

UP INTERNAL REGULATION

R-B-17/08

Topic Asssignment, Submission and Registration of Data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorosum) Exam, and the Means of Public Presentation

Content: The method of topic assignment, submission and registration of

data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorosum) Exam, and the means of public

presentation

Guarantor: Vice-Rector for Study

Valid as of: 1 December 2017

Effective as of: 1 December 2017

Topic Asssignment, Submission and Registration of Data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorosum) Exam, and the Means of Public Presentation

Article 1 Introductory Provisions

- 1. The internal regulation "Topic Asssignment, Submission and Registration of Data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorosum) Exam, and the Means of Public Presentation" determines the method for topic assignment, submission and registration of data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorosum) Exam (hereinafter "final theses") in accordance with Act No. 111/1998 Coll. on Higher Education Institutions and on Amendment to Other Acts (The Higher Education Act), as amended (hereinafter "the Higher Education Act").
- 2. This norm "Topic Asssignment, Submission and Registration of Data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorosum) Exam, and the Means of Public Presentation" must be applied in accordance with the provisions of Section 47b of the Higher Education Act without prejudice to:
 -)a Protection of information protected by the law;
 -)b Protection of business secrets;
 - c Protection of the legitimate interests of third parties worthy of special consideration; and
 -)d Protection of information that might be used by Palacký University Olomouc (hereinafter "UP") for the purpose of granting legal protection to objects of industrial property under the relevant legislation (for instance the Patent Application pursuant to Act
 - No. 527/1990 Coll. on Inventions and Rationalization Proposals, as amended).
- 3. Sections of the thesis including such information need not be published for the period when a bar to their disclosure applies up to the maximum of three years, in accordance with Section 47b (4) of the Higher Education Act, if this fact and the extent of the unpublished parts of the thesis had been previously specified in its assignment, or if determined by the tutor or thesis supervisor in the process or upon the submission of the thesis; in all of the above defined cases, the consent of the respective Vice-Dean is required. Information on publication postponement and its justification must be published on the "UP Study Agenda" portal (http://stag.upol.cz) in section "Browse IS/STAG" and "Final thesis". Following the defence of the final thesis, where the publication postponement applies, the authorized staff of the respective faculty shall, without undue delay, send one copy of the thesis to the Ministry of Education, Youth and Sports via authorized staff at the Study Department of the UP Rectorate.
- 4. The student is obliged to plan and structure the final thesis so that its public part provides comprehensive information on its objectives and achieved outcomes. The tutor or thesis supervisor shall determine, with the consent of the respective Vice-Dean, the date when the bar to the disclosure ceases to apply and the thesis shall thus be published in its full wording.
- 5. In case of the postponement of the thesis publication date, based on the existence of legislation preventing its publication, the thesis supervisor or tutor shall make a written record to be submitted at the respective study department or department for science and research, and take responsibility for the demonstrability and relevance of the particular legislation.
- 6. If the final thesis includes any personal or sensitive data under Act No. 101/2000 Coll. on the Protection of Personal Data, as amended, its supervisor or tutor shall ensure anonymization of these data before the electronic form of the thesis is submitted to the system of electronic study evidence IS/STAG (hereinafter "IS/STAG"). The student is obliged to enable the supervisor or tutor of the thesis to examine the matter before the submission of the final thesis into IS/STAG.

The student shall be instructed about this obligation by the supervisor or tutor.

