

# University of Chemistry and Technology, Prague

<b>Title</b>	<b>DIRECTIVE No. A/S/961/2/2018</b>
<b>Subject</b>	<b>Rules for submitting and publishing dissertation theses at UCT Prague</b>
<b>Applicability</b>	All school
<b>Effective from</b>	February 1, 2018
<b>Effective to</b>	-
<b>Revision</b>	-
<b>Cancelled</b>	Methodology instruction of the Vice-Rector for Research and Development No. 1/2016 "Publishing of dissertation theses".
<b>Prepared by</b>	Department of Scientific Research and Development - 965
<b>Issued by</b>	Karel Melzoch

- 1) In compliance with Article 39 paragraph 39 of the Study and Examination Rules of the University of Chemistry and Technology, Prague (hereinafter "SER"), this internal document of UCT Prague sets forth the rules for handing in, content, form and publishing of dissertation theses at UCT Prague and ensures implementation of Section 47b of the Act 111/1998 Coll. on Higher Education Institutions as amended regarding publishing of final works. It replaces and cancels the Methodology instruction of the Vice-Rector for Research and Development No. 1/2016 "Publishing of dissertation theses".
- 2) The list of dissertation theses is published on the websites of UCT Prague. The list of dissertation theses with defence after 1. 1. 2015 is also published and the theses are available in electronic format in the repository of final works of UCT Prague (hereinafter the "repository"). Printed copies of defended theses are stored in the National Technical Library (NTK).

## Article I.

### Rules for dissertation thesis with defence at UCT Prague in standard regime

- 1) The thesis is submitted by the student together with application for defence of dissertation thesis after completion of all study obligations required by the SER and with all formal requirements under Article 40 of SER.

- 2) The dissertation thesis may be submitted in the Czech, Slovak or English languages (see Article 39 paragraph 2 of SER).
- 3) Before the cover of the dissertation thesis is printed, the student shall check all information in the Study information system (hereinafter "SIS") and, if necessary, contacts the Dean's Office and submits the updated information in writing.
- 4) The student will use the generator provided on Intranet of UCT Prague → Theses for printing the cover of the dissertation thesis, the title pages and the statement. The cover, title pages and statement shall comply with the English or Czech version approved by UCT Prague.
- 5) Prescribed order of sheets of the dissertation thesis:
  - i. title pages (generated automatically in the unified graphical form by the cover generator); the first page is in the Czech version if the work is written in Czech or Slovak; the first page is in English if the thesis is written in English.
  - ii. signed statement (generated automatically in the required wording by the cover generator) with the date stated (the text of the statement is provided in Attachment 1, part A for a thesis written in Czech, and part B for a thesis written in English),
  - iii. summaries (abstracts) - always in Czech (or Slovak) and English, the scope is 1 standard page (i.e. 1800 characters including spaces),
  - iv. text of the thesis written according to the conventions in the respective field of science and the specific rules of the institute; graphical layout and formatting in compliance with the rules of UCT Prague stated on the Intranet of UCT Prague → Theses. The student is obliged to consult the specific rules of the field or institute in advance with the head of the institute of UCT Prague in charge of the doctoral study programme, or with the Chair of the Doctoral Study Board.
- 6) The information regarding the print and binding of the thesis is provided on Intranet of UCT Prague → Theses.
- 7) In order to comply with the legal requirement to publish final works, the student shall enter, prior to the defence and submission of the printed version of the dissertation, an electronic version in a machine readable format (scan is not sufficient) into the SIS as follows:  
Mandatory parts:
  - i. abstract in Czech – text without images,
  - ii. abstract in English – text without images,
  - iii. own thesis and its attachments - .pdf,
  - iv. list of publications - .pdf,
  - v. curriculum vitae - .pdf.
 Theses of the work, if required by the faculty, are not entered in SIS by the student.
- 8) The procedure for submitting the dissertation thesis to the study system is described on the Intranet of UCT Prague → Theses → Instructions for writing, printing and delivery of dissertation theses.
- 9) The student is responsible for making sure the entered electronic version and the handed in printed version are identical.
- 10) The employee of the Dean's Office who receives the printed thesis from the student shall check that the student has entered into SIS all mandatory parts of the dissertation thesis.
- 11) 30 days before the defence, the employee of the Dean's Office will send the link to the thesis entered by the student and all attachments to the reviewers and the members of the dissertation defence board – the access is valid only till the date of the defence.
- 12) Within 30 days from the successful defence, the employee of the Dean's Office will enter in the repository of final works the following documents:
  - i. signed opinions of the reviewers - .pdf,
  - ii. minutes from the defence with signature of members of the dissertation defence board - .pdf.

