

DETERMINATION OF CONTENT-RELATED, FORMAL AND TECHNICAL ESSENTIALS CONCERNING ELABORATION AND SUBMISSION OF FINAL THESES, ACTS OF THEIR FILING AND ACCESSIBILITY IN ELECTRONIC FORM

DIRECTIVE S_SO_003		
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Related regulations and documents: Act no. 111/1998 Coll., on Universities OR 16/2019 Amendment of Rector's Provision no. 72/2017 – Making the electronic database of final theses accessible Rules for organization of studies at FSV UK Rules for organization of state rigorosum examination at FSV UK Rigorosum regulations		
Repealed regulations: OD 16/2018 Amendment of Dean's Provision no. 18/2017, Dean's provision governing content-related, formal and technical essentials concerning elaboration and submission of final theses and acts of their filing and accessibility in electronic form OD 18/2017 Dean's provision governing content-related, formal and technical essentials concerning elaboration and submission of final theses and acts of their filing and accessibility in electronic form OD 18/2015 Quotations and acknowledgement of the sources: measures against plagiarism		
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Appendices: SSO003_P1 Template of final thesis – bachelor's thesis in Czech SSO003_P2 Template of final thesis – bachelor's thesis in English SSO003_P3 Template of final thesis – master's thesis in Czech SSO003_P4 Template of final thesis – master's thesis in English SSO003_P5 Template of final thesis – rigorosum thesis in Czech SSO003_P6 Template of final thesis – rigorosum thesis in English SSO003_P7 Template of final thesis – dissertation thesis in Czech SSO003_P8 Template of final thesis – dissertation thesis in English SSO003_P9 Template of final thesis - LaTeX		
Brief summary of the regulation: This Directive specifies content-related, formal and technical essentials for elaboration and submission of final theses and acts of their filing and accessibility in electronic form.		
Discussed with AS FSV UK:	Approved by AS FSV UK:	Discussed with trade unions:

Not requested	Not requested	Not requested
Discussion with or approval by another body: Not requested		
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Part I – Information about the Regulation

1. Reasons for and Explanation of the Changes

Content of the change	Point
Transformation of the regulation into a directive, merging 3 related measures into a single directive.	

2. Purpose and Scope of the Measure

This measure issues a new Directive - Determination of the content-related, formal and technical essentials for the elaboration and submission of final theses, acts of their filing, and accessibility in electronic form, which implements Article 18a para 1 of the Study and Examination Regulations of Charles University (hereinafter referred to as "SZŘ UK"), Article 7 para 1 of the Rigorousum Regulations of Charles University (hereinafter referred to as "RŘ UK") and Article 11 of the Rector's Measure No. 23/2016 (hereinafter referred to as "OR 23/2016") and supplements and specifies the procedures concerning the announcement of topics, submission, filing, and accessibility of final theses.

Part II – Basic Terms, Rules

3. Definition of Terms

- 3.1. An applicant for study becomes **a student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities).
- 3.2. **The Rules for the Organization of Studies at FSV UK** is understood as a supplement to the Study and Examination Regulations of Charles University pursuant to Article 19 paras 2 and 3. These

are the requirements of the study programmes implemented at the Faculty of Social Sciences and regulate the details of the organization of studies at the Faculty

- 3.3. **A study programme** is a comprehensive plan of education in a specific field of study. The type of university education activity is determined by the type of implemented accredited study programmes. The types of study programmes are as follows: bachelor's, master's, and doctoral. The study programme is specified and implemented by the study plans.
- 3.4. **The Study Information System (SIS)** is a centrally operated study information system for all faculties and other units of Charles University. The system serves students, teachers, student services office, and other user groups. The web part of the system is intended primarily for students and teachers.
- 3.5. **The Student Services Office** is a department of the Dean's Office of FSV UK, whose staff members provide the following services on behalf of the Faculty to students within the educational programmes in Czech language.
- 3.6. **A final thesis** (hereinafter referred to as "thesis") is considered to be a bachelor's thesis, master's thesis, rigorosum thesis, and dissertation thesis within the meaning of § 45 para 3, § 46 paras 3 and 5 and § 47 para 4 of the Act on Universities, as amended. The thesis is submitted electronically via SIS UK and in at least one hard copy in a ring binder or hardcover, unless the director of the institute specifies otherwise.