Article 2 Topic Assignment of the Final Thesis

- The student is obliged to choose the topic of the final thesis. Topics for dissertations are
 determined by the subject committee for the respective Doctoral program and are selected by
 students within the study admission procedure. The student is also obliged to fulfil all formal
 requirements for topic assignment of the final thesis at the individual study levels and forms
 according to the demands and within the period defined by the respective faculty, usually
 during the winter semester of the year preceding the last year of study.
 - 2. The student is fully responsible for the accuracy and completeness of all data entered into the template "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form" he/she is obliged to submit it to IS/STAG via the portal "UP Study Agenda" (http://stag.upol.cz). Instructions for submission are provided in Attachment No. 1. The applicant for the State Comprehensive (Rigorosum) Exam does not submit the "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form" into IS/STAG.
- 3. In the study agenda system IS/STAG, the student completes the following data about the assignment of the final thesis to the template "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form":
 - a) Title of the thesis in Czech;
 - b) Title of the thesis in English;
 - c) Supervisor of the thesis;
 - d) Principles for development of the final thesis established in cooperation with the thesis supervisor or tutor; and
 - e) A list of recommended references established in cooperation with the thesis supervisor or
- 4. The student shall print three copies of the filled in "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form". These copies shall be signed by the thesis supervisor, or by the tutor in the case of a dissertation, and the student shall submit them to the workplace where the thesis is assigned and will subsequently be defended.
- 5. The workplace assigning the final thesis, i.e. usually a department or an institute (hereinafter the "workplace"), checks the data on the final thesis in IS/STAG and in the printout of the "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form", and subsequently adds the signature of the head of the workplace to the printout.
- 6. The workplace shall record the assignment and file the checked and signed "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form". The second copy of this form, duly authorized, shall be submitted to the study department of the respective faculty or workplace delegated by the Dean; the third duly authorized copy is given to the student.
- 7. The study department of the respective faculty or delegated workplace shall record the assignment of the final thesis, file the "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form" in the student's study file, and copy the data from this form into IS/STAG. Instructions for this procedure are provided in Attachment No. 2.
- The Dean is entitled to determine a different manner of submission of the assignment of the final thesis into IS/STAG.

Article 3 Submission of the Final Thesis

 Final theses are processed at UP in accordance with the relevant legislation, particularly Act No. 121/2000 Coll. on Copyright and Rights Related to Copyright and on Amendment to Other Acts (the Copyright Act), as amended, and with ethical principles. Non-compliance with these

Okomentoval(a): [IT1]: ve VT překlep (200 místo 2000)

(for instance plagiarism, etc.) will be considered a disciplinary offence punishable, in accordance with Section 65 of the Higher Education Act, by expulsion from study. All submitted final theses must be checked for plagiarism in the system theses.cz. The thesis supervisor shall assess the outcome of the plagiarism check and mark the result of this check in IS/STAG. A record of the check shall be included in the protocol of the proceeding of the final thesis defence by authorized staff.

- 2. The student is obliged to submit the printed final thesis in at least two copies; the submission term, the number of copies, and the place shall be specified by the respective faculty. The student is also obliged to submit its equivalent in electronic form, unless prevented from doing so by the nature of the thesis, for instance a concert performance, to IS/STAG via the portal "UP Study Agenda" (http://stag.upol.cz). Instructions for submission are given in Attachment No. 3. The student is obliged to supply the following obligatory data on the final thesis:
 - a) Title in the language of the thesis;
 - b) Title of the thesis in English;
 - c) Parallel title and Sub-title (if stated on the title page of the thesis);
 - d) Annotation in the language of the thesis;
 - e) Key words in the language of the thesis;
 - f) Annotation in English;
 - g) Key words in English;
 - h) Inserted attachments (if there are any);
 - i) Attachments included in the thesis;
 - i) Extent of the thesis; and
 - k) Language of the thesis.

Applicants for the State Comprehensive (Rigorosum) Exam submit the Rigorosum thesis in a printed as well as equivalent electronic form. The Rigorosum thesis shall include all information defined in a) - k) of this paragraph listed on a separate page placed at the end of the thesis.

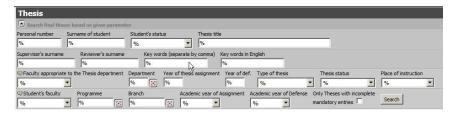
The student takes responsibility for the accuracy and completeness of all data included in the form "Data on Final Thesis" in IS/STAG.

- 3. The study departments of the individual faculties or other authorized workplaces are obliged to check the formal aspects of the data included in a printout of the document "Data on the Bachelor's Thesis/Master's Thesis/Dissertation of the student" if this document is required by the respective faculty, register the final thesis, and file the checked document into the student's study file.
- 4. The study department of the faculty or authorized workplace enters the date of submission of the final thesis into IS/STAG in the section "My study". No changes may be done to the data following the final registration at the study department or department for science and research; the system only enables browsing the data.
- 5. The Dean may determine a different manner of submission of the electronic form of the final thesis and the obligatory data into IS/STAG.

