

INTERNAL NORM FE PU

PdF-B-17/08

Assignment of the topic, submission and registration of data concerning bachelor's thesis, master's thesis, advanced master's thesis, dissertation and final thesis, and method of data publication

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Assignment of the topic, submission and registration of data concerning bachelor's thesis, master's thesis, advanced master's thesis, dissertation and final thesis, and method of data publication

Article 1
Introductory provisions

In accordance with Act No. 111/1998 Coll., on Higher Education Institutions, as last amended, and Directive of the Rector of Palacký University in Olomouc B3-16/4-SR Electronic records of students, participants, the course and results of education at Palacký University in Olomouc, I hereby issue this methodological guideline, which specifies the method of assigning the topic, registration of data concerning the bachelor's thesis, master's thesis, advanced master's thesis, dissertation and final thesis including their publication.

Article 2
Assignment of the master's thesis, bachelor's thesis and dissertation topic

A. Responsibilities of the students

1. Each student shall be obliged to select a topic of the bachelor's thesis, master's thesis or dissertation (referred to as the 'topic of the thesis'). The topics shall be approved by the Subject Area Board of FE PU for the respective doctoral degree programme during the admission proceedings. Each student shall also be obliged to submit the topic assignment of the dissertation in all grades and forms of study; such submission shall meet all formal requirements in compliance with this Directive and shall be made during the winter term of the penultimate year of study, but no later than 31 January of the respective academic year.
2. Each student in the parallel form of study shall be required to submit the topic assignment of the thesis respecting all formal requirements defined by this Directive prior to the completion of the parallel form of study by the date determined by the respective Vice-Dean.
3. Each student shall submit the topic assignment using the 'Assignment of the bachelor's thesis/master's thesis/dissertation' form in the STAG system; each student shall be responsible for the correctness and completeness of all data specified in the form.
4. Using the 'Assignment of the bachelor's thesis/master's thesis/dissertation' form (referred to as the 'Thesis assignment form') in the STAG system, each student shall specify all mandatory data about the topic assignment in the following fields:
 - a) Topic – Czech;
 - b) Title – English;
 - c) Supervisor;
 - d) Principles of writing the thesis;
 - e) List of references.
5. Each student shall print the completed form and submit three copies signed by the supervisor to the respective department of FE PU, where the thesis is assigned and should be defended (dissertations shall be submitted to the Department of Science and Research, FE PU).

B. Responsibilities of the Department

1. The respective department of FE PU shall receive the forms and shall ensure the following:
 - a) Inspection of the data concerning the assignment of the bachelor's thesis, master's thesis or dissertation entered in the STAG study agenda system;
 - b) Inspection of the data concerning the assignment of the bachelor's thesis, master's thesis or dissertation in the Thesis assignment form, and provision for the signature of the Head of Department;
 - c) Registration of the topic assignment and filing of the checked and signed Thesis assignment form;
 - d) Submission of the second copy of the Thesis assignment form including all formalities to the Study Department of FE PU, submission of the third copy including all formalities to the student.

C. Responsibilities of the Study Department and the Department of Science and Research

1. The Study Department (Department of Science and Research) of FE PU shall register the topic assignment and shall file the Thesis assignment form in the student's file.

Article 3

Assignment of the final thesis topic under lifelong learning programmes

A. Responsibilities of the participant in education

1. Each participant in the lifelong learning programme at FE PU (referred to as the 'programme'), which includes submission of the thesis, shall be obliged to submit the topic assignment including all formal requirements pursuant to this Directive by the following dates:
 - a) One-year programmes by the end of the first term;
 - b) Two-year programmes by the end of the second term;
 - c) Three-year programmes by the end of the third term.
2. Each participant shall submit the topic assignment using the 'Assignment of the bachelor's thesis/master's thesis/dissertation' form in the STAG system; each participant shall be responsible for the correctness and completeness of all data specified in the form.
3. Using the 'Assignment of the final thesis' form (referred to as the 'Final thesis assignment form') in the STAG system, each participant shall specify all mandatory data about the topic assignment in the following fields:
 - a) Topic of thesis – Czech;
 - b) Title of thesis – Czech;
 - c) Supervisor;
 - d) Principles of writing the thesis;
 - e) List of references.
4. Each participant shall print the completed Final thesis assignment form and submit three signed copies to the supervisor at the respective department of FE PU, where the programme is guaranteed and where the thesis should be defended.

