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**INTERNAL STANDARD OF THE FACULTY OF LAW OF PALACKÝ
UNIVERSITY IN OLOMOUC**

PF-B-18/10

**Internal Standard of the Dean of the Faculty of
Law of Palacký University in Olomouc
on the Formal Requirements for Qualification
Theses at the Faculty of Law of Palacký
University in Olomouc**

Content: This internal standard provides the formal requirements for qualification theses at the Faculty of Law of Palacký University in Olomouc

Guarantor: Vice-Dean for the Organization and Development

Date of entry into force: April 27, 2018

Date of becoming effective: April 30, 2018

Internal Standard of the Dean of the Faculty of Law of Palacký University in Olomouc on the Formal Requirements for Qualification Theses at the Faculty of Law of Palacký University in Olomouc

**Pursuant to the Study and Examination Rules of Palacký University and the
Code of the Rigorosum Procedure of Palacký University the Dean stipulates as
follows:**

Part I: Common Provisions

Article 1 Object of Regulation

- 1) This regulation shall provide for the formal arrangement of Bachelor's, Master's, Rigorosum Theses and Doctoral Dissertations (hereinafter "qualification theses", if not stated otherwise) defended at the Faculty of Law of Palacký University (hereinafter "the Faculty of Law") and delimit the characteristic thereof.
- 2) This regulation shall relate to all study programmes and to all rigorosum procedures performed at the Faculty of Law.
- 3) Provisions of this regulation shall apply, mutatis mutandis, to seminar works and other student papers.

Article 2 Plagiarism

- 1) For the purpose of this regulation, plagiarism shall be defined as any case in which the author of a qualification thesis knowingly, whether directly or indirectly, and for any purpose, presents a published or unpublished work, a part of a work or an idea produced by somebody else so as to give the impression that the work or idea is one's own.
- 2) The author of a qualification thesis shall have a duty to cite clearly all original sources used in his/her work.
- 3) The thesis supervisor, mentor or opponent shall report any suspicion related to plagiarism in the final version of a qualification thesis to the Dean of the Faculty of Law of Palacký University with a motion to initiate disciplinary proceedings.

Article 3 Individual Parts of Qualification Theses

- 1) Each qualification thesis shall contain the following integral parts:
 - a. front page as defined by Art. 4 (4);
 - b. author's declaration of authenticity, as defined by Art. 4 (6);
 - c. table of contents, list of abbreviations (if need be);

- d. introduction, having mainly a methodological and conceptual function, that should especially cover the following (with regard to the type of qualification thesis):
 - specification of the objective and the topic of the thesis,
 - time and content (eventually territorial) specification,
 - evaluation of the existing treatment of the topic,
 - characteristic of sources used, their evaluation,
 - justification of the method used, definition of hypotheses and research questions,
 - explanation of the structuring, brief overview of the content,
 - proposals for further research.
 - e. the actual body of the thesis divided into chapters, subchapters and paragraphs;
 - f. conclusion;
 - g. list of sources used (bibliography), stating exclusively the sources that are actually cited in the thesis. Bibliography should be divided into categories (e.g. secondary sources, primary sources, legal regulations, court judgments);
 - h. summary (abstract) in English and in Czech, the extent of which corresponds with the type of qualification thesis;
 - i. list of key words in Czech and in English.
2. Qualification theses can be complemented by purposeful appendices.

Article 4 Formal Layout of Qualification Theses

- 1) Text shall be typed on an A4 paper format with 2,5 cm top and bottom margins, 3 cm left margin and 2 cm right margin.
- 2) In the case of using a text editor the following is recommended:
 - font: usage of proportional font such as Arial, Times New Roman or Garamond; font size for the body of the thesis being 12pt, for footnotes 10pt, for first-level headings 16 pt (bold), second-level headings 14pt (bold), third-level 12pt (bold);
 - spacing: 1,5 spacing for the body of the thesis, single spacing for footnotes (1 line);

- paragraph: aligned in a block; indented first line, no space between paragraphs;^[1]_[SEP]
- headings: chapters numbered with Arabic numerals; third-level headings (e.g. 2.3.1) should be the maximum. First-level chapters always begin on a new page.

An example of a recommended form of the text makes a part of this regulation as Appendix 1.

3) Pages shall be numbered consecutively, the front page considered page one.