Article 4 Publication of Final Theses, Their Reviews, Records of the Proceeding and Results of the Thesis Defence

- The final thesis, submitted by the applicant for defence, shall be published on the portal "UP Study Agenda" (http://stag.upol.cz) in the section "Browse" and "Final thesis" at least five working days before the defence takes place, unless its publication is contrary to the legal obligation preventing publication of the final thesis in accordance with the Initial Provisions. The aforementioned does not apply in the case of dissertations published in another way.
- By submitting the final thesis, the author agrees to the publication of his/her thesis under Paragraph 1 regardless of the result of the thesis defence.

- 3. Authorized staff of the particular workplace are obliged to ensure that the electronic version of reviews (evaluations) of the final thesis is entered and published in IS/STAG in the section "My study", sub-section "Final Thesis", observing the instructions provided in Attachment No. 4, or via the portal "UP Study Agenda" (http://stag.upol.cz) in the section "My teaching", subsection "Thesis Evaluation", and inform the student that the reviews of his/her final thesis have been published. For dissertations, copies of the opponent reviews are sent to the student by the Department for Science and Research. The Bachelor's Thesis requires a minimum of one review; the Master's Thesis requires reviews by the thesis supervisor and the opponent; the Rigorosum Thesis requires two opponent reviews. Dissertations are evaluated by a minimum of two opponents appointed by the Dean of the particular faculty. Following the defence of the final thesis, the Chair of the examination board ensures that the record of the proceedings and result of the defence are entered into IS/STAG either in the form of a digital copy, i.e. a scan of the record of the proceedings and result of the defence in pdf format, observing the instructions set in Attachment No. 5, or by inserting or editing the text in IS/STAG, observing the instructions set in Attachment No. 6. The record of the proceedings and result of the defence entered into IS/STAG must include the result of the defence and the questions asked.
- 4. When entering reviews of the final thesis and the record of the proceedings and result of the defence into IS/STAG, the UP staff is obliged to avoid scanning the signatures of any person. If entering the record of the proceedings and the result of the defence into IS/STAG in the form of a scan in the manner defined in Attachment No. 5, the UP staff is obliged to scan exclusively the record of the proceedings and the result of the defence. Non-profit publication of final theses, including their reviews and the the result of the defence, is done in the database "Final thesis" accessible from the portal "UP Study Agenda" (http://stag.upol.cz) in the section "Browse" and "Final thesis" (see Paragraph 1). Information may be filtered according to the following criteria:



Article 5 Final Provisions

- This internal regulation invalidates the UP Rector's Directive No. B3-09/3-PR "Method of Assignment of the Topic, Submission and Registration of Data on Bachelor's Thesis, Master's Thesis, Dissertation, and Rigorosum Thesis, and the Method of Their Publication" of 3 November 2009, including its Amendment No. 1 and Amendment No. 2.
- 2. This internal regulation comes into force and effect on the day of its publication.

In Olomouc on 30 November 2017

prof. Mgr. Jaroslav Miller, M.A., Ph.D. Rector of UP

Attachment No. 1

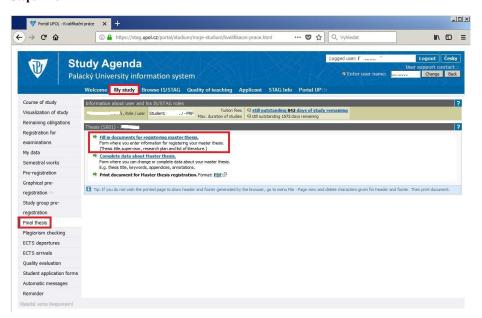
Instructions for UP Students for Assignment of the Final (Qualification) Thesis

- 1. Log into the portal "Study Agenda".
- 2. Select "My study" in the menu.
- 3. Select "Final thesis".
- 4. In the portlet "Final thesis", select the link "Fill in documents for registering the Bachelor's Thesis/Master's Thesis/Dissertation".
- 5. Enter the data and save.
- Select the link "Print the document for Bachelor's Thesis/Master's Thesis/Dissertation registration. Format: PDF".
- 7. Print the required number of copies of the document, sign them, have them signed by the thesis supervisor or tutor, and submit them to the Secretary of the particular department/institute.