B. Responsibilities of the Lifelong Learning Centre

1. The Lifelong Learning Centre of FE PU shall:
 - a) Check the data concerning the assignment of the final thesis entered in the STAG system;
 - b) Register the assignment of the final thesis and file the form in the participant's file.

Article 4

Submission and registration of data concerning master's thesis, bachelor's thesis or dissertation

A. Responsibilities of the students

1. Prior to the submission of the thesis, each student shall complete the summary (see Annex 1), which is available for download at the FE Portal - INFO - document templates, and shall attach it as the last sheet of the thesis. Prior to the submission of the thesis, each student shall use the 'Data on the qualification thesis/bachelor's thesis/master's thesis/dissertation' form (referred to as the 'Thesis form') in the STAG system to specify all mandatory data about the thesis in the following fields:
 - a) Title of thesis;
 - b) Title in English;
 - c) Summary;
 - d) Keywords;
 - e) Summary in English;
 - f) Keywords in English;
 - g) Length of thesis;
 - h) Language of thesis.
1. Each student shall be responsible for the correctness and completeness of all data in the summary and the Thesis form.
2. Using the Thesis form, each student shall upload the file or files of the electronic version of the thesis into the STAG system using the following link: 'LOAD FILE (Submit thesis in an electronic form)'.
3. Each student shall print the completed Thesis form, sign it in the top right-hand corner and submit it together with one printed copy of the thesis for registration and inspection to the Study Department of FE PU (bachelor's or master's thesis) or the Department of Science and Research of FE PU (dissertation).

4. After final registration of the thesis by the Study Department or the Department of Science and Research of FE PU, no changes can be made in the summary, Thesis assignment form, Thesis form or the content of the thesis. Such thesis will be available only for reference.
5. Master's theses or bachelor's theses shall be submitted to the respective department of FE PU, where the theses are assigned and should be defended. Dissertations shall be submitted to the Department of Science and Research of FE PU.

B. Responsibilities of the Study Department and the Department of Science and Research of FE PU

1. Inspection of the summary of the thesis and the Thesis form;
2. Registration and filing of the checked Thesis form in the student's file;
3. Registration in the STAG system (task Graduate – University qualification theses) the final date of thesis submission;
4. In the case of dissertation, the Department of Science and Research of FE PU shall send to the student copies of the opponent's reviews.

C. Responsibilities of FE PU Department

1. The department of FE PU, where the thesis is assigned and should be defended, shall:
 - a) Ensure the publication of the opponent's reviews (assessments) of the bachelor's thesis/master's thesis (sample available for download at PdF Portal - INFO - document templates) in the electronic form in the STAG system - task Graduate - University qualification theses - Files;
 - b) Inform the student about the publication of the opponent's reviews in the STAG system.

Article 5

Submission and registration of data concerning final theses under lifelong learning programmes

A. Responsibilities of the programme participant

1. Prior to the submission of the thesis, each programme participant shall complete the summary (see Annex 4), which is available for download at the FE Portal - INFO - document templates, and shall attach it as the last sheet of the final thesis. Prior to the submission of the thesis, each programme participant shall use the 'Data on the qualification thesis :bachelor's thesis/master's thesis/dissertation' form (referred to as the 'Final thesis form') in the STAG system to specify all mandatory data about the thesis in the following fields:
 - a) Title of thesis;
 - b) Summary;
 - c) Keywords;
 - d) Length of thesis;
 - e) Language of thesis.
2. Each programme participant shall be responsible for the correctness and completeness of all data in the summary and the Final thesis form.
3. Using the Final thesis form, each programme participant shall upload the file or files of the electronic version of the final thesis into the STAG system using the following link: 'LOAD FILE (Submit thesis in an electronic form)'.
4. In the STAG system in the PUBLICATION field each participant shall select NO - DISABLE ACCESS due to non-disclosure policy relating to theses developed under these programmes.
5. Each programme participant shall print the completed Final thesis form, sign it in the top right-hand corner and submit it together with the printouts of the final thesis (one printed copy provided with a CD) for registration and inspection to the Lifelong learning centre of FE PU.
6. Each programme participant shall submit the final thesis to the supervisor at the respective department of FE PU.