4. Basic Rules

- 4.1. A student, or a participant of the state rigorosum examinations (hereinafter "a student") bears the responsibility for the submission of both paper and electronic forms of the thesis, the accuracy and completeness of the files entered in the students' information system (hereinafter "SIS"), and their correspondence with a submitted paper form of the thesis; the faculty bears the responsibility for an act of publicizing the thesis.
- 4.2. Discrepancies between electronic and paper forms of the thesis can lead to initiation of disciplinarian proceedings.
- 4.3. Should the student find out upon the submission of an electronic version of the thesis in SIS that s/he needs to carry out any additional modifications in this version, s/he will address the head of the department or the chairperson of the subject board with the request to unlock the records of the thesis in the SIS to make any modifications. An act of unlocking the thesis is possible within the period stipulated by the calendar set for the submission of theses for defence proceedings. Should any changes be necessary to be performed in the SIS upon the expiry of such a period (changes of descriptive attributes or of attached files submitted by students), the designated member of the student services office can execute such a change upon the approval by the head of the department or the chairperson of subject board. The same procedure applies to any additional modifications performed in the paper form. The criterion stipulated in point 4.2 must always be complied with.

Part III – Faculty Coordinator, Responsibilities and Powers of the Faculty Staff

5. Faculty Coordinator

- 5.1. Dean has appointed the faculty coordinator responsible for an act of filing and publicizing the final theses.

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- 5.2. Activities of the faculty coordinator are stipulated in Article 8 of OR no. 16/2019. The faculty coordinator primarily:
 - 5.2.1. communicates with the designated person from the Computer Center of Charles University (hereinafter "ÚVT UK") about the matters pertaining to an act of filing the final theses,
 - 5.2.2. gathers suggestions and advice from individual faculty workplaces and faculty management regarding an act of filing and publicizing the final theses, assesses them and submits to ÚVT UK,
 - 5.2.3. organizes entering of theses into the system at the faculty,
 - 5.2.4. communicates with the students and addresses the issues related to the entering of attachments in accordance with art. 5 para 4 of OR no. 16/2019,
 - 5.2.5. coordinates the activities of the faculty in the area of filing and publicizing the final theses in interaction with ÚVT UK, i.e. s/he provides the faculty staff with the instructions for the fulfilment of tasks related to the filing and publicizing the final theses in their electronic form, and furthermore s/he checks the fulfilment of such tasks.
- 5.3. The faculty coordinator is not the contact person for students in the questions concerning writing of the thesis. Should any questions arise, students can contact their advisor or the workplace which has announced the topic of individual theses.

6. Responsibilities and Powers of the Faculty Staff

- 6.1. The heads of the faculty departments primarily:
 - 6.1.1. announce the topics of the theses,
 - 6.1.2. assign the topics of the theses to students in SIS,
 - 6.1.3. check the essentials of the submitted thesis (consistency of the title of the submitted thesis with the propositions, title in Czech and English, etc.),
 - 6.1.4. review the record about the thesis and its finalization (i.e. confirming the completeness of the records about the thesis for the purposes of its accessibility) in SIS,
 - 6.1.5. gather other essential materials (paper forms of the thesis, electronic forms of the thesis, reviewer's reports, and others) to complement "older theses" in SIS, unless available in the faculty library,
 - 6.1.6. coordinate an effort to identify the thesis which has already been incorporated into the university repository or the library system and the record of which is to be entered in SIS,
 - 6.1.7. check the accuracy and completeness of the outcomes of the defence proceedings entered in SIS and in the student's file, including the record of the defence proceedings,

