

University of Chemistry and Technology in Prague	
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Part I

GENERAL PROVISIONS

Article 1

Introductory provisions

1. The objective of this Directive is to specify the definition of processes linked to the announcement, assigning, preparation and submission of qualification theses at the University of Chemistry and Technology in Prague (hereinafter referred to as “UCT Prague”) and the announcement of dates and the execution of state final examinations in bachelor and master study programmes (hereinafter referred to as “SFE”). This Directive follows from and supplements Articles 29–31 of the Study and Examination Rules of the University of Chemistry and Technology in Prague (hereinafter referred to as “SER”).
2. In case of studies implemented based on collaboration with a university abroad (based on international agreements, international projects, etc.), the rules and procedures defined in the finding documents of this type of studies take precedence. Rules and procedures in accordance with this Directive shall be used in cases that are not governed by the finding documents.
3. The interpretation of this Directive is provided by the Department of Education, UCT Prague.

Article 2

Definition of terms

1. **Qualification thesis** – a bachelor or master thesis;
2. **SFE** – a state final examination, which consists of a defence of the qualification thesis and an oral examination;
3. **Supervisor of qualification thesis** – is appointed by the head of department based on instruction from the dean of faculty. They must be an employee of UCT Prague and must meet the qualification and professional requirements. Their job title must be professor, associate professor or assistant professor, or possibly researcher. In case a qualification thesis is supervised by a researcher, their professional qualification must be at least that of an assistant professor (a PhD or an equivalent as a minimum). In case a bachelor thesis is supervised by an employee who has not yet achieved the PhD degree, this employee must have completed their master studies and their role as a supervisor must be approved by the guarantor of the programme, the head of the training department and the dean. Faculties are entitled to set out further requirements for the qualification of supervisors of qualification theses;
4. **Application sector** – industrial enterprises, state administration and regional administration, other institutions and companies that are potential employers of UCT Prague graduates;
5. **SIS** – the Study Information System used at UCT Prague;
6. **SFE protocol** – a form (a template of record of SFE) generated from the system “Protocol Generator for SFE”.

PART II

Qualification theses

Article 3

Announcement of topics of qualification theses

1. A topic of qualification thesis (hereinafter referred to as the “topic of thesis”) is proposed and announced by the supervisor of qualification thesis in cooperation (following consultation) with the guarantor of the study programme and the head of department. The topic of thesis must correspond with the aims of the study and the profile of the graduate of the study programme, or the specialization of the study programme for which it is intended.
2. The topic of thesis follows from the scientific-research focus of the department, and further collaboration of the department with the application sector must be defined so that the student can use the acquired expert knowledge and skills.
3. The topics of theses for the current academic year, including all obligatory data, must be entered in SIS on the last day of the winter semester of the current academic year at the latest. Specific deadlines can be further specified in an internal document of the faculty.
4. The maximum recommended number of both bachelor and master theses per one supervisor of thesis for the current academic year is 3. Exceptional cases are judged and approved by the dean.

5. Together with the announcement of the topics for the academic year, the supervisor of thesis will ensure that the qualification theses that were not assigned (theses without a supervisor) in the previous year are deleted.
6. In case a qualification thesis contains data and information for which postponed publishing is required in accordance with Article 16, Para 7 of SER, the supervisor of qualification thesis is obligated to submit an application for postponed publication of the qualification theses in SIS by the end of the second months of the summer semester (i.e. by 3 March). In exceptional and duly justified cases, the application can be submitted after this date; in this case the supervisor of thesis must contact the authorized employee of the Department of Education (the administrator of theses with postponed publication) and consult further steps. The submission of an electronic application for postponement of publication of a thesis is part of the user documentation of the system (Information: SIS – Application for postponed publication).
7. In accordance with Article 30, Para 3 and Article 32, Para 3 of SER, a student can prepare a qualification thesis in Czech, Slovak or English. The procedure for assigning of topics of theses in SIS for these language mutations is part of the user documentation of the system (Information: SIS – Assignment of the topic of thesis).

