

UNIVERSITY OF PRESOV

IN PRESOV

Directive

on the final theses, their bibliographic registration, originality verification, storage and accessibility

Pursuant to Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, (hereinafter Act on Higher Education), pursuant to Study regulations of University of Presov in Presov for the implementation of Methodological Guideline of Ministry of Education, Science, Research and Sport of the Slovak Republic no. 14/2009-R of August 27, 2009 on final theses, their bibliographic registration, originality verification, storage and accessibility, for the implementation of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Coll., as amended, implementing certain provisions of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended No. 233/2011 Coll., as amended (hereinafter referred to as "Decree No. 233/2011 Coll."), Rector of the University of Presov in Presov issues following

directive

Art. 1 **General Provisions**

1. Directive on the requirements of theses, their bibliographic registration, originality verification, storage and accessibility (hereinafter referred to as 'the Directive') shall regulate a uniform procedure for the elaboration, registration and storage of final and qualification theses implemented at the University of Presov in Presov (hereinafter referred to as "the university")
2. The purpose of the Directive is in particular:
 - (a) to ensure a uniform procedure for editing, bibliographic registration, accessibility and storage of final and qualification theses (hereinafter referred to as 'theses') carried out at the university in accordance with applicable standards,

- (b) to create conditions for collection, storage and accessibility to the full texts of theses elaborated at the university in electronic form via the electronic system MAIS - Registry of Final and Qualification Theses of the university of Presov in Presov (hereinafter referred to as "MAIS-EZP PU") and in the Central Registry of Final Theses and Dissertations (hereinafter referred to as "CRZP").
3. The rules, principles and relations not specifically regulated by this Directive shall be governed by the internal regulations of the university, the Act on Higher Education and Decree No. 233/2011 Coll.

Art. 2

Basic Concepts

1. **Final thesis**, according to the Act on Higher Education, is an integral part of university studies according to each study programme, it is a school work created by a student to fulfil study obligations arising from his/her legal relationship with the university¹. Its defence is a part of the state exam² and is one of the conditions for the regular completion of studies. Pursuant to Act on Higher Education, the final thesis is:
- a) **Bachelor thesis**³ – within the study according to the 1st degree study programme (Bachelor's study programme).
 - b) **Diploma thesis**⁴ - within the study according to the 2nd degree programme (master's, engineer and doctoral study programmes).
 - c) **Dissertation thesis**⁵ - within the study according to the 3rd degree study programme (PhD. study programme).
2. **Qualification thesis**, for the purposes of this Directive, is:
- Rigorous thesis**⁶ - graduates of degree programmes who have obtained the degree of "Master", may take a rigorous examination which includes the defence of rigorous thesis; after the examination, the universities award them the relevant academic degree (PhDr., PaedDr, ThDr., JUDr., RNDr., PharmDr.).
- Habilitation thesis**⁷ - its defence is one of the conditions for successful completion of the habilitation procedure and the award of the academic degree "associate professor".

¹ § 93 Act. 185/2015 Coll., Copyright Act

² § 51, section 3, Act. 131/2002 Coll. and on Amendments and Additions to Certain Acts

³ § 52, section 4, Act. 131/2002 Coll. and on Amendments and Additions to Certain Acts

⁴ § 53, section 4, Act. 131/2002 Coll. and on Amendments and Additions to Certain Acts

⁵ § 54, section 3, Act. 131/2002 Coll. and on Amendments and Additions to Certain Acts

⁶ § 53, section 8, Act. 131/2002 Coll. and on Amendments and Additions to Certain Acts.

⁷ § 76, section 3 and 4, Act. 131/2002 Coll. and on Amendments and Additions to Certain Acts

3. **Supervising workplace (contracting authority)** is a workplace of a university (faculty, department, institute, unit, etc.) which assigns the topic of the thesis or guarantees the qualification procedure and implements the defence of the thesis, thus being responsible for compliance with academic and legislative standards applicable in this area (including compliance with this Directive). The department shall provide the appropriate conditions for the elaboration of the thesis, the professional guidance of the author (by supervisor or guarantor) and other requirements necessary for the defence of the thesis.
4. **Analytical sheet** is used to record bibliographic information about a given thesis. The template is a part of the documents in the CRZP (Appendix No.5).
5. **Licence Agreement** is an agreement concluded pursuant to sections 65 to 76 of Act No. 185/2015 Coll., Copyright Act between the author of the thesis and the Slovak Republic represented by the university and regulates the method of use and publication of the final thesis.
Decree No. 233/2011 Coll. provides for two types of licence agreements *Licence agreement on the use of the final, rigorous, habilitation thesis* and *Licence agreement on the use of the review on the final, rigorous, habilitation thesis*.