- 6.1.8. grant access to the paper form of the thesis, unless otherwise provided by law.
- 6.2. The head of the department entrusts one or more members of the department staff with the fulfilment of such activities.
- 6.3. The heads of the faculty library and the TGM library of Social Sciences in Jinonice are primarily responsible for:
 - 6.3.1. providing the information pertaining to the costs incurred in the process of getting extracts, transcripts or copies of the publicized thesis and to the way these have been secured in case the final thesis or its part is not available in a written form,
 - 6.3.2. complementing the records of “older theses,” including the files with full texts of the theses, in the SIS system,
 - 6.3.3. coordinating an effort to identify the thesis which has already been incorporated into the university repository or the library system and the record of which is to be entered in SIS.
- 6.4. The head of the faculty library entrusts one or more members of the library staff with the fulfilment of such activities.
- 6.5. Designated staff of the student services office are in charge of:
 - 6.5.1. accurate and complete records of the applications for defence,
 - 6.5.2. coordinated effort to identify the student and his/her studies, whose thesis has already been incorporated into the university repository or the library system and the record of which is to be entered in SIS.

Part IV – Content-Related Matters

7. Bachelor’s Thesis

- 7.1. The bachelor’s thesis is the final qualification thesis, whose defence is part of the state final examination in bachelor’s study programme.
- 7.2. The topic of the bachelor's thesis must correspond in its focus to the pursued study programme. Topics beyond the scope of the study programme are approved by the guarantor of the study programme.
- 7.3. Bachelor's thesis is a content-coherent and comprehensive written work, elaborated by the student independently under the professional guidance of the supervisor.
- 7.4. The minimum extent of bachelor's thesis is 30 standard pages of the text itself (54 thousand characters with spaces), excluding abstract, appendices, and a list of literature. If the bachelor's thesis is written in English, the minimum extent is 25 standard pages (45 thousand characters with spaces) excluding abstract, appendices, and a list of literature.
- 7.5. The bachelor's thesis is submitted in the accreditation language of the respective bachelor’s study programme. The guarantor of the study programme may grant an exception.

8. Master's Thesis

- 8.1. The master's thesis is the final qualification thesis, whose defence is part of the state final examination in the follow-up master's study programme.
- 8.2. The topic of the master's thesis must correspond in its focus to the pursued study programme. Topics beyond the scope of the study programme are approved by the guarantor of the study programme.
- 8.3. Master's thesis is a content-coherent and comprehensive scholarly work, compiled by the student independently under the professional guidance of the supervisor.
- 8.4. The minimum extent of the master's thesis is 60 standard pages (108 thousand characters including spaces) of the text itself, i.e. without an abstract and appendices and a list of literature. In case the master's thesis is written in English, its minimum extent is 50 standard pages (90 thousand characters including spaces) without an abstract and appendices and a list of literature.
- 8.5. The master's thesis is submitted in the accreditation language of the respective follow-up master's study programme. The guarantor of the study programme may grant an exception.

9. Rigorosum Thesis

- 9.1. The rigorosum thesis is the final qualification thesis, whose defence is part of the state rigorosum examination.
- 9.2. The topic of a rigorosum thesis must correspond in its focus to the respective follow-up master's study programme within whose accreditation a decision has been passed on the authorization to award the academic degree of Doctor of Philosophy.
- 9.3. Rigorosum thesis is a content-coherent and comprehensive scholarly study independently elaborated by the applicant. A rigorosum thesis should demonstrate the applicant's deeper knowledge of the subject-matter, the ability to creatively elaborate a specialized topic at the appropriate content and methodological level, and the ability to independently work in the field of research or development or independent creative activity.
- 9.4. Rigorosum thesis is submitted in the accreditation language of the respective follow-up Master's study program within whose accreditation a decision has been passed on the authorization to award the academic degree of Doctor of Philosophy. Rigorosum thesis in another language can only be submitted with the Dean's approval, based on a written request from the applicant recommended by the chair of the respective committee for state rigorous examination.
- 9.5. The minimum extent of rigorosum thesis is 80 standard pages (144 thousand characters including spaces) of the text itself, i.e. without an abstract and appendices and a list of literature.
- 9.6. The master's thesis defended according to Act no. 111/1998 coll., or the Act on Universities and meeting the requirements stated in Article 4 of the Rules for the Organization of Rigorosum Examination at FSV UK and Article 4 para 3 of the Rigorosum Regulations may be recognized by the committee as a rigorosum thesis. In such a case, a successfully defended

master's thesis is submitted in the framework of the rigorosum examination, with a statement that it is a master's thesis submitted for recognition as a rigorosum thesis.

