitted by the Thesis supervisor and the UHK Archives. In such case, the Thesis is submitted (after getting all mentioned approvals) via *eVSKP*.
- 6) Theses submitted in another than approved format will not be accepted for defence.

Article 8

UHK Technical Support at Digital Thesis Copy Submitting

- 1) If the author is not able to submit his/her Thesis via *eVSKP*, he/she can ask some of the faculty service centres to do it. The service centre then submits the Thesis on his/her behalf. The given service is charged according to the respective service centre pricelist.
- 2) If the author is not able to convert his/her thesis in one of the formats mentioned in Article 7, he/she can ask the faculty service centre authorized to provide technical support. The given service is charged according to the provider's pricelist.

Article 9

Way of Printed Thesis Submitting

The printed counterparts of the Thesis are submitted by the author at the secretary office of the respective faculty workplace. The printed counterparts of the Thesis are submitted only after the electronic copy download in *eVSKP*.

Article 10

Thesis Submission Deadlines

- 1) Deadline for the Thesis submission is determined by the respective workplace of the UHK faculty or institute according to their needs. The workplace is obliged to put the deadlines in *eVSKP*. The interface then does not allow any late submission of the Thesis to the Thesis author.
- 2) The procedure of late submission approval is determined by the respective faculty workplaces independently. The exceptional approval of late submission by the particular author must be entered in *eVSKP*.

Article 11

Check of Submitted Theses at Faculty Workplace

- 1) The respective faculty workplace where the Thesis was submitted is obliged to perform a basic check of compliance of the printed counterparts with the electronic copy³. After the check and ascertainment of compliance, the Thesis is marked in *eVSKP* as valid for defence. Such information is then automatically passed to the Thesis supervisor and reviewer.
- 2) At the same time, the Thesis is sent automatically to the plagiarism-checking system used by the UHK. The result of such check is available to the Thesis supervisor, reviewer and author in the *eVSKP* system. The check serves as one of grounds for the submitted Thesis evaluation.

Article 12

Theses Publication before Defence

The Theses are published five working days before their defence. They are published in a way regulated by the faculties according to their conditions.⁴

Article 13

Supervisor's and Reviewers' Reports

- 1) The Thesis supervisor and the Thesis reviewer(s) are obliged to download their reports to *eVSKP* by the deadline specified by the faculty; however, no later than five days before the defence.
- 2) The respective faculty worksite downloads the report on behalf of supervisors or reviewers who are not UHK employees and thus do not have access in the UHK network.
- 3) By downloading the report to *eVSKP*, the report is considered published to the author. The Thesis author is notified of the report availability via the UHK electronic mail. No documentary reports are sent to the Thesis author.

³ The basic check includes a check of compliance of the title page, table of contents, number of pages and number of annexes of all submitted counterparts/copies. If there is any suspect dissimilarity, random check of at least five different text pages is performed.

⁴ Section 47b of Act No. 111/1998 Sb., on higher education institutions and on change and amendment of other acts (the Higher Education Institutions Act) as amend

- 4) The faculty worksite that manages the respective reports prints them for the defence and permanent archiving purposes and inserts them in the Thesis defence protocol.

Article 14

Licence

- 1) Property rights to the Thesis are regulated by Section 35 (3) and section 60 of Act No. 121/2000 Sb., on copyright as amended. At the Thesis submitting, the author is notified of it by the UHK.
- 2) In extraordinarily justified cases, a licence agreement may be made by the author and the UHK after a mutual agreement of both potential parties in presence of the UHK lawyer. Such licence agreement regulates the property rights to the defended Thesis individually. This provision does not apply to not defended Theses.
- 3) The UHK has the right to reproduce the work. This means making of temporary or permanent, direct or indirect work reproductions using any means and in any form for the purpose of making the work available through such reproductions. The reproduction forms include prints, photographs, audio records, audio-visual records, or electronic both analogue and digital reproductions.
- 4) The UHK has the right to make the Thesis publicly available, i.e. to make it available both in their material and intangible form, transmitted by wire or over the air.⁵
- 5) The activity under paragraphs 3 and 4 must be performed on a non-profit base.
- 6) If the UHK uses the Thesis for making profit, or if the UHK provides the Thesis to anyone against payment, the author has the right for appropriate remuneration.
- 7) If the author uses the Thesis for making profit, or if he/she provides the Thesis to anyone against payment, the UHK has the right for appropriate remuneration.