B. Responsibilities of the Lifelong Learning Centre of FE PU

1. The Lifelong Learning Centre of FE PU shall:
 - a) Check the summary of the final thesis and the Final thesis form;
 - b) Register the final thesis and file the checked Final thesis form in the programme participant's file.

- c) Enter into the STAG system (task Graduate – University qualification theses) the final date of final thesis submission.

C. Responsibilities of FE PU Department

1. The department of FE PU, where the final thesis is assigned and should be defended, shall:
 - a) Ensure the publication of the opponent's reviews (assessments) of the final thesis (sample available for download at PdF Portal - INFO - document templates) in the electronic form in the STAG system - task Graduate - University qualification theses - Files;
 - b) Inform the programme participant about the publication of the opponent's reviews in the STAG system.

Article 6

Submission and registration of the advanced master's thesis data

A. Responsibilities of the applicant for the Advanced Master's State Examination

1. Each applicant for the Advanced Master's State Examination (referred to as the 'applicant') shall be fully responsible for the correctness and completeness of all data attached to the advanced master's thesis, which serve as the basis for its registration and publication in the STAG system. Each applicant shall do the following prior to the submission of the advanced master's thesis:
 - a) Complete the 'Topic of advanced master's thesis' sample (see Annex 2), which is available for download at the FE Portal - INFO - document templates, and attach it as the penultimate sheet of the thesis;
 - b) Complete the 'Summary of advanced master's thesis' sample (see Annex 3), which is available for download at the FE Portal - INFO - document templates, and attach it as the last sheet of the thesis.
2. Electronic versions of completed 'Topic of advanced master's thesis' and 'Summary of advanced master's thesis' forms and an electronic version of the advanced master's thesis in a .doc (Microsoft Word) or .pdf (Acrobat Reader) format shall be submitted by the applicant on a suitable data medium (CD-ROM, DVD-ROM, floppy disk, etc.) together with a printed version of the advanced master's thesis and application for the Advanced Master's State Examination (referred to as AMSE) including all mandatory annexes to the Department of Science and Research of FE PU.
3. After final registration of the advanced master's thesis by the Department of Science and Research of FE PU, no changes can be made in the 'Summary of advanced master's thesis' and 'Topic of advanced master's thesis' forms or the content of the advanced master's thesis summary. These documents will be available only for reference.
4. The applicant shall be responsible for the compliance of the electronic and printed versions of the submitted advanced master's thesis.

B. Responsibilities of the Department of Science and Research of FE PU

1. The Department of Science and Research of FE PU shall:
 - a) Check the formal requirements of the 'Topic of advanced master's thesis' and 'Summary of advanced master's thesis' forms in the printed as well as electronic version;
 - b) Register the advanced master's thesis and file the checked forms in the applicant's file;
 - c) Establish a personal card in the STAG system by entering the applicant's personal data specified in the Application for the Advanced Master's State Examination, include the applicant in the respective study programme, in which the applicant shall perform the advanced master's proceedings (the advanced master's version of the study programme shall be ensured by the department of the respective Vice-Dean of FE PU).
 - d) Based on the submitted electronic version of the 'Topic of advanced master's thesis' form, the following mandatory information: 'Topic of the thesis', 'Principles of writing the thesis' and 'List of references' shall be entered in the STAG system (task Graduate – University qualification theses – Title of the thesis and Assignment).
 - e) Based on the submitted electronic version of the 'Summary of advanced master's thesis' form, the following mandatory information: 'Title of the thesis', 'Title in English', 'Summary', 'Keywords', 'Summary in English', 'Keywords in English', 'Length of thesis' and 'Language of thesis' shall be entered in the STAG system (task Graduate – University qualification theses – Title of the thesis and Summary, Annexes).
 - f) Ensure the publication of the electronic version of the advanced master's thesis in the STAG study agenda system (task Graduate – University qualification theses – Files).

