

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

SECTION 1 COMMON PROVISIONS

Article 1

- 1) The provisions of these Rules are based on Act No. 121/2000 Sb. on copyright, on rights related to copyright and on amendments to certain acts (the Copyright Act), as amended, Act No. 111/1998 Sb., on higher education institutions and on changes of and amendments to other acts (the Higher Education Act), Act No. 499/2004 Sb. on archives, file service and on amendments to certain acts, and its implementing regulations and the provisions of the Civil Code on licensing agreements.
- 2) These Rules are binding for all employees and students of the University of Hradec Králové.

Article 2

These Rules govern the handling of:

- 1) Bachelor's, Master's, Advanced Master's (Rigorosum) and doctoral theses (hereinafter the ***“Final Theses”***¹) defended at the University of Hradec Králové (hereinafter the ***“UHK”***);
- 2) Other copyrighted school works than those referred to in point 1, if they form part of the state final examination (hereinafter referred to as ***“Other Works”***),
- 3) Habilitation theses defended at the UHK.

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

Article 3

Bibliographic Data

Bibliographic and other catalogue registration data on the Final Theses referred to in Article 2(1) are collected through the [IS/STAG](#) catalogue.

Section 2

SUBMISSION OF FINAL THESES AND SUBSEQUENT PROCEDURE UP TO THE DEFENCE

Article 4

Number of Copies of Submitted Final Theses

- 1) The student submits the Bachelor's or Master's thesis in the same form of one hardcover copy and one digital copy. After the thesis is defended, the hard copy is returned to the student; the digital copy remains with the UHK.
- 2) The student submits the Advanced Master's (Rigorosum) thesis or dissertation in the form of at least two hardcover copies and one digital copy. After the thesis is defended, the digital copy and one hard copy remain with the UHK. The hard copy is stored in the UHK Archives within twenty working days from the thesis defence and shredding process does not apply to it. The UHK Archives shall issue a written confirmation of the thesis receipt.
- 3) Other Works are submitted in the number and manner specified by the faculty.
- 4) The author of the Final Thesis is directly responsible for the fact that the digital copy of his/her Final Thesis is identical in content to the hard copy. The author of the thesis is also directly responsible for ensuring that the digital data of his/her thesis is not damaged at the time of the Final Thesis submission for defence. This fact will be verified by the UHK workplace when accepting the Final Thesis before its defence. In the event that the data is damaged or the digital copy of the Final Thesis is otherwise illegible, the thesis will not be accepted by the UHK for defence, not even in form of the hard copy.

Article 5

Method of Submitting the Digital Copy of the Final Thesis

- 1) The author submits a digital copy of his/her Final Thesis via the IS/STAG study information system.
- 2) The author is obliged to perform the following actions in the IS/STAG interface when submitting the digital copy of the Final Thesis:
 - a) Check the author and Final Thesis data contained in the system and, in the event of a discrepancy, correct the data through the relevant faculty unit that manages the data (usually a department or faculty institute);
 - b) Add at least three keywords to the submitted Final Thesis, in the language of the Final Thesis;
 - c) Complete the annotation of the submitted Final Thesis in Czech for Final Theses written in Czech, or complete the abstract in English for Final Theses written in another language;
 - d) Submit a digital copy of the Final Thesis including any attachments.

Article 6

Allowed Data Formats for Digital Copies of Final Theses

- 1) **Basic form.** The digital copy of the Final Thesis is essentially in the form of a single file which contains both the text of the Final Thesis itself and its written and pictorial appendices. The file may be in one of the following formats: *.pdf; *.doc; *.docx; *.rtf; *.odt. The maximum size of a single file is 20 MB; in the case of PDF format, there is no limit on the size of the Final Thesis file.
- 2) **Extra graphic attachments.** If the author uses in his/her Final Thesis photographs, scans of written drafts or other similar graphic elements that cannot be included in the above file due to the justified need to preserve the high data volume of the attachments, these attachments are uploaded to the IS/STAG interface as separate files in *.tif; *.tiff; *.jpg; or *.jpeg format with compression enabled.
- 3) **Videos.** If the author uses video frames in his/her Final Thesis, they are each saved in a separate file format *.avi; *.mpg; *.wmv.
- 4) **Audios.** If the author uses audio frames in his/her Final Thesis, they are each saved in a separate *.mp3 file, bitrate at least 128 kbps.