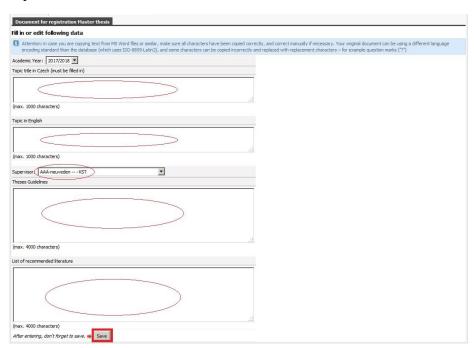
Step 1

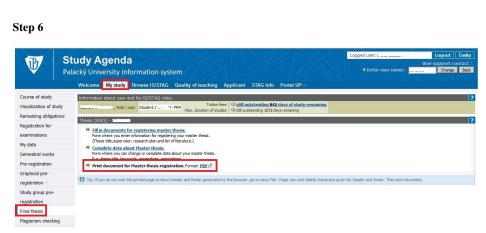


Steps 2 - 3

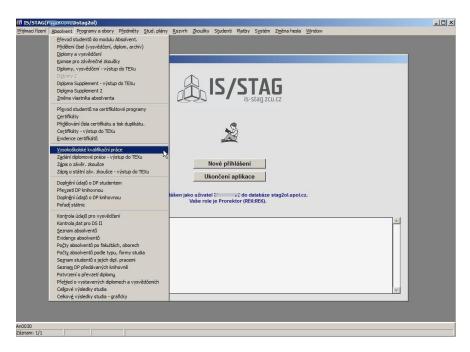


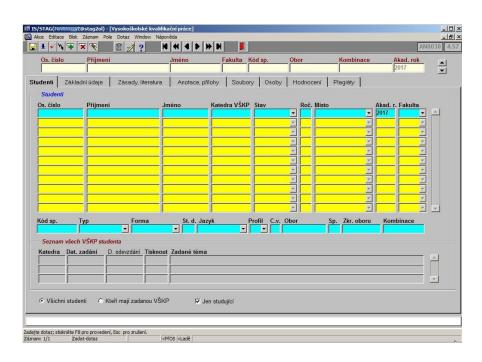
Steps 4 - 5

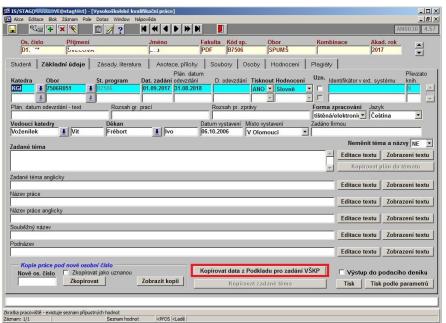




The Procedure for Data Copying from the "Bachelor's Thesis/Master's Thesis/Dissertation Assignment Form" to IS/STAG by the Study Department or Authorized Workplaces







Instructions for Students for Submission of the Final Thesis into STAG

Submission of the printed version of the final thesis and its registration into STAG must take place on the same day within the submission term set by the respective faculty.

- 1. Log into the portal "Study Agenda".
- 2. Select "My study" in the menu.
- 3. Select "Final thesis".
- 4. Select the link "Complete data about the Bachelor's Thesis/Master's Thesis/Dissertation".
- 5. Fill in the data and save.
- 6. Select the link "Electronic thesis submission form". The maximum size of the file is 60 MB. Please be aware that uploading a file of this size takes rather long with a slow Internet connection. It is advisable to use the UP network.
- 7. Select the type of file of the final thesis, select the file and upload it.
- 8. Click "Save file" to save the final thesis file.
- 9. If the faculty demands a printed document "Data on the Bachelor's Thesis/Master's Thesis/Dissertation", select the link "Print data about final thesis in PDF format", and print out the document.