- g) Ensure the publication of the electronic version of relevant reviews of the advanced master's thesis in the STAG system (task Graduate – University qualification – Files) and send the copies of the reviews to the student.
- h) Enter the results (in the form of verbal assessment – Passed/Failed) of the 'State Doctoral Examination' (AMTPSDE) and 'Advanced Master's Thesis Defence' (AMTPAMTD) in the STAG system.

Article 7

Publication of the course and results of the defence procedure

A. Bachelor's and master's theses

1. The respective department of FE PU, where the bachelor's or master's thesis is defended, shall publish the following information:
 - a) Record of the course and result of the defence of the bachelor's or master's thesis (referred to as 'thesis');
 - b) And the result of the State Final Examination.
2. Immediately after the defence procedure the Secretary of the Examination Board shall enter the record of the course and results of the thesis defence in the STAG system. The record shall be entered in the form of a digital record, i.e. scanned record of the course and results of the thesis defence and converting to the .pdf format, all this using the following task:
 - a) GRADUATE – UNIVERSITY QUALIFICATION THESES – tab FILES, the file to be saved in the Course of defence field (see Annex 5);
 - b) Or by entering or editing text in the IS STAG system, task GRADUATE – UNIVERSITY QUALIFICATION THESES – tab ASSESSMENT, the text to be entered in the Course of defence field (see Annex 6).
3. An inseparable part of the record of the course and results of the thesis defence entered in the STAG system shall be the names of examiners present, the results of the defence procedure and examination questions.
4. Immediately after the defence procedure the Secretary of the Examination Board shall enter the record of the assessment of the qualification thesis by the supervisor, opponent, and the overall assessment of the thesis in the STAG system. The records shall be entered in the form of verbal assessment using the following task: GRADUATE – UNIVERSITY QUALIFICATION THESES – tab ASSESSMENT, where the following fields need to be completed (see Annex 7):
 - a) Supervisor's grade (proposed assessment in the review of the qualification thesis);
 - b) Opponent's grade (proposed assessment in the review of the qualification thesis);
 - c) Date of thesis defence;
 - d) Grade;
 - e) Examiner (name of the Chairperson of the Examination Board).
5. The data on the defence of the bachelor's thesis or master's thesis shall be entered in the STAG system only if the defence is successful.

B. Advanced master's thesis and dissertation

1. The officials responsible for the doctoral studies and advanced master's proceedings shall ensure the following:
 - a) Publication of the record of the course of the defence of the dissertation and advanced master's thesis (referred to as 'thesis');
 - b) And the results of the State Doctoral Examination and Advanced Master's State Examination (referred to as the 'examination').
2. Immediately after the defence procedure the Chairperson of the Examination Board shall by means of an official responsible for the doctoral studies and advanced master's proceedings enter the record of the course and results of the thesis defence in the STAG system. The record shall be entered in the form of a digital record, i.e. scanned record of the course and results of the thesis defence and converting to the .pdf format, all this using the following task:
 - a) GRADUATE – UNIVERSITY QUALIFICATION THESES – tab FILES, the file to be saved in the Course of thesis defence field (see Annex 5);
 - b) Or by entering or editing text in the IS STAG system, task GRADUATE – UNIVERSITY QUALIFICATION THESES – bookmark ASSESSMENT, the text to be entered in the Course of thesis defence field (see Annex 6).