4) The front page shall contain the following information:

- Upper part:

Palacký University in Olomouc
Faculty of Law

- Middle part:

name and surname of the author
title of the thesis
(eventually a subtitle)

indication of the type of qualification thesis
(Bachelor's/Master's/Rigorosum Thesis/Doctoral
Dissertation)

- Lower part:

place of submission (Olomouc), year of submission

An example of the front page of the qualification thesis makes a part of this regulation as Appendix 2.

5) The cover of the bound qualification thesis shall contain the following information:

- Upper part:

Palacký University in Olomouc
Faculty of Law

- Middle part:

title of the thesis
(eventually a subtitle)

indication of the type of qualification thesis
(Bachelor's/Master's/Rigorosum Thesis/Doctoral
Dissertation)

- Lower part:

name and surname of the author, year of submission

A sample cover of the qualification thesis makes up part of this regulation as Appendix 3.

6) Page two of the qualification thesis shall contain the following declaration: "I hereby declare that this (Bachelor's/Master's/Rigorosum Thesis/Doctoral Dissertation) on the topic of (XXX) is my original work and I have acknowledged all sources used.

In (place) on the (date) (Author's signature)"

7) The thesis shall be printed on A4 paper (vertical format) and bound on the left side.

Article 5

Language of Qualification Theses

Qualification theses shall be written in standard Czech or Slovak language. Use of a different language shall be possible with the written consent of the thesis supervisor or mentor and the Dean. In addition, doctoral dissertations require the consent of the Doctoral Studies Subject-Area Boards.

Article 6 Referencing System

1) Quotes, explanatory notes, reference to literature and other elements aside from the body of the thesis shall be integrated into the footnotes.

2) Footnotes shall be consecutively numbered throughout the whole thesis.

3) To indicate footnotes, a number formatted in superscript shall follow the relevant part of the text. The footnotes themselves shall then be placed under a horizontal line at the bottom of the same page.

Article 7 Referencing Standard

1) Citations shall be indicated in the following ways:

a. a monograph:

- if a part of the bibliography: NOWAK, John. Duty in Law: Positivism Vice Versa. 2nd edition. London: Blackwell Publishing, 2001. 123 p.

- two authors: NOWAK, John, WIESNER, Patrik. Employment Contract. Prague: C. H. Beck, 2008. 189 p.

- more than three authors: SOBEK, Peter et al. Today and Tomorrow. Olomouc: Palacký University Publishing House, 2001. 323 p.

- book in a foreign language: GRIMM, Dieter. Was ich sagen möchte. München: C. H. Beck, 1996. 229 p.

- if a footnote: NOWAK, John. Duty in Law: Positivism Vice Versa. 2nd edition. London: Blackwell Publishing, 2001, pp. 19-21.

b. contribution in a compilation:

NOWAK, John. Duty in Law: Jhering Is Not Dead. In BRILL, Paul (ed.). Positive Law. Olomouc: Palacký University Publishing House, 2006, pp. 117-134.

c. a commentary:

JIRÁSEK, Pavel. In KLIMA, Josef (ed). Commentary on the Constitution and the Charter – Part 1. 2nd ed. Brno: Dromed, 2009, pp. 117-119 (Art. 13 of the Constitution).

d. a scientific journal:

NOWAK, John. Voting Rules in the EU Council. Lawyer, 2001, vol. 142, No. 4, pp. 560-596.

e. newspapers and journals with periodicity of less than 14 days:

NOWAK, John. Another GDP Drop. MF Dnes, 14th September 2006, p. A2.

f. legal regulations:

- current wording: Act No. 40/1964 Coll., Civil Code, as amended

- old version: Act No. 40/1964 Coll., Civil Code, as amended by Act No. 136/2002 Coll. effective as of 12th June 2002 (the last relevant amendment to the Act or its cited version shall be stated)

- EC/EU legislative: Council Decision 2006/683 of 15th September 2006, adopting the Council's Rules of Procedure. OJ L 285, 16.10.2006, p. 47 et seq.

g. judgments:

- judgment of Constitutional Court of 8th March 2006, file No. Pl. ÚS 50/04, paragraphs 20-22.