- 13) Within 30 days from the successful defence, the employee of the Dean's Office will deliver to the Centre of Information Services of UCT (CIS) the printed version of the dissertation thesis to be published in NTK.

## **Article II.**

### **Rules for dissertation theses of students**

#### **studying in the regime of *co-tutelle* agreement**

#### **(under double supervision in cooperation with a foreign university**

#### **based on an agreement on joint supervision over a PhD student)**

- 1) A *co-tutelle* agreement with a foreign university always has to contain a list of requirements of UCT Prague towards the student and the dissertation work in compliance with the effective SER and the Copyright Act No. 121/2000 Coll., as amended.
- 2) The student delivers the thesis electronically to SIS and the printed version to the authorised employee of the faculty of UCT Prague in compliance with the SER and this directive in the same way as a student of UCT Prague in standard regime, i.e. without the *co-tutelle* regime (see Article I., paragraphs 1 through 9).

The language of the thesis, the form of the cover and title page including the statement are governed by the *co-tutelle* agreement. For purposes of UCT Prague, the thesis has to contain summaries in English and Czech.
- 3) The employee of the Dean's Office who receives the thesis will proceed accordingly to Article I, paragraphs 10 through 13.
- 4) The Dean's Office will ensure all requirements of defence according to the *co-tutelle* agreement.
  - i. In case of defence at UCT Prague the employee of the Dean's Office will send, 30 days prior to the defence, a link to the thesis entered by the student and all attachments to the reviewers and the members of the dissertation defence board – the access is valid only till the date of the defence.
  - ii. In case of a defence taking place at a foreign university: the Dean's Office will provide the defence board with valid forms for minutes from the defence in English. After the defence, the supervisor will make sure the forms are filled in and signed and promptly delivered to the Dean's Office of the respective faculty of UCT Prague.
- 5) After successful defence of the dissertation thesis the signed opinions of the reviewers and the minutes of the dissertation thesis defence signed by the members of the defence board are promptly sent in electronic format by the employee of the Dean's Office to the repository of final works of UCT Prague.
- 6) If the conditions of study in the doctoral study programme in the *co-tutelle* regime in the partner's country require subsequent incorporation of comments of the reviewers in the final dissertation thesis, after the defence and incorporation of the comments the graduate will deliver to the Dean's Office of the respective faculty the final version of the defended final work
  - i. in electronic form, to be entered in the repository as attachment to the originally entered work,
  - ii. in printed form.
- 7) The printed version of the dissertation thesis handed in before the defence will be delivered, within 30 days after successful defence, by the employee of the Dean's Office to CIS for publication in NTK. If Article II, paragraph 6 is applied, the employee of the Dean's Office will also deliver to CIS the printed final version of the dissertation thesis – this shall be done without unnecessary delay upon the delivery of the thesis to the Dean's Office.

### **Article III.**

#### **Final and joint provisions**

The “Rules for submitting and publishing dissertation theses at UCT Prague” become valid at the date of their signing by the Rector of UCT Prague.