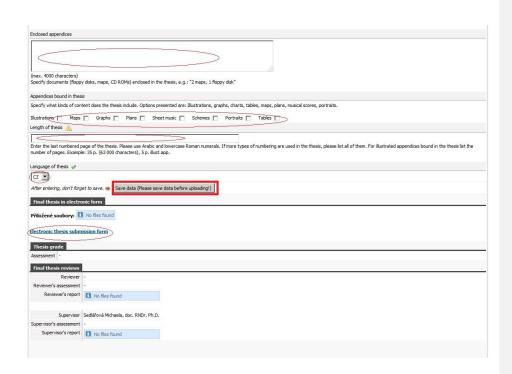
Steps 1 – 4



Step 5

Data about final thesis: MASTER THESIS

Name	rs.
Address	C' Ceská Třebová
Pers.no.	Land
Date of assignment	
Expected date of submission	
	has not yet been submitted
	Mykologický průzkum městského parku Javorka v České Třebové a PR Psí Kuchyně
Assigned topic in English	Mycological survey of Javorka town park in Česká Třebová and natural reserve Dogs "Kitchen
ill in or edit following	data
VŠKP – university final thesis,	i.e. either bachelor, master, rigorosum, dissertation or final thesis)
Attention: in case you an encoding standard than t	e copying text from MS Word files or similar, make sure all characters have been copied correctly, and correct manually if necessary. Your original document can be using a different language he database (which uses ISO-8859-Latinz), and some characters can be copied incorrectly and replaced with replacement characters – for example question marks ("?")
The following mandatory	fields are not filled in for this Thesis.: Title in English, Annotation, Annotation in English, Length of thesis
Thesis title 🧳	
Mykologický průzkum	městského parku Javorka v České Třebové a PR Psí Kuchyně
(max. 1000 characters) The title of the thesis should b that printed on the front page	e in the same language as the language of the text. For theses written in foreign languages, titles should also be given in the same foreign language. The title entered here must match exactly of the these - stylestics, word order, spelling.
Title in English 🛕	
(max. 1000 characters)	
Title in English is a translation	of the thesis title into English. It must always be filled in (even when not printed on the front page).
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A parallel title of a thesis is a	title in a language or alphabet different from the original title. It should be filled in if it is also printed on the front page of the thesis.
This information is not shown	n the Diploma Supplement.
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(max. 1000 characters) A Subtitle complements the Ti	tle. It should be filled in if it is also printed on the front page of the thesis.
This information is not shown	in the Disloma Supplement.
Annotation (brief thesis descr	iption) 🙆
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PDF - text file DOC - text file MS Word other file type ... (RAR is not supported) ZIP - compressed file Date of submission In has not yet been submitted Assigned topic Mykologicky průzulum městského parku Javorka v České Třebové a PR Psí Kuchyně Assigned topic in English Mykologicky průzulum městského parku Javorka v České Třebové and natural reserve Doga 'Kitchen No files uploaded yet. File upload form Type of file attached FDF - text file PROSe-dvace-effe fype from the lat of allowed types. Cříčose file to save Procházet... Soubor nevybrán. Nasmum file size: 60.0 MB (« 61440/05) Nasmum permissible number of uploaded files: 1 The file is successfully is saved only when you see a confirmation message in the green frame in the upper part of the portiet after saving. File saved successfully . If the message does not appear but information about the saved file is down on the page (i.e. link to download the file containing file name and size), make sure the file was saved correctly – you can do it by downloading the file in question and opening it. If you find the file has been corrupted, delete it and try to save it again. Save file

Step 9



A Sample of the Printed Document

Univerzita Palackého v Olomouci

Page: 1/2

Data about DIPLOMA STUDENT'S THESIS

Pers.no.: Date of assignment: Expected date of submission: Branch/comb.: Ecology and Environmental Protection (EOZP) Date of submission: Has not been submitted Mykologický průzkum městského parku Javorka v České Třebové a PR Psí Kuchyně Assigned topic:

Thesis status: Unfinished thesis

Data about final thesis

1. Main topic:

Mykologický průzkum městského parku Javorka v České Třebové a PR Psí Kuchyně

2. Main topic in English:

Mycological survey of Javorka town park in Česká Třebová and natural reserve Dogs' Kitchen

3. Title according to student:

Mykologický průzkum městského parku Javorka v České Třebové a PR Psí Kuchyně

- 4. English title as given by the student:
- 5. Parallel name:
- 6. Subtitle:
- 7. Annotation (brief thesis description):
- 8. Key words (separate by comma):
- 9. Annotation in English (brief thesis description):
- 10. English key words (separate by comma):
- 11. Enclosed appendices:
- 12. Appendices bound in
- 13. Length of thesis:
- 14. Language of
- 15. Defence procedure record:

16. Research Plan:

- Cíle práce:
 1. Charakterizovat přírodní poměry a management vybraných lokalit v okolí České Třebové PR Psí Kuchyně a
- Charakterizovat prirodni pomery a management vybraných lokalit v okoli Česke Trebove PR Psi Kuchyne a městského parku Javorka.
 Shrnout dosavadní mykologické průzkumy v daných lokalitách, druhovou rozmanitost makromycet,
 V experimentální části v (sezôny 2017 a 2018) pravidelných intervalech navštěvovat dané lokality, zaznamenávat taxony makromycet a jejich substrát či okolní dřevinu,
 Určovat druhy makromycet na základě makroskopických a mikroskopických znaků, chemických reakci apod.,
- konzultovat správnost určení s dalšími mykology, především s konzultantem práce (Martin Míčka),
 5. Dokladovat vzácné sběry v herbarizované podobě,
- Dokumentovat sběry (fotografie v terénu a mikrofotografie důležitých určovacích znaků),
- Zhodnotit a porovnat vliv antropogenních činitelů na zdejší mykoflóru, V diskusi by měla studentka shrnout vlastní výsledky, srovnat je s literaturou a vyvodit závěry.

Plánovaný rozsah práce ca 50 stran, 5 tabulek, 30 fotografií

17. Recommended resources:

Antonín V., Bieberová Z., Beran M., Brom M., Burel J., Holec J., Kříž M., Lepšová A., Slavíček J. (2012): Metodika provádění

R

Page: 2/2

Univerzita Palackého v Olomouci

Data about DIPLOMA STUDENT'S THESIS

Pers.no.: Date of assignment: 15.08.2013 Surname and name: I Expected date of submission: Ecology and Environmental Protection (EOZP) Date of submission: Has not been submitted Branch/comb :

Assigned topic: Mykologický průzkum městského parku Javorka v České Třebové a PR Psí Kuchyně

Thesis status: Unfinished thesis

mykologického průzkumu (návrh ze dne 20. března 2012). Elektronická verze na CD s abstrakty přednášek z konference ?Houby

nejsou "na houby" aneb Proč a jak chránit houby?, Jihlava, 20 s. Antonín V., Bieberová Z., Bielich A. (1995): Chráněné houby ČR zvláště chráněné druhy hub podle vyhlášky č. 395/1992 Sb.;

Antonin V., Brecerova Z., Brench A. (1995). Chramete notory CR. 2018ste chramete druhy nuo podie vymasky c. 393/1992 S. Praha, Ministerstvo životniho prostředí ČR a AOPK ČR, 88 s. Antonin V., Hagara L., Baier J. (2005): Velký atlas hub. Ottovo nakladatelstvi s.r.o., Praha, 432 s. Beran M., Bielich A., Holec J. (2012): Přehled hub střední Evropy. Academia, Praha, 624 s. Faltysová H., Bárta F. a kolektiv (2002): Pardubicko. In: Mackovčín P., Sedláček M. (eds.): Chráněná území ČR, svazek IV. Agentura ochrany přírody a krajiny ČR a EkoCentrum Brno, Praha, 316 s.

Gryndler M., Baláž M., Hršelová H., Jansa J., Vosátka M. (2014): Mykorhizni symbióza: o soužití hub s kořeny rostlin, Academia Praha, 366 s.

Holec J. a Beran M. [eds.] (2006): Červený seznam hub (makromycetů) České republiky [Red list of fungi (macromycetes) of the

Holled J. a Beran iz. [eds.] (2000). Cervelry sezham nuo (maxiomyceto). Cesac Feptomay (1806 na 1818 2 mag. (1806 Cesac Republis). Périoda, Praha, 282 s. s. Jetmar F., Novák L. (2006): Botanický inventarizační průzkum přírodní rezervace Psí kuchyně. Nepublikováno.

Jetmar F., Novák L. (2006): Botanický inventarizační průzkum přírodní rezervace Psí kuchyně. Nepublikováno. Klán J. (1989): Co víme o houbách, Státní pedagogické nakladatelství, Praha, 310 s. Konývka O. (1998): Plán pěče pro přírodní rezervaci Psí kuchyně. Nepublikováno. Kothe H. (2012): Houby: určování sběr. Knižní klub Praha Smíchov, 256 s. Michalski M., Panoš V., Pek I. (1988): Nežívá příroda Českotřebovska. Městské muzeum v České Třebové, 148 s. Mikšík M. (2013): Poznáváme jami houby. Grada, Praha, 208 s. Plát A. (1969): Houby Československa ve svém životním prostředí. Academia, Praha, 264 s. Socha R. (2015): Holubimky. Academia Praha, 220 s. Šutara J., Mikšík M. (2009): Hřibovité houby. Academia Praha, 296 s. Tmej L., Kramoliš J. (2006): Výsledky mapování vyšších druhů hub (Makromycetů) přírodní rezervace Psí kuchyně. Nepublikováno. Nepublikováno