- 9.7. In case the dissertation thesis has been acknowledged as a rigorosum thesis, the staff of the student services office will enter the record about the rigorosum thesis and the study obligation with the outcome of the defence proceedings in the SIS system (in such a case, the date of the defence corresponds to the date of the acknowledgment of the thesis). Furthermore, s/he will attach other corresponding files related to the thesis, without the reviewer's reports, which are in such a case non-obligatory.

10. Dissertation Thesis

- 10.1. The dissertation thesis is the final qualification thesis, whose defence and performance of the state doctoral examination properly complete the study in the doctoral study programme.
- 10.2. The topic of the dissertation thesis must correspond in its focus to the studied doctoral study programme. The topic of dissertation is written in co-operation with the supervisor. The topic of the thesis in the form of propositions is approved by the respective subject board within the individual study plan of a doctoral student.
- 10.3. The dissertation thesis is a content-coherent and comprehensive scholarly document, which describes the author's research and its outcomes. Recommended extent of the thesis is between 100 and 250 standard pages, without an abstract, appendices, and a list of literature. A dissertation thesis can be either methodologically and thematically coherent text, or a collection of writings with an integrating introductory and final text.
- 10.4. Dissertation thesis demonstrates the author's capacity and preparedness for independent work in the field of research or development or independent theoretical and creative activities. The dissertation thesis must include the original and published outcomes or the outcomes received for publication. The dissertation thesis must correspond to the methodological standards of the respective study discipline, contribute to the deepening of the scientific knowledge, and benefit its development.

Part V – Announcement, Selection of Topics, Assignment and Submission of Theses

11. Bachelor's and Master's Theses

- 11.1. Heads of departments (or designated staff) or the guarantors can announce the topics of the theses via SIS. Student can propose a topic of the thesis as well and can address the teacher who s/he wishes to have as a supervisor. In case of an agreement reached between the supervisor and student, the supervisor or a designated staff member of the department will announce the new topic in SIS.
- 11.2. A student can register for the topic announced in SIS within the period stipulated by the academic calendar. The registration will be performed electronically via SIS. The supervisor will then confirm in SIS the assignment of a topic to a given student. Once confirmed, the assignment becomes binding. Any changes to the topic of the thesis are subsequently allowed solely upon the written request of a student and are approved by the supervisor and guarantor of the study programme. If a student chooses to write a thesis on a completely different subject than the one which has been approved, s/he proceeds according to point 11.1. Changes in the title of the

final thesis, which do not affect the subject of the thesis, are carried out by the supervisor of the thesis or the authorized person of the respective department/institute.

- 11.3. A student cooperates with his/her supervisor on the propositions of the thesis so that the supervisor or the guarantor can assign the final thesis to the respective student in a timely manner in SIS. The supervisor of the thesis can consult the propositions with the guarantor of the study programme. Further details of the acceptance of propositions are decided by the guarantor of the study programme. The details may be determined by the director of the institute.
- 11.4. The propositions contain compulsory data: the topic of the thesis in the language of the thesis and the English language and, if the language of the thesis is not Czech, then also the topic in the Czech language; elaboration principles, a list of academic literature, and preliminary contents of the thesis. Other necessary data are as follows: the language of the thesis, the type of the thesis, the study programme, and the supervisor of the thesis. It is also possible to add the name of the consultant and keywords in both Czech and English.
- 11.5. After completing all mandatory data, the thesis supervisor or the guarantor assigns the thesis to a specific student and confirms the propositions. The propositions so confirmed in SIS are considered to be signed by the thesis supervisor or the guarantor as required by Article 12, point f of the Rules for the Organization of Studies. If the propositions in SIS are confirmed by an authorised member of the department, the document must bear the electronic (or handwritten) signature of the thesis supervisor.
- 11.6. Once the assignment of the thesis has become binding, the SIS allows the student to modify only some data related to the thesis, primarily the key words in Czech and English language. The SIS enables the student to store an electronic form of his or her thesis, its attachments, and abstracts.
- 11.7. Saving the electronic form of the thesis, its appendices and abstracts is possible only until its submission for defence proceedings.
- 11.8. The thesis is submitted electronically in SIS UK, in at least one print copy in a ring binder or hardcover unless the director of the institute decides otherwise.
- 11.9. A student will submit his/her final thesis within the term determined by the academic calendar according to the relevant planned date of defence proceedings.