3. An inseparable part of the record of the course and results of the thesis defence entered in the STAG system shall be the names of examiners present, the results of the defence procedure and examination questions.
4. Immediately after the defence procedure the Chairperson of the Examination Board shall by means of an official responsible for the doctoral studies and advanced master's proceedings enter the record of the course and results of the thesis defence in the STAG system. The record shall be entered as verbal assessment using the following task: GRADUATE – UNIVERSITY QUALIFICATION THESES – tab FILES, the following fields to be completed (see Annex 8):
 - a) Date of thesis defence;
 - b) Verbal assessment;
 - c) Examiner (name of the Chairperson of the Examination Board).
5. The data on the defence of the advanced master's thesis shall be entered in the STAG system only if the defence is successful.

Article 8 **Final Provisions**

1. This Methodological Guideline shall revoke the following Methodological Guideline of the Dean: Assignment of topic, submission and registration of data concerning bachelor's thesis, master's thesis, advanced master's thesis, dissertation and final thesis, and method of data publication as of 20 May 2016.
2. This Methodological Guideline shall come into force and effect on the date of issue.

doc. Ing. Čestmír Serafin, Dr., m.p.
Dean, Faculty of Education, Palacký University

Annexes

Annex 1 – Qualification thesis summary – Sample

Annex 2 – Topic of advanced master's thesis – Sample

Annex 3 – Summary of advanced master's thesis – Sample

Annex 4 – Final thesis summary – Sample

Annex 5 – Visualization of the Course of defence field – tab FILES

Annex 6 – Visualization of the Course of defence field – tab ASSESSMENT

Annex 7 – Visualization of the Defence results field (bachelor's and master's theses) – tab ASSESSMENT

Annex 8 – Visualization of the Defence results field (advanced master's thesis and dissertation) – tab ASSESSMENT

Annex 1**Qualification thesis summary - Sample****QUALIFICATION THESIS SUMMARY**

Name and surname:	
Department or Institute:	
Supervisor:	
Year of defence:	

Title of thesis:	
Title in English:	
Summary of thesis:	
Keywords:	
Summary in English:	
Keywords in English:	
Annexes bound in the thesis:	
Length of thesis:	
Language of thesis:	

Annex 2**Topic of advanced master's thesis - Sample****TOPIC OF ADVANCED MASTER'S THESIS**

Name and surname:	
Department where the defence procedure will take place:	
Year of defence:	
Topic of thesis:	
Title in English:	
Principles of writing the thesis:	
List of references:	

Annex 3**Summary of advanced master's thesis - Sample****SUMMARY**

Name and surname:	
Department where the defence procedure will take place:	
Year of defence:	
Title of advanced master's thesis:	
Title of advanced master's thesis in English:	
Summary of advanced master's thesis:	
Keywords:	
Summary in English:	
Keywords in English:	
Annexes bound in the thesis:	
Length of thesis:	
Language of thesis:	

Annex 4**Summary of final thesis – Sample****SUMMARY**

Name and surname:	
Department or Institute:	
Supervisor:	
Year of defence:	
Title of final thesis:	
Title of final thesis in English:	
Summary of final thesis:	
Keywords:	
Annexes bound in the thesis:	
Length of thesis:	
Language of thesis:	

Annex 5

Visualization of the Course of defence field – tab FILES

IS/STAG - [Vysokoškolské kvalifikační práce]

Menu: Akce, Editace, Blok, Záznam, Pole, Dotaz, Okno, nápověda

Toolbar: [Icons for file operations]

AN0030 3.08

Os. číslo: Příjmení: Jméno: Kat.: Téma práce: Dat. zadání: []

Studenti | Základní údaje | Zásady, literatura | Anotace, přílohy | **Soubory** | Osoby | Hodnocení

Soubory připojené k práci

Vlastní práce

Název souboru: Url externího systému: [Uložit do db] [Načíst z db] [Vymazat z db]

Velikost (kB): Typ souboru:

Posudek vedoucího

Název souboru: Url externího systému: [Uložit do db] [Načíst z db] [Vymazat z db]

