



Dean's Directive No. 6/2024

Requirements for Final Theses

On the basis of Article 12 of the Code of Study and Examination of Charles University (hereinafter referred to as the "CSE CU"), Rector's Directive No. 72/2017 as amended by Rector's Directive No. 16/2019 (hereinafter referred to as RD 72/2017), and the related "methodological material", this Dean's Directive sets out requirements in terms of content, form, and technical aspects for the preparation and submission of final theses and for the registration and publication of their electronic versions.

Article 1: Introductory Provisions

1. A final thesis (hereinafter referred to as "thesis") refers to a bachelor's thesis, a diploma thesis, and a dissertation as they are defined by Section 45 (3), Section 46 (3), and Section 47 (4) of the Higher Education Act, as amended. Every thesis has an electronic and a hardcopy (printed) version (see Article 4).
2. Students are responsible for the submission of the hardcopy and electronic versions of their theses, for the correctness and completeness of the thesis files uploaded to the Student Information System (hereinafter referred to as the "SIS"), and for the consistency of the electronic version with the hardcopy version of the thesis submitted. The Faculty is responsible for the publication of the theses.

Article 2: Faculty Coordinator, Responsibilities and Powers of the Faculty Staff

1. The Dean will appoint a Faculty Coordinator for thesis registration and publication.
2. The activities of the Faculty Coordinator are outlined in Article 8 (2) and (3) of RD 72/2017. In particular, the Faculty Coordinator:
 - a) communicates in matters related to the registration of theses with the Computer Science Centre of Charles University (hereinafter referred to as the "CSC CU");
 - b) regularly informs the Faculty management about the status of the registration of theses;
 - c) receives suggestions and comments on the registration and publication of theses from the Faculty departments and the Faculty management, and forwards them to the CSC CU after evaluating them at the Faculty;
 - d) coordinates the activities of the Faculty in the area of registration and publication of theses; and
 - e) communicates with students and deals with matters relating in particular to the inclusion of appendices according to Article 5 (4) and (5) of RD 72/2017.
3. The Faculty Coordinator is not a contact person for students regarding the preparation of their theses. Students should address any questions about the preparation of their theses to their thesis advisors/supervisors or to the department which has announced the relevant thesis topic.
4. The heads of the departments or institutes at the Faculty are responsible, in particular, for:
 - a) announcing the topics of the theses; and

b) assigning the theses to the students.

The head of the department or institute may delegate these activities to other staff members of the relevant department.

5. The head of the Student Registry is responsible, in particular, for:

- a) the correctness and completeness of the registration of applications for defence; and the correctness and completeness of the results of the defences which have been entered in the section of study obligations in the SIS and in the student's documentation file, as well as for the finalization of the thesis record in the SIS (RD 72/2017, Article 4 in particular (7)).

The head of the Student Registry may delegate the performance of these activities to one or more members of the Registry or to a member of staff responsible for the administration of doctoral studies.

Article 3: Announcement of Topics, Assignment of Theses

1. The qualification requirements for persons who may supervise final written theses and act as reviewers of such theses at the Protestant Theological Faculty of Charles University are set out in Dean's Directive No. 4/2023.

2. The thesis topics are specified in the SIS by the individual departments or the staff authorized by the heads of the individual departments or institutes. Students may propose their own thesis topics and may also contact a lecturer and ask him or her to supervise their thesis. If the thesis advisor/supervisor and the student agree on a topic which has not yet been announced, the thesis advisor/supervisor will ensure that the topic is announced in the SIS.

3. Students can apply for an announced thesis topic via the SIS during the period specified by the academic calendar. The thesis advisor or a member of staff of the Student Registry will confirm the assignment of the thesis to the student in the SIS. Once a thesis topic has been assigned, the student may change the topic or the thesis advisor only on the basis of a written request which is submitted by the student to the Vice-Dean for Academic Affairs for consideration.

4. Paragraphs 2 and 3 do not apply to dissertations. The proposal of a dissertation project is a part of the admissions procedure for doctoral studies and of the individual curriculum according to the CSE CU, Part III, and is governed by the requirements of the relevant subject-area board.

5. Once a student has been assigned a thesis topic with a binding effect, the student may edit only certain information about the thesis in the SIS. At the same time, the student is allowed to save the electronic version of the thesis, its appendices, and mandatory requirements via the SIS.

Article 4: Requirements, Formal Arrangements, and Submission of Theses

1. The requirements and formal arrangements of written theses are set out in the Faculty rules published on the Faculty website as *Manual on the Formal Requirements for Academic Theses*. In addition, the Faculty website includes *Principles for Processing Research Data in Bachelor's and Master's Theses* and various *templates* which can be used for preparing and formatting theses.

2. Minimum length of theses. The theses must have the following number of pages/characters (including footnotes):

- a) Bachelor's thesis: 40–60 standard pages (72,000–108,000 characters including spaces) not including abstracts and appendices;
- b) Diploma thesis: 50–100 standard pages (90,000–180,000 characters including spaces) not including abstracts and appendices;

- c) dissertation: 150–400 standard pages (270,000–720,000 characters including spaces) not including abstracts and appendices.

Failure to comply with the specified scope may constitute grounds for returning the thesis to the student for rewriting.

3. The final thesis is submitted by the student on the date specified in the academic calendar according to the corresponding scheduled date of the defence. It must be submitted in two versions:

- a) One copy of the thesis, or in the case of a dissertation, two copies, in a hardcopy format are submitted by the student to the Student Registry; before submitting the thesis, the student is required to sign a Declaration which forms a part of the thesis; and
- b) An electronic version of the thesis, unless the nature of the thesis makes this impossible (see Article 3 of RD 72/2017), identical to the printed version, is uploaded by the student via the SIS.