12. Rigorosum Thesis

- 12.1. The topic of a rigorosum thesis is stated in the application for the state rigorosum examination and is approved by the chairperson of the committee for the state rigorosum examination.
- 12.2. The record of the rigorosum thesis in SIS is made by the student services office during the registration of the applicant. The applicant will receive an automatic email about the data needed to insert the thesis. If the thesis has been accepted, it is entered in SIS only after the applicant has received written notice from the student services office that it has been accepted.
- 12.3. The topic of the assigned thesis may be changed in exceptional cases on the basis of a written request from the applicant for the state rigorosum examination delivered to the student department office of the faculty via the mail room. The change of the assignment is decided by the chairperson of the committee for the state rigorosum examination.

- 12.4. Once the assignment of the thesis has become binding, the SIS allows the applicant for the state rigorosum thesis to modify only some data related to the thesis, primarily the key words in Czech and English language. The SIS also enables the student to store an electronic form of his or her thesis, its appendices, and abstracts.
- 12.5. The rigorosum thesis is submitted in two printed copies in ring or hardcover binding to the department where the thesis has been assigned; these copies are returned to the participant of the rigorosum procedures upon completion of the defence proceedings.
- 12.6. A student will submit his/her final thesis within the term determined by the academic calendar according to the relevant planned date of defence proceedings. The deadline for submission of work in both printed and electronic form is the same; the thesis is considered as submitted if the student has handed in both forms of the thesis within the deadline.

13. Dissertation Thesis

- 13.1. The topic of the thesis is determined by agreement between the supervisor and the student as part of the preparation of an individual study plan.
- 13.2. Insertion of the topic of the thesis in SIS is provided by the student services office.
- 13.3. The approval of the respective subject board of the proposal of the topic of the thesis and its elaboration is necessary for the consent of the supervisor with the guidance of the thesis.
- 13.4. As a rule, the language of the dissertation thesis corresponds to the language in which the study programme is accredited, or the thesis may be written in English. For a dissertation thesis language different from the one mentioned in the previous sentence, the subject board must grant the student an approval.
- 13.5. The abstract is written in the language in which the study program is accredited, and one other language. In the case of the dissertation thesis written in Czech, the abstract is written in Czech and English. In case the dissertation thesis is written in another language within the programme accredited in the Czech language, the abstract is written in the language of the dissertation thesis and in the Czech language.
- 13.6. Once the assignment of the thesis has become binding, the SIS allows the student to modify only some data related to the thesis, primarily the key words. The SIS also enables the student to store an electronic form of his or her thesis, its appendices, and abstracts.
- 13.7. The topic of the assigned thesis may be changed in exceptional cases on the basis of a written request from the student. The change of the assignment is decided by the subject board.
- 13.8. The dissertation thesis is submitted in two printed copies in ring or hardcover binding to the student services office of the faculty and in an electronic form in SIS. These copies are returned to the student upon completion of the defence proceedings.
- 13.9. The dissertation thesis is submitted by the student no later than 60 days before the scheduled date of the defence proceedings. The deadline for submission of the thesis in both printed and electronic form is the same; the thesis is regarded as submitted if the student has handed in both forms of the thesis within the deadline.