Posudek oponenta

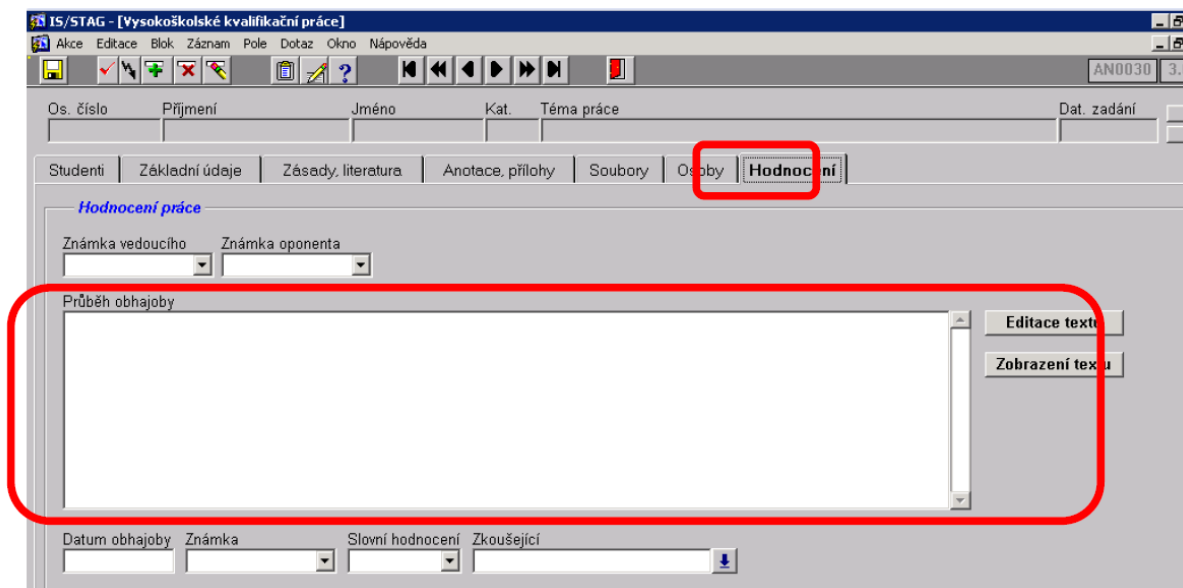
Název souboru: Url externího systému: [Uložit do db] [Načíst z db] [Vymazat z db]

Průběh obhajoby

Název souboru: Url externího systému: [Uložit do db] [Načíst z db] [Vymazat z db]

Annex 6

Visualization of the Course of defence field – tab ASSESSMENT



IS/STAG - [Vysokoškolské kvalifikační práce]

Akce Editace Blok Záznam Pole Dotaz Okno Nápověda

Os. číslo Příjmení Jméno Kat. Téma práce Dat. zadání

Studenti Základní údaje Zásady, literatura Anotace, přílohy Soubory Osoby **Hodnocení**