The deadline for the submission of the printed and electronic versions of the thesis is the same and the thesis is deemed to have been submitted if the student has submitted both versions of the thesis by the deadline.

4. The hardcopy version of the thesis is printed on A4 sheets, preferably double-sided. The hardcopy version of the thesis is submitted either with a hardcover (glued) binding or a comb binding. The hardcopy versions are used for the needs of the reviewers and the examination board and the Faculty does not archive them; they are handed back to the students after the examination.

5. The electronic copy of the thesis must be submitted solely in the Portable Document Format for Long-term Archiving (PDF/A) of either level 1a (according to ISO 19005-1:2005) or level 2u (according to ISO 19005-2:2011). An exception is made for appendices to a thesis which are governed by the rules set out in Article 5 (2) to (5) of RD 72/2017. In the case of multiple appendices, the student will create a package in the ZIP container format. The package must contain files in the formats which follow the above-mentioned rules. The size of the files uploaded to the SIS is restricted to 850 MB. If the size of any of the thesis files exceeds 850 MB, the student will submit files meeting this limit via the SIS and files exceeding the limit will be submitted together with the hardcopy version of the thesis on an electronic medium (e.g., DVD, flash drive) or in another way as agreed with the relevant department. The Faculty will then ensure that such appendices are uploaded to the system in cooperation with the CSC CU.

6. The student is responsible for the correctness and completeness of the submitted electronic copy of the thesis and its appendices and for the consistency (in particular with regard to the content) of the electronic version and the hardcopy version. A serious discrepancy between the content of the electronic version and the hardcopy version may constitute grounds for initiating disciplinary proceedings with the student.

7. If the student needs to make additional changes to the electronic version of the thesis after already uploading it in the SIS, the student must have the consent of the thesis advisor and will request the Student Registry to unlock the thesis record in the SIS for editing. A thesis may be unlocked only before the deadline set in the schedule for the submission of the thesis for defence. The text of a thesis submitted for defence may not be changed after the deadline set for submission, except for corrections in the form of errata (Article 9 (6) of the CSE CU).

8. If the thesis contains data which may not be published on the Internet, the student will propose that the thesis or parts of it be excluded from publication when uploading the thesis in the SIS. The proposal may also be submitted by the thesis advisor/supervisor or the Faculty Coordinator, but no later than on the date of the defence of the thesis.

Article 5: Application for Defence

1. The deadline for the submission of the application for defence is specified in the academic calendar.
2. The application for defence is submitted exclusively via the SIS and must be preceded by submission of the printed and electronic versions of the thesis (see Article 4 (3)).

Article 6: Defence

1. The submitted thesis will be made available for inspection at the Student Registry at least five working days before the defence.
2. Once the thesis has been made available according to paragraph 1, extracts, copies, or reproductions of the thesis may be made at the cost of persons who request them.
3. The reviewers' reports and possibly also the advisor's report (if required) will be available at least five working days before the defence of the thesis and their authors or the staff of the Student Registry will upload them in the SIS. The authors of the reports will also submit a signed and printed version of the reports to the Student Registry which will be included in the student's documentation file.
4. The hardcopy version of the thesis and printed reviewers' reports will be available at the defence of the thesis.
5. A record of the defence will be made via the SIS.

Article 7: Checking and Publication of the Thesis

1. After the defence of the thesis has taken place, but no later than 15 days after the defence, the author of the thesis may upload an errata file (containing corrections of any misspellings, typing errors, and similar minor errors) in the thesis record in the SIS.
2. After the defence of the thesis, an authorized member of the staff (Article 2 (5)) will check the completeness of the thesis record, including any attached files, in the SIS in terms of the requirements for the publication of the electronic version of the thesis and he or she will check that the Czech and English titles of the thesis correspond to the hardcopy version of the thesis. After the check has been carried out, the member of staff will confirm the thesis record for publication by performing the so-called finalization; this must be done within 20 days of the defence at the latest.
3. The request to have certain appendices to the thesis excluded from publication according to Article 4 (8) will be considered by the Dean or the Vice-Dean for Academic Affairs. The result of this consideration will be recorded in the SIS by an authorized employee of the Student Registry at the Faculty before the finalization of the thesis record according to paragraph 2.
4. Once the thesis record has been finalized and the deadline according to Article 7 (1) of RD 72/2017 has passed (unless otherwise specified), the electronic version of the thesis will automatically be sent to the University Repository for publication and the thesis record will be catalogued in the library system. The hardcopy version of the thesis will be returned to the student.
5. The thesis advisor/supervisor may request an extension of the deadline for the publication of the thesis or part thereof for up to 3 years from the date of the defence of the thesis. Such an application is submitted via the SIS and will be considered by the Dean or the Vice-Dean for Academic Affairs. In the event of a positive outcome of such consideration, the procedure is governed by Article 7 (3) and (4) of RD 72/2017.

6. The comparison of the texts of theses using systems for checking originality (RD 15/2019), taking into account the principles of scientific, artistic, and creative activities which are enshrined in the Code of Ethics of Charles University, is done automatically (specifically via Theses.cz or Turnitin.com) after the submission of the electronic version of the thesis, usually within one working day of the submission of the thesis. The result of the checking will be available for inspection by the author of the thesis, the thesis advisor/supervisor, the reviewers, the chairperson, and members of the relevant examination board in the thesis record in the SIS.

Article 8: Final Provisions

1. This Directive repeals and replaces Dean's Directive No. 5/2010.
2. This Directive comes into force and effect on the day of its publication.

In Prague on 22 May 2024

Jan Roskovec, Dean