- 5) **Other cases.** Exceptional use of another format must be approved by the Final Thesis supervisor and the UHK Archives. In this case, after these permissions have been granted, the Final Thesis is submitted via the IS/STAG interface.
- 6) Final Theses submitted in other than the permitted format will not be admitted for defence.

Article 7

Technical Support of the UHK in Submitting Digital Copies of Final Theses

- 1) If the author is unable to submit his/her Final Thesis through the IS/STAG interface, he/she can request one of the faculty service centres or the University's-Service Centre to assist him/her. This service is charged according to the price list of the respective service centre.
- 2) If the author is unable to convert his/her Final Thesis into one of the formats listed in Article 6, he/she may contact the faculty service centres or the University's-Service Centre that provide technical support for this task. This service is charged according to the price list of the respective service centre.

Article 8

Method of Submission of the Hard Copy of the Final Thesis

The author submits the hard copy of the Final Thesis to the secretariat of the relevant faculty department. The author always submits the hard copy of the Final Thesis after the electronic copy of the Final Thesis has been entered into the IS/STAG system.

Article 9

Deadlines for Submission of Final Theses

- 1) Dates for the submission of Final Theses are determined by the relevant department of the faculty according to their needs.
- 2) The procedure for permitting late submission of the Final Thesis is determined by the relevant faculty department independently.

Article 10

Inspection of Submitted Final Theses at the Faculty Workplace

- 1) It is the duty of the relevant department of the faculty where the Final Thesis was submitted to perform a basic check of the conformity of the hard copy of the Final Thesis and the electronic copy.² Once the check has been carried out and the match has been established, the Final Thesis is marked as valid for defence in the IS/STAG system. This information is then passed automatically to the supervisor and reviewer of the Final Thesis.
- 2) At the same time, the Final Thesis is sent automatically to the anti-plagiarism system used by the UHK. The result of this check is available to the supervisor, reviewer of the Final Thesis and the author of the Final Thesis in the IS/STAG system. This check then serves as one of the bases for the evaluation of the submitted Final Thesis.

Article 11

Publication of Final Theses before Defence

The Final Theses are always published five working days before the defence in a way to be determined by the faculties according to their conditions.³

Article 12

Supervisor's and Reviewer' Reports

- 1) Both the Final Thesis supervisor and reviewer(s) of the Final Thesis are obliged to upload their reports including the evaluation and grade to the IS/STAG interface within the deadlines set by the faculty, but no later than five days before the Final Thesis defence.
- 2) In the case of supervisors or reviewers of the Final Thesis who are not employees of the UHK and do not have access to the UHK network for this reason, the relevant faculty department will upload their reports including the evaluation and grade.

² The basic check consists of checking the identity of the title page, the content, the number of pages and the number of annexes of all copies submitted. This check shall be supplemented by a random check of the contents of at least five different pages of the text if the copies are suspected of being different.

³ Section 47b of Act No. 111/1998 Sb., on higher education institutions and on changes of and amendments to other acts (the Higher Education Act), as amended.

- 3) Upon uploading to the IS/STAG interface, the report is considered made available to the author. The author of the Final Thesis is notified of the availability of the report of his/her Final Thesis by the UHK e-mail. No hard copies of reports are sent to the author of the Final Thesis.
- 4) The faculty department that manages the relevant reports prints them for the purposes of the defence and permanent storage and inserts them into the Final Thesis defence record.