Hodnocení práce

Známka vedoucího Známka oponenta

Průběh obhajoby

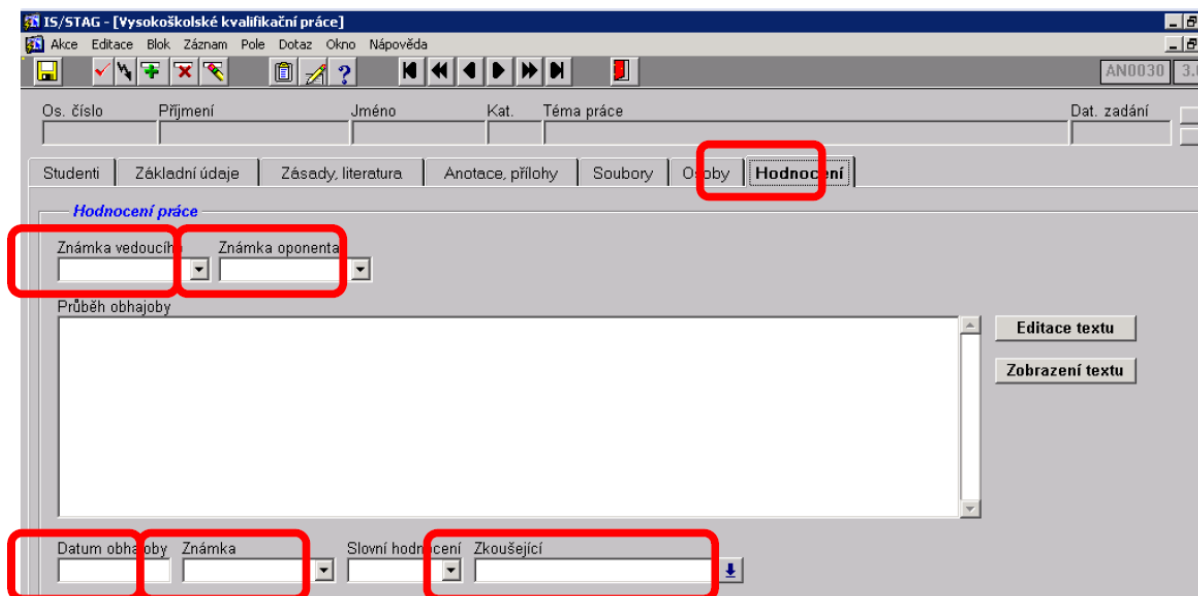
Editace textu

Zobrazení textu

Datum obhajoby Známka Slovní hodnocení Zkoušející

Annex 7

**Visualization of fields to record the results of the defence procedure
(of bachelor's and master's thesis) – tab ASSESSMENT**



The screenshot displays the IS/STAG software interface for recording thesis defense results. The title bar reads "IS/STAG - [Vysokoškolské kvalifikační práce]". The menu bar includes "Akce", "Editace", "Blok", "Záznam", "Pole", "Dotaz", "Okno", and "Nápověda". The toolbar contains various icons for file operations and editing. The main workspace is divided into several sections:

- Top Section:** Fields for "Os. číslo", "Příjmení", "Jméno", "Kat.", "Téma práce", and "Dat. zadání".
- Navigation Bar:** Tabs for "Studenti", "Základní údaje", "Zásady, literatura", "Anotace, přílohy", "Soubory", "Objevy", and "Hodnocení" (highlighted with a red rectangle).
- Assessment Section:** Titled "Hodnocení práce", it contains two dropdown menus for "Známka vedoucího" and "Známka oponenta" (both highlighted with red rectangles).
- Defense Process Section:** A large text area labeled "Průběh obhajoby" with "Editace textu" and "Zobrazení textu" buttons.
- Bottom Section:** Fields for "Datum obhajoby", "Známka", "Slovní hodnocení", and "Zkoušející" (all highlighted with red rectangles), followed by a download icon.

Annex 8

**Visualization of fields to record the results of the defence procedure
(of advanced master's thesis and dissertation) – tab ASSESSMENT**

The screenshot shows the 'Hodnocení práce' (Assessment of work) tab in the IS/STAG application. The interface includes a menu bar with options like 'Akce', 'Editace', 'Blok', 'Záznam', 'Pole', 'Dotaz', 'Okno', and 'Nápověda'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Header fields:** Os. číslo, Příjmení, Jméno, Kat., Téma práce, and Dat. zadání.
- Navigation tabs:** Studenti, Základní údaje, Zásady, literatura, Anotace, přílohy, Soubory, Osoby, and **Hodnocení** (selected).
- Hodnocení práce section:**
 - Známka vedoucího:** A dropdown menu.
 - Známka oponenta:** A dropdown menu.
 - Průběh obhajoby:** A large text area for recording the defence process, with 'Editace textu' and 'Zobrazení textu' buttons to its right.
 - Footer fields:** Datum obhajoby, Známka (dropdown), Slovní hodnocení (dropdown), and Zkoušející (text field with a download icon).