18. Thesis people:

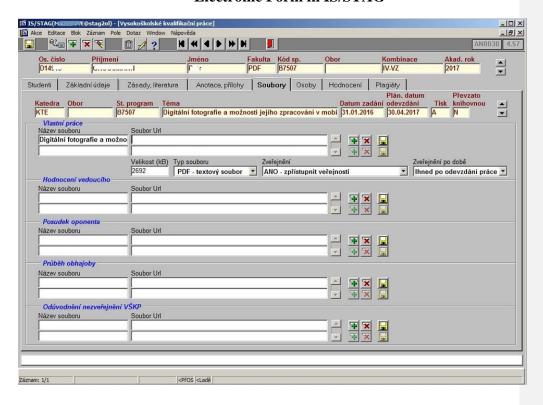
doc. RNDr. Ph.D. Supervisor:

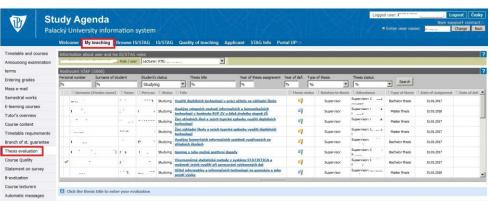
	Final thesis in electronic	form				
d .	No file with electronic form of thesis has been enclosed yet					
	Final thesis reviews					
	Reviewer's report	Not available				
	Supervisor's report	Not available				
	Defence procedure re	ecord file Nothing entered				
	II confirm that the data entered above	e is correct :				
			Date:	Signature:		

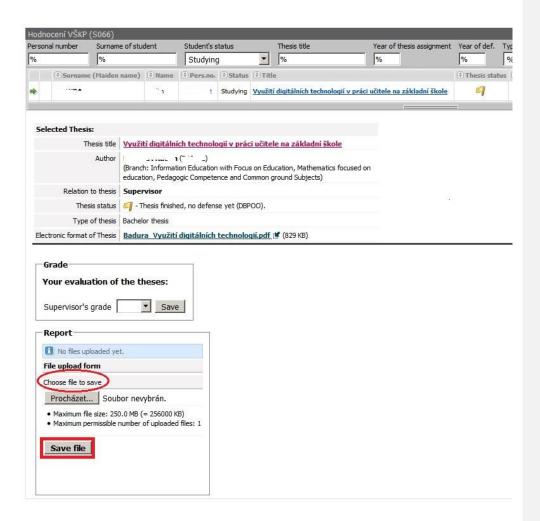
(c) IS/STAG , Portal - Final thesis details , $17.05.2018\;\,09{:}52$

Attachment No. 4

Instructions for the Study Department or Authorized Workplaces for Registration and Publication of Reviews of the Final Thesis in Electronic Form in IS/STAG

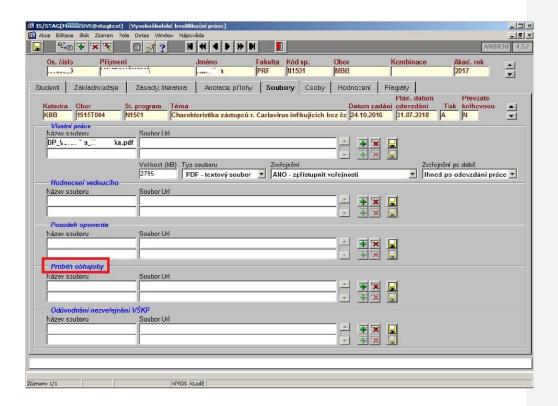






Attachment No. 5

Instructions for Authorized Workplaces for Submission of the Record of the Proceedings and the Result of the Final Thesis Defence into IS/STAG in the Form of a Digital Record, and its Conversion to pdf Format



Instructions for Authorized Workplaces for Submission of the Record of the Proceedings and the Result of the Final Thesis Defence into IS/STAG in the Form of Inserting and Editing Text in IS/STAG

The record of the proceedings of the defence may be entered:

- a) in the tab Assessment in the form AN0030 Final thesis, or
- b) in the form AN0010 Record of the final state examination in the tab Final thesis defence.

Both of the above-mentioned forms are interlinked; i.e. it does not matter where the text is entered or edited.