**Karel Melzoch**

Rector

## Attachment 1: Required wording of the statement on the title page of a dissertation thesis

### Part A: Wording of the statement in Czech approved as specimen of UCT Prague:

**Alternative 1** if the thesis was created without participation of a partner institute based on agreement: Tato disertační práce byla vypracována na *ústavu XY* Vysoké školy chemicko-technologické v Praze v období #2—#3.

**Alternative 2** if the thesis was created at a partner institute based on agreement: Tato disertační práce byla vypracována na ústavu ZZ v období #2—#3.

**Alternative 3** for international study within the *co-tutelle* programme: Tato disertační práce byla vypracována v programu pod společným vedením na základě smlouvy č. # ve spolupráci Vysoké školy chemicko-technologické V Praze, (a) *uvedeny všechny spolupracující partnerské instituce dle smlouvy na základě uvedení meziuniverzitního studia v SIS, partnerských univerzit z číselníku a čísla smlouvy* v období #2—#3.

Prohlašuji, že jsem tuto práci vypracoval(a) samostatně.

Veškeré literární prameny a informace, které jsem v práci využil(a), jsou uvedeny v seznamu použité literatury.

Byl(a) jsem seznámen(a) s tím, že na moji práci se vztahují práva a povinnosti vyplývající ze zákona č. 121/2000 Sb., o právu autorském, o právech souvisejících s právem autorským a o změně některých zákonů (autorský zákon). Zejména se jedná o skutečnost, že Vysoká škola chemicko-technologická v Praze, popř. jiné vzdělávací zařízení, ve kterém jsem svou práci vypracoval(a), má právo na uzavření licenční smlouvy o užití této práce jako školního díla podle § 60 odst. 1 autorského zákona. Pokud bych v budoucnu poskytl(a) licenci o užití práce jinému subjektu, je Vysoká škola chemicko-technologická v Praze, popř. jiné vzdělávací zařízení, ve kterém jsem svou práci vypracoval(a), oprávněna ode mne požadovat přiměřený příspěvek na úhradu nákladů, které na vytvoření díla vynaložila(o) a to podle okolností až do jejich skutečné výše.

Souhlasím se zveřejněním své práce podle zákona č. 111/1998 Sb., o vysokých školách, ve znění pozdějších předpisů.

### Part B: Wording of the statement in English approved as specimen of UCT Prague:

**Alternative 1** if the thesis was created without participation of a partner institute based on agreement: This thesis was created at the Department of *XY* of the University of Chemistry and Technology, Prague in #2—#3 (period of time).

**Alternative 2** if the thesis was created at a partner institute based on agreement: This thesis was created at the ZZ (full English name of the partner institute based on agreement) in #2—#3 (period of time).

**Alternative 3** for international study within the *co-tutelle* programme: This thesis was created *in accordance with agreement No. # on jointly supervised doctoral thesis* at the University of Chemistry and Technology, Prague, (and) *names of all cooperating partner institutions according to the agreement and*

*based on the information on interuniversity study in SIS, partner universities selected from the lists and the number of the agreement in #2—#3 (period of time).*

I hereby declare that this thesis is my own work. Where other sources of information have been used, they have been acknowledged and referenced in the list of used literature and other sources.

I have been informed that the rights and obligations implied by Act No. 121/2000 Coll. on Copyright, Rights Related to Copyright and on the Amendment of Certain Laws (Copyright Act) apply to my work. In particular, I am aware of the fact that the University of Chemistry and Technology, Prague, or another educational institution where this thesis was created, has the right to sign a license agreement for use of this work as school work under Section 60 paragraph 1 of the Copyright Act. Should I in the future grant to a third party a licence for use of this work, the University of Chemistry and Technology, Prague, or other educational institution where this thesis was created, will be entitled to require from me a reasonable contribution to cover the costs incurred in the creation of the work, even up to the full amount as the case may be.

I agree to the publication of my work in accordance with Act No. 111/1998 Coll. on Higher Education as amended.