Part VI – Formal Requirements and Technical Essentials

14. Technical Essentials

- 14.1. When writing a standard text document, the minimum requirement is 60 characters per line and 30 lines per page, i.e. 1,800 characters per page (the so-called standard page). Font size, page layout, margins, and line spacing need to be customized accordingly.
- 14.2. Generally, a standard form of the page of the final thesis uses the fonts of 12 points, the gaps between the paragraphs are recommended to be of the size of 6 points. Notes, resp. footnotes can be written in a 10-point font. The text is aligned on both sides (aligned to a block).
- 14.3. Electronic version of the thesis will be entered by a student/applicant for a state rigorosum examination through the SIS website interface in the archive format of PDF/A version 1.3 or higher. Further details are stipulated by the rector's provision.

15. Formal Requirements

- 15.1. Should the thesis contain data not publishable on the internet, the student/applicant for state rigorosum examination will extract the corresponding parts into the attachment of the thesis. The supervisor/advisor may in the case of a specific thesis request an extension of the time limit for making this thesis or its attachments public, for up to 3 years following the defense proceedings of the thesis. Such a request is to be submitted via SIS, no later than 5 working days before the defence proceedings take place. The vice-dean will review the application and record the result of the review in SIS no later than the 21st day after the date on which the defense proceedings of the thesis took place.
- 15.2. Procedures for recording and publicizing bachelor's, master's, and dissertation theses are governed by the Study and Examination Regulations of Charles University. The procedures for recording and publicizing rigorosum theses are governed by the Rigorosum Regulations of Charles University. Details related to making the final theses accessible through an electronic database are provided by Rector's Provision no. 16/2019.

16. Requirements for Registering and Holding Defence Proceedings, Insertion of Defence Evaluations into SIS

- 16.1. The student will apply for the defence of the final thesis electronically via SIS within the term specified in the academic calendar in case of bachelor's and master's theses. In the case of rigorosum and dissertation theses, the student/applicant for the state rigorosum examination completes a prescribed form, which s/he passes through the mailing room to the student services office.
- 16.2. The student will receive the report from the supervisor of the thesis and the external reviewer of the thesis through SIS 5 working days at the latest before the defence proceedings of the bachelor's and master's thesis. Before defending the dissertation thesis, the student will receive at least two external reviewers' reports no later than ten working days before the date of the defence proceedings.
- 16.3. The applicant for the state rigorosum examination will receive an external reviewer's report through SIS or from the student services office 5 working days at the latest before the performance of defence proceedings.
- 16.4. The reports contain statements as to whether the submitted thesis fulfils the requirements for the given type of thesis in the given study programme and whether the thesis is

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recommended / is not recommended for the defence proceedings. The grading scale of A-F is entered in the report in SIS.

- 16.5. In the case a Turnitin system has found matches with other documents, statements to this fact are also included in the report.
- 16.6. The student, or an applicant for the state rigorosum examination can attend the defence proceedings even if, according to the reports by one or both external reviewers, his/her thesis has not met the requirements for the final thesis in the given study programme.
- 16.7. The student has the right to revise the thesis only if s/he has not successfully defended it and will submit it in any of the following terms or ask for a new assignment of the thesis topic.
- 16.8. An authorized employee of the department will ensure that paper copies of the thesis (if required) are available during the defence proceedings.
- 16.9. Upon completion of the defence proceedings, an authorized employee of the department will add a record of the course of defence proceedings to the record of the thesis in SIS. The previous sentence does not apply if the record of the course of defence proceedings is filled in electronic form directly during the defence proceedings.
- 16.10. After the defence proceedings of the thesis, the author of the thesis has the possibility to add a file with corrigendum to a record of the thesis in SIS (including revisions of typographical and similar minor mistakes), no later than 15 days after the defence proceedings.
- 16.11. Upon completion of the defence proceedings, an authorized employee of the department will examine the completeness of the record of the thesis in the SIS, including the enclosed files according to this provision in terms of the requirements for publication of the electronic form of the thesis and will check the compliance of the Czech and English title of the thesis with a paper form of the thesis. After performing this review, s/he will confirm the record of the thesis for publication through the so-called finalization, no later than 21 (calendar) days after the defence proceedings (see OR 72/2017 Article 7 para 1).
- 16.12. The electronic form of the thesis will be automatically sent to the university repository to be made accessible.