- judgment of the Supreme Court of 26th May 2009, file No. 25 Cdo 1772/2007

- Court of Justice (judgments after 2004): Judgment of 11th July 2006, Commission v Edith Cresson, C-432/04, ECR I-6387, paragraph 83.

h. internet page:

LEINER, Andrew. Will even the Senate be more orange? Voters at the ballot boxes for the second time [online]. iHNed.cz, 24th October 2008 [cit. on 25th October 2008]. Accessible at <http://domaci.ihned.cz/c1-29395840-bude-oranzovejsi-i-senat-volici-jdou-podruhe-k-urnam>

2) In the case that sources not listed above are cited, ČSN ISO 690 a ČSN ISO 690/2 norms shall be consulted.

3) Repetitive sources listed as footnotes can be abbreviated leaving the SURNAME OF THE AUTHOR: the first few words in the title of the work, page reference. Example: NOWAK: Duty in Law..., p. 33.

In the case that the same source is repeated immediately in the next footnote, the word „ibidem“ and relevant page (if it is not the same page) suffices.

4) In the case that sources by a team of authors are cited (e.g. commentaries, textbooks) it shall be recommended to look for the name of the author of the given part and to acknowledge his/her authorship within the reference system.

Article 8

Extent of the Qualification Thesis

1) The extent of the qualification thesis is determined by the number of characters including space.

2) The extent of the text covers the body of the thesis including footnotes. Front page, declaration of authenticity of the text, content, bibliography, abstract and potential appendices shall not be included in the final number of characters.

Article 9 Submission

1) Bachelor's and Master's Theses shall be submitted in two hard cover copies, Rigorous Theses and Doctoral Dissertations shall be submitted in three hard cover copies.

2) Together with the printed version of the thesis the student is obliged to enter its equivalent in electronic form to IS/STAG via the portal „UP Study Agenda“ (<http://stag.upol.cz>) in accordance with the procedure and the requirements specified in the UP internal regulation R-B-17/8 Topic Assignment, Submission and Registration of Data on the Bachelor's Thesis, Master's Thesis, Dissertation, and State Comprehensive (Rigorous) Exam, and the Means of Public Presentation.

Part II: Bachelor's Thesis

Article 10

Characteristic of a Bachelor's Thesis

The Bachelor's Thesis proves the author's ability to apply the essentials of a scientific paper. The assigned topic can be processed using the summarizing method, provided that the thesis is endorsed by correct referencing. The opinion of the author on the main issues related to the topic is desirable.

Article 11

Extent of a Bachelor's Thesis

The extent of a Bachelor's Thesis shall range between 50 and 80 thousand characters. A different extent is acceptable exceptionally and with a due justification, supported by the written consent of the thesis supervisor and the head of the department.

Part III: Master's Thesis

Article 12

Characteristic of a Master's Thesis

A Master's Thesis proves the author's ability to apply the principles of a scientific paper. The Master's Thesis shall exceed the level of a Bachelor's Thesis as to the extent and the depth of topic treatment. The text shall not be purely descriptive, but it shall also offer an analysis and own views on the topic. It presupposes the use of a large range of professional literature, including scientific journal articles as a source. Work on the thesis shall be monitored by the thesis supervisor.

Article 13

Extent of a Master's Thesis

The extent of a Master's Thesis ranges between 90 and 120 thousand characters. A different extent is acceptable exceptionally and with due justification, supported by the written consent of the thesis supervisor and the head of the department.

Part IV: Rigorous Thesis

Article 14

Characteristic of a Rigorous Thesis

A Rigorous Thesis proves the author's ability to perform independent scientific activity in the domain of research and development. The author shall find solutions to research questions, put own hypotheses to test and adhere to the chosen methodology. While description shall be cut to a minimum, theoretic-analytical parts with a high input from the author shall prevail.

Article 15
Extent of a Rigorosum Thesis

In Olomouc on 27 April, 2018

The extent of a Rigorosum Thesis shall range between 180 and 220 thousand characters. A different extent shall be acceptable exceptionally and with a due justification, supported by the written consent of the Dean of the Faculty.

JUDr. Zdenka Papoušková, Ph.D.
Dean of the Faculty of Law of Palacký University

Part V: Doctoral Dissertation

Article 16:
Characteristic of a Doctoral Dissertation

Appendix 1: Sample page of the body of a qualification thesis

1) A Doctoral Dissertation is the result of the scientific research of the author, proving his/her readiness to join the professional and academic community. The thesis is the author's original contribution to professional discussion, theoretical background being tested on modern empirical findings. Knowledge and use of sources, including foreign sources and literature (comparative study, theoretical part), to explore the topic in full depth is a prerequisite. Work on the Doctoral Dissertation requires close cooperation with a dissertation supervisor.