Article 13

License

- 1) The property rights to the higher education qualification thesis are regulated by Sections 35 (3) and 60 of Act No. 121/2000 Sb. on copyright as amended. The author is notified of this fact by the UHK during the submission of the Final Thesis.
- 2) The UHK has the right to reproduce the Final Thesis, which means to make temporary or permanent, direct or indirect copies of the Final Thesis, by any means and in any form, for the purpose of making the Final Thesis available through such copies, in the form of printed, photographic, audio, audio-visual or electronic copies, including both analogue and digital copies.
- 3) The UHK has the right of communication to the public, i.e. making the Final Thesis available in both tangible and intangible form, live or recorded, by wire or wirelessly.⁴
- 4) The activities referred to in paragraphs 3 and 4 must be carried out on a non-profit-making basis.
- 5) The author has the right to a reasonable remuneration if the UHK uses the Final Thesis for profitable purposes or if it is provided to someone for a fee.
- 6) The UHK is entitled to a reasonable remuneration if the author uses the Final Thesis for profitable purposes or if it is provided to someone for a fee.

⁴ According to Section 47b of the Higher Education Act.

Section 3
MAKING FINAL THESES AVAILABLE
AND REPRODUCTION OF FINAL THESES

Article 14

Making Hard and Digital Copies of Final Theses Available

- 1) Members and non-members of the UHK academic community are individually provided with the following access to the Final Theses:
 - a) Final Theses submitted for defence after 1 September are made available via the public section of the IS/STAG interface and in the Theses database – theses.cz.
 - b) Final Theses submitted for defence from 1 January 2015 to 31 August 2025 are available on the Internet in the Theses database (theses.cz) and/or in the public section of the IS/STAG interface if they have been made available in this way before the effect of this Rector's Decree.
 - c) Final Theses defended from 1 January 2006 to 31 December 2014 are available for reading on the website of the UHK Archives through the eVSKP database.in
 - d) Final Theses defended from 1 December 2000 to 31 December 2005 are available in the research room of the UHK Archives, if the access is in accordance with the licence on the use of a specific Final Thesis.
 - e) Final Theses defended by 30 November 2000 are available in the research room of the UHK Archives, if the access to the Final Thesis is requested for scientific or literary reasons.
 - f) The UHK does not publish a dissertation if it has already been published in another way.⁵

Article 15

Publication of Reports and the Outcome of the Defence

- 1) The supervisor's and reviewer's reports of the Final Thesis defended from 1 January 2006 to 31 December 2014 are published by the UHK Archives in the eVSKP system together with the defended Final Thesis. Reports of Final Theses submitted for defence from 1 January 2015 to 1 September 2025 are published on the Internet in the Theses database and/or in the public section

⁵ According to Section 47b of the Higher Education Act.

of the IS/STAG interface if they have been made available in this way before the effect of this Rector's Decree. Reports of older Final Theses are not published.

- 2) Reports of the supervisor and reviewers, including the record of the course and outcome of the defence, of theses submitted for defence from 1 September 2025, are made available in the public section of the IS/STAG web interface.

Article 16

Reproduction of Digital and Hard Copy Final Theses Stored in the UHK Archives

- 1) The Final Theses can be reproduced for internal use of the UHK or its departments⁶.
- 2) The Final Theses can be reproduced for public purposes (non-members of the UHK academic community) in the research room of the UHK Archives only, according to the Research Rules of the UHK Archives. The provisions of this paragraph do not apply to the Final Theses stored and publicly accessible in the Theses database and in the public section of the IS/STAG web interface.

Section 4

HABILITATION THESIS

Article 17

Submission, Storage and Publication of Habilitation Theses

Habilitation theses of persons who have been habilitated at the UHK are always submitted to the UHK Archives in one hard copy (not subject to the shredding procedure) within twenty working days after the end of the habilitation procedure. The UHK Archives issue a written confirmation of receipt of the thesis. The theses are published by the UHK Archives through the UHK Archives research room.⁷

⁶ See paragraph 14.

⁷ Section 75 (4) of the Higher Education Act No. 111/1998 Sb.

Section 5
FINAL PROVISIONS

Article 18

Final Provisions

- 1) The Rector's Decree No. 15/2024 is repealed on the day this Rector's Decree comes into effect.
- 2) This Rector's Decree enters into force on the date of signature and comes into effect on 1 September 2025.

In Hradec Králové on 26 August 2025

Assoc. prof. RNDr. Jan Kříž, Ph.D.
Rector

Intended for: UHK students and employees