Article 4

Data on qualification theses that must be filled in

1. **Bachelor thesis:** Topic of thesis in Czech; Topic of thesis in English; Language of qualification thesis; Type of qualification thesis; Faculty; Department; Supervisor of qualification thesis; Study programme or specialization/branch of study; Rules for writing theses; Bibliography.

In case of professionally focused bachelor study programmes, also the Reviewer must be filled in.
2. **Master thesis:** Topic of thesis in Czech; Topic of thesis in English; Language of qualification thesis; Type of qualification thesis; Faculty; Department; Supervisor of qualification thesis; Study programme or specialization/branch of study; Reviewer; Rules for writing theses; Bibliography.
3. The obligation to fill in the annotation can be set by an internal document of the faculty that defines the cases in which the annotation must be filled in.
4. The “Title of thesis/Topic of thesis” is always in the language in which the qualification thesis is written. In case the language of the qualification thesis is “Slovak”, then the “Title of thesis/Topic of thesis” is filled in in 3 languages (Slovak, Czech, English). The title of the qualification thesis in Slovak is only given in the database and is not copied to any print report.

Article 5

Assigning of qualification thesis to investigators

1. Students apply for/are assigned a topic of thesis in SIS in the winter semester of their last year of study.
2. The process of selection of topic of thesis, applying for a topic by the student and assignment of the qualification thesis to the student are specified in an internal document of the faculty.

3. Also SIS can be used for applying for a topic of thesis.
4. Applying for a topic in SIS is possible from the beginning of the second month of the academic year.
5. The supervisor of qualification thesis can assign a particular student to a specific qualification thesis, or define the qualification thesis as non-public (Information: SIS – Assignment of topic of thesis). This prevents students from applying without a prior consultation with the supervisor of qualification thesis.
6. The student who applies for a specific topic of thesis must be confirmed in SIS by the supervisor of qualification thesis. After the confirmation, the applicant becomes the investigator. After the applicant is confirmed, further editing of the assignment of the qualification thesis is restricted.
7. After the conditions for progressing to the last semester of studies are met, the faculty's Dean's Office shall check the formal correctness of the assignment of the qualification thesis and confirm the assigned qualification thesis to the student. The faculty's Dean's Office coordinates the handover of the original copy of the signed assignment of the qualification thesis to the student.
8. The assignment is generated from SIS and includes the following data: Name of university, Department, Academic year, First name and surname of investigator, Faculty, Study programme or Specialization/Branch of study, Title of topic, English title of topic, Rules for writing theses, Recommended bibliography, First name and surname of supervisor of qualification thesis, possibly also that of reviewers and consultants, Date of assignment of qualification thesis, Date of submission of qualification thesis, First name and surname of head of department and dean of faculty.
9. The assignment will be signed by the head of department and the dean of faculty. The signatures cannot be done by proxy. The assignment of the qualification thesis is then confirmed with the faculty's round stamp.
10. The original copy of the assignment is part of 1 copy of the qualification thesis.

Article 6

Writing of qualification thesis

1. General rules for authors of qualification thesis are provided on the UCT Prague's intranet in the section for students. The page includes links to other SW applications that will help students with compiling the thesis, the formal presentation and correct citations.
2. Specific requirements on formal presentation, names and order of chapters are the responsibility of faculties.
3. The graphic design of a printed qualification thesis is uniform. To generate the cover, students are obliged to use a SW application of generating of covers at <https://obalky.cis.vscht.cz/>