PART 3

MAKING THESES AVAILABLE AND THESES REPRODUCTION

⁵ According to section §47b of the Higher Education Institutions Act

Article 15

Availability of Printed Counterparts and Digital Copies of Theses

- 1) The Theses are made available to both the UHK academicians and non-academicians individually as follows:
 - a) These defended after 1 January 2015 are available on the internet in the www.theses.cz database.
 - b) Theses defended in the period from 1 January 2006 till 31 December 2014 are available for reading at the UHK Archives website.
 - c) Theses defended in the period from 1 December 2000 till 31 December 2005 are available on the spot in the UHK Archives research room if such availability is in accordance with the licence provisions on use of a specific Thesis.
 - d) Theses defended by 31 November 2000 are available on the spot in the UHK Archives research room if the Thesis is to be made available for scientific or literary purposes.
 - e) The UHK does not publish the Doctoral Thesis if it has already been published in another way.⁶

Article 16

Publication of Reports and Defence Result

- 1) The supervisor's and reviewers' reports on the Theses defended in the period from 1 January 2006 till 31 December 2014 are published by the UHK Archives at the UHK Archives website. Reports on the Theses defended after 1 January 2015 are published on the internet in the Theses database. Reports of older Theses are not published.

Article 17

Reproduction of Printed and Digital Theses

- 1) The Theses may be reproduced for internal needs of the UHK or its workplaces⁷.

⁶ According to section §47b of the Higher Education Institutions Act

⁷ See Article 14.

- 2) The Theses may be reproduced for public needs (for individuals who are not members of the UHK academic staff) in the UHK Archives research room only and such reproduction is regulated by the UHK Archives Research Rules.

PART 4

HABILITATION DISSERTATIONS

Article 18

Submitting, Archiving and Publishing of Habilitation Theses

One printed copy of a habilitation dissertation (dissertation to qualify for associate professorship appointment) of an individual who qualified for associate professorship appointment at the UHK workplace is submitted to the UHK Archives within twenty working days after completion of the procedure to attain associate professorship. The dissertation receipt is confirmed by the UHK Archives in writing. The UHK Archives publishes the dissertation theses via the UHK Archives research room.⁸

PART 5

ADVANCED MASTER'S THESES

Article 19

Cooperation of UHK Units at Advanced Master's Theses Submitting

The procedure of Advanced Master's theses submitting is defined individually by each UHK unit accredited for the Advanced Master's procedure. However, such unit must ensure that the Advanced Master's Theses are downloaded to *eVSKP* five days before the defence at the latest. At that, the UHK units are obliged to proceed according to section 47b of the Higher Education Institutions Act.

PART 6

FINAL PROVISIONS

⁸ Section 75 (4) of the Higher Education Institutions Act No. 111/1998 Sb.

Article 20

Final Provisions

- 1) These Rules include (Annex 1) a template of a licence agreement on use of a final higher education thesis under Article 1. The agreement regulates possible publishing of the Theses without the UHK participation or provision of licence to a third party.
- 2) The Rector's Decree No. 05/2017 is repealed hereby.

In Hradec Králové on 27 September 2017

Prof. Ing. Kamil Kuča, Ph.D., m.p.

Rector

Cc: UHK students and employees

Annexes:

Annex 1 – Licence Agreement on Use of a Final Higher Education Work –
Provision of Licence to a Third Party



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



MINISTRY OF EDUCATION,
YOUTH AND SPORTS

Licence Agreement on Use of a Final Higher Education Work – Provision of Licence to a Third Party

Made within the meaning of section 2358 et seq. of Act No. 89/2012 Sb., the Civil Code, and Act No. 111/1998 Sb., as amended (the Higher Education Institutions Act)

Reference number:

I.

Contracting Parties

.....

The Author

and

University of Hradec Králové, ID 62690094

Registered office Rokitanského 62, 500 03 Hradec Králové

Represented by

The Licensee (hereinafter the UHK)

The UHK as the copyright co-owner does not have any objections against provision of a licence to a third party by the Author and/or against publishing the work by the Author without the UHK participation.

The UHK claims the right for profit of CZK from the mentioned activities.

The Agreement has been made in three counterparts, each having the validity of an original. Each of the contracting parties receives one counterpart; the third counterpart will be archived in the UHK Archives.

In Hradec Králové

The Author of the school work

University of Hradec Králové