Art. 3 Characteristics of Final Theses

1. **Bachelor's thesis** verifies the mastery of the basics of theory and professional terminology, basic standard scientific methods and the level of knowledge and skills that the student acquired during the studies. It demonstrates the ability of an independent professional work in terms of content and form. It may have elements of originality, summarisation and compilation.
2. **Diploma thesis** verifies the mastery of theory and professional terminology, the application of basic standard scientific methods and the level of knowledge and skills acquired by the student during his/her studies and his/her ability to use them in solving the tasks in his/her field of study. It demonstrates the ability of independent professional work in terms of content and form. It may have elements of originality, summarisation and compilation.
3. **Dissertation thesis** has the character of a scientific thesis, in which the PhD. student, on the basis of continuous research and using rich documentary material as well as scientific methods, demonstrates the ability and readiness to work independently scientifically and creatively in the field of research or development, or readiness for independent theoretical and creative artistic activity, for solving theoretical and practical problems of the field of science. The author's thesis demonstrates the ability to process a selected scientific problem with an interdisciplinary approach and drawing a conclusion.
4. **Rigorous thesis** is intended to demonstrate, that on the basis of independent study, the applicant has a deeper knowledge in the field of study in its broader basis and is capable of acquiring new knowledge of science and practice independently and is able to apply the acquired knowledge in a creative way in practice.
5. **Habilitation thesis** demonstrates the author's ability to process a selected scientific problem with an interdisciplinary approach and conclusions. The author should provide fundamental knowledge or theoretical background on the basis of his/her own research using scientific

professional potential. The habilitation thesis may take the form of a monograph, a monothematic thesis that brings new scientific knowledge or a set of published scientific papers, supplemented by the comments of the applicant for habilitation.

6. Each of the above theses must be original, created by the author in compliance with the rules for working with information sources. None of them must have characteristics of plagiarism and must not infringe the copyright of other authors.

Art. 4

Formal structure of final theses⁸

1. The structure of the final theses must be based on the following standards:
 - a) STN 01 6910, Rules for writing and editing documents.
 - b) STN ISO 2145:1997, Documentation. Numbering of sections and subsections of written documents.
 - c) ISO 7144:1986, Documentation – Presentation of theses and similar documents [Dokumentácia – Úprava diplomových a kvalifikačných prác a podobných dokumentov].
 - d) STN ISO 690:2012, Information and documentation. Instructions for creating bibliographic references to information sources and their quotation.
 - e) STN ISO 214:1998, Documentation. Abstracts (papers) for publications and documentation.
2. The thesis is usually written using the Slovak language in the first person plural past tense. With the approval of the faculty (or the university) it may also be written and defended in a language other than the Slovak language (state language). In the case of a foreign language elaboration, the thesis must contain a Slovak summary (resumé).
3. Recommended formal requirements:
 - a) The thesis shall be printed on a single-sided sheet of computer printed white paper, A4 size (297 mm x 210 mm) in black type so as to be clearly legible.
 - b) Font type is Times New Roman, size 12 and shall be uniform throughout the thesis, with the exception of headings, footnotes, illustrations, tables and appendices.
 - c) Page settings: left margin - 3.5 cm, right - 2 cm, top and bottom - 2.5 cm, portrait orientation, line spacing - 1.5, (line spacing is 1 in footnotes).
 - d) The scope of thesis can be determined by the supervising workplace, while the recommended scope without appendices is as follows (the determining value of the scope of the thesis is the number of characters, including spaces):
 - da) Bachelor thesis: 30 to 40 standard pages (54,000 to 72,000 characters)
 - db) Diploma thesis: 50 to 70 standard pages (90,000 to 126,000 characters)
 - dc) Dissertation thesis: 80 to 120 standard pages (144,000 to 216,000 characters)
 - dd) Rigorous thesis: 70 to 90 standard pages (126,000 to 162,000 characters),
 - de) Habilitation thesis: 120 to 240 standard pages (216,000 to 432,000 characters)

- e) The pages of the thesis are numbered continuously in Arabic numerals. The page number is placed at the bottom of the page (footer), in the middle, or on the outside of the page. The pages are numbered in the same font and the same size as the text of the thesis. The title page is counted in the paging, but the number is not written on it, each subsequent page (including appendices) is marked with a page number.
- f) Other formal and content requirements for the thesis may be determined by the Dean of the Faculty.

Art. 5

Citation and Bibliographic References

1. Ethics and the method of quoting are important factors in quoting. The ethics of quotation determines the method adherence to an