Article 7

Submitting and assessment of qualification theses

1. Students are obliged to submit their qualification theses in SIS. The last day for submission is the day set out in the Rector's Decree "**Schedule of the Academic Year**"; this date is also included in the assignment of the qualification thesis. The faculty can set out an earlier date due to operational reasons in its internal document. In case of serious reasons that prevent the student from submitting the qualification thesis in SIS by the set deadline, the student can, with the consent of the supervisor of qualification thesis, ask the dean of faculty to postpone the deadline.
2. The deadline for the submission of qualification theses is set so that there is a period of at least 20 days between the submission of the master thesis and the date of SFE, and at least 10 days between the submission of the bachelor thesis and the date of SFE.
3. Reports must be made available to students to be able to acquaint themselves with the reports at least 3 days before the date of SFE, usually at the secretariat of the department where the qualification thesis is prepared.
4. Students shall submit in SIS the following: Solution of thesis (the actual text of the thesis), Abstract in Czech and Abstract in English that is identical to the abstract in the printed version of the qualification thesis. The abstract must not be longer than 2,000 characters.
5. The solution of qualification thesis submitted in SIS begins with the table of contents, or with the acknowledgment.
6. The procedure for submitting of qualification theses in SIS is part of the user documentation of the system (Information: SIS – Submission of qualification theses in the system).
7. Each submitted qualification thesis, with the exception of theses for which the Application for postponed publication has been approved, is sent automatically after submission to be checked in the antiplagiarism system **Theses.cz**. The results of the check can be accessed by the student and the supervisor of qualification thesis in SIS usually 48 hours after submission. The supervisor of qualification thesis will assess the result of the check or will take possible follow-up steps before they write the report on the qualification thesis. The supervisor's report must always contain a comment on the result of the check in the antiplagiarism system. In case of suspected plagiarism or authorship, procedures in accordance with the internal regulation "**Code of Discipline for Students of the University of Chemistry and Technology, Prague and its Faculties**" and the internal standard "**Code of Ethics of the University of Chemistry and Technology in Prague**" are applied.
8. Students can send the actual text of the qualification thesis for a check before it is officially submitted by uploading the file in SIS and not checking the field "Submit thesis".
9. Further, students will also submit bound copies of the qualification thesis, usually at the department where the qualification thesis is prepared. The faculty can indicate a different place due to operational reasons in its internal document.
10. The employee who accepts the copies of qualification theses is assigned a corresponding role in SIS in order to be able to check whether a qualification thesis has been uploaded to the system.
11. Bachelor theses are submitted in 3 copies in softcover with a plastic book back. Master theses are submitted in 4 copies, of which at least one must be in hardback, unless stipulated otherwise in an internal document of the faculty.
12. The credit is awarded by the supervisor of thesis only after the electronic version of the qualification thesis has been submitted in SIS. The credit is awarded for a duly prepared qualification thesis that complies with the requirements on format and content, including a check in an antiplagiarism system. By awarding the credit, the supervisor of thesis confirms

that they have acquainted themselves with the thesis in advance and will be able to prepare a commendatory report (grades A to E). A student that is not awarded the credit **cannot** take SFE under Para 2, Articles 29 and 31, SER.

13. In case the credit is not awarded, the student can ask the dean of faculty, in accordance with Para 3, Articles 29 and 31, SER, in writing for a deadline to meet all the requirements and for an alternative date of SFE.
14. . In case of a non-recommending report by the reviewer (grade F), the student can take SFE.

Article 8

Publication of qualification thesis

1. A defended qualification thesis is published in the “Institutional repository of UCT Prague” at <https://repozitar.vscht.cz/> without unnecessary delay after the student completes their studies.
2. In case the application for postponed publication of the qualification thesis has been approved for the thesis, the complete text of the thesis is published after the postponement period has elapsed.

PART III

State final examinations

Article 9

Dates of SFE

1. The particular dates of SFE for a faculty are announced by the dean of faculty following an agreement with heads of departments at least 1 month before the date of SFE. Regular dates for individual SFE committees are usually set in the period defined in the schedule of the academic year.
2. The schedule of the academic year sets a period only for regular dates of SFE. The dean of faculty decides on potential announcement of dates of remedial or extraordinary SFE.
3. The time of SFE, and possibly the assignment to a specific committee, for a particular student is usually set by the department (head of department), where the SFE takes place.
4. SIS can be used for signing up for a date of SFE. The manner and rules are included in an internal document of the faculty.

Article 10

SFE committees

1. Committees for SFE are appointed by the dean of faculty following an agreement with heads of departments no later than 1 month before the date of SFE.
2. Pursuant to Act No. 111/1198 Coll., on Higher Education Institutions, associate professors and professors can be members of committees. Assistant professors at UCT Prague and outside experts are approved as members of SFE by the Scientific Board of the faculty (hereinafter referred to as “SB”).