Appendix 2: Sample front page of the qualification thesis

2) Further general conditions related to the Doctoral Dissertation are provided for in the Study and Examination Rules of Palacký University.

Appendix 3: Sample cover page of the qualification thesis

Article 17
Extent of a Doctoral Dissertation

The extent of a Doctoral Dissertation shall be not less than 270 thousand characters. A lesser extent shall be allowed exceptionally, upon the written consent of the supervisor and the Dean and provided that it is duly justified.

Part VI: Final Provisions

Article 18
Control of the Observance

Observance of the rules provided for in the internal regulations shall be monitored by thesis supervisors, mentors and opponents. Supervision over the implementation of the internal regulation shall fall within the competence of the Vice Dean who is in charge of the relevant study programme.

Article 19
Operation

1) The Dean's Directive No. 2/2010 on the Formal Requirements on Qualification Theses is hereby repealed.

2) This internal regulation comes into effect on 30 April 2018.

Appendix 1: Sample page of the body of a qualification thesis

4 First-level heading

4.1 Second-level heading

While the previous parts of the monograph addressed general interpretations of a consensus, in this part we will explain that some institutional elements intrinsic to the Council can also contribute to the consensual character of decision-making. Within numerous parts of the text we have already pointed out the fact that although only Member States are the participants with the formal power to be the last to decide, there are other subjects influencing the resulting agreement. The text will focus on the most important subjects, namely the Commission, the presidency and the European Parliament. Their position and the powers they may employ during the discussions on proposals in the Council have made them a significant co-partner in developing the culture of a consensus. The sub-chapter will not provide a description of the actions of these participants but will rather deal with the recorded impact of their activity during the discussions.³⁶ It will become obvious that in most of the cases a rationalistic approach to the research has been applied.

4.1.1 Third-level heading

The three dimensional models, discussed in more detail in sub-chapter 6.3.2. have been highlighting the importance of the agenda-setter in the decision-making process. According to the given concept the agenda-setter opts for a proposal which is the closest to their interests but, at the same time, is acceptable for a sufficient number of participants required for the adoption of a proposal. Since in the first pillar the monopoly on legislative proposals within the Union is held by the Commission, it should be the Commission which prepares the proposal in such a way that would ensure the majority necessary for its adoption while keeping the proposal close interest-wise.³⁷ However, the power of the agenda-setter may be perceived conversely, on the basis of the previewed response.³⁸ The Commission, being aware of the existence of the culture of consensus,

³⁶ In more detail about general interaction between the Commission and the Council see WESSELS, Wolfgang, DIEDRICH, Udo. *The Commission and the Council*. In SPENCE, David, EDWARDS, Geoffrey (eds). *The European Commission*. London: John Harper, 2006, pp. 209-234; HAYES-RENSHAW, Fionna, WALLACE, Helen. *The Council of Ministers*. Houndmills: Palgrave, 2006, pp. 186-206; NUGENT, Neil. *The European Commission*. Houndmills: Palgrave, 2001, pp. 187-189, 253-260; to interaction between the Council and Parliament see CORBETT, Richard et al. *The European Parliament*. London: John Harper, 2005, pp. 205-239.

³⁷ In proposals where a qualified majority is allowed under foundation charters, it should have the support of Member States, the closest to each other interest-wise and having at least 225 votes. As to unanimity, the role of the agenda-setter is rather limited (as it must formally oblige all participants).

³⁸ Comp. BACHRACH, Peter, BARATZ, Morton. *Decisions and Non-decisions: An Analytical Framework*. *American Political Science Review*, 1963, year of issue 57, No. 3, p. 635.

Appendix 2: Sample front page of the qualification theses

**Palacký University in Olomouc
Faculty of Law**

John Newman

**The Reference for Preliminary Ruling in Administrative Justice
Comparative Study of Practice in the Czech Republic and in Poland**

Rigorosum Thesis

Olomouc 2009

Appendix 3: Sample cover page of the qualification thesis

**Palacký University in Olomouc
Faculty of Law**

**The Reference for Preliminary Ruling in Administrative Justice
Comparative Study of Practice in the Czech Republic and in Poland**

Rigorosum Thesis

John Newman

2009