3. The latest list of approved members of committees for SFE shall be handed over by the faculty's secretary to an authorized employee of the Department of Education without delay after the meeting of SB, but on 15 May of the current year at the latest, for updating the code list in the application at <https://szz.vscht.cz/>.
4. A committee for SFE in the bachelor study programme has at least 5 members. A committee for SFE in the master study programme has at least 7 members. Each committee must have an appointed chair and vice-chair.
5. A reporter can be invited to the committee for SFE. The reporter fills in information on SFE. The reporter can be present in the non-public part of SFE.
6. An absent member can be excused; the excuse is recorded in the protocol. A substitute member can be appointed by the dean of faculty before the start of SFE at the latest.

Article 11

General topics of SFE

1. The code list of general topics of SFE in the application at <https://szz.vscht.cz/> corresponds to the general topics on the faculty's website and general topics listed in the approved accreditation documentation of the study programme. An authorized employee of the Department of Education has the right to add updates, corrections, if necessary.

Article 12

Application system of SFE

1. This is an independent system application that uses the data and information from SIS and an own code list. The code lists are updated by an authorized employee of the Department of Education, UCT Prague.
2. The ability to generate SFE protocols is linked to authorization in SIS. The following SIS roles can generate SFE protocols: Secretary, Assistant, Supersecretary.
3. The template "RECORD OF THE STATE FINAL EXAMINATION" is provided in Annex 1. Randomized data is generated from the system.
4. The SFE application generates protocols for students assigned to a date of SFE. The document "Grades" is part of a group of protocols generated en masse for 1 date of SFE committee.
5. The system includes a module for uploading reports of supervisors, or reviewers. After a thesis is submitted electronically, the supervisor of thesis and the reviewer are informed by an e-mail notification containing a link to completing the reports and downloading the thesis, or additional information on acquiring the thesis in case of a thesis with postponed publication.
6. A thesis for which the application for postponed publication has been approved for the reason CONTRACT, PROJECT, PATENT cannot be downloaded electronically from the system at <https://szz.vscht.cz/>. An authorized employee of the department where the thesis was prepared is responsible for handing the thesis over to the reviewer.

Article 13

Course of SFE and filling in SFE protocols

1. SFE usually consists of the defence of the qualification theses and the oral part of SFE.
2. SFE has a public and non-public part. Before the start of the non-public part, the student and possibly other guests leave the room and the committee discusses the evaluation of the student. An exception is SFE where the student defends a qualification thesis with postponed publication; in this case the defence of the qualification thesis is non-public.
3. A qualified majority of the members of the committee must be present at SFE; the chair and the vice-chair must always be present.
4. The course of SFE is managed by the chair of the committee; in case of their absence, by the vice-chair of the committee.
5. A record of SFE is made in the SFE protocol by ballpoint pen with a permanent blue refill.
6. The record on SFE is completed during SFE; records on SFE cannot be taken outside of the UCT Prague buildings. The chair of the committee, or in their absence the vice-chair of the committee, is responsible for accuracy, evaluation in accordance with the requirements on grades, and completeness of the record on SFE. The chair of the committee, or the reporter, will hand over without unnecessary delay the complete records to an authorized employee of the Dean's Office of the faculty so that they can be signed by the dean.

Article 14

Further processing – documents for graduation of student

1. Employees of the Dean's Office of the faculty will enter in SIS – application Student – the results of SFE in accordance with the provided record of SFE, and in this way the student becomes a graduate.
2. The completion of studies must be accompanied by entering the number of the register and the number of the diploma in SIS – application Student. The number of the diploma is part of the data submitted to the Consolidated Register of Students.
3. Internal assignment of numbers of the register of graduates is governed by an internal document of the faculty.
4. The records of SFE are uploaded to the system at <https://szz.vscht.cz>. Users with the roles of Secretary, Assistant can upload the records to the system.
5. Archiving of electronic and paper documents is carried out in accordance with the internal standard "Spisový a skartační řád VŠCHT Praha" (Records Management and Shredding Rules at UCT Prague).
6. The diploma and the diploma supplement are usually handed over to the graduates at a formal sitting of the faculty's Scientific Board (the graduation ceremony).

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Rector

Annexes: Annex 1 – “RECORD OF THE STATE FINAL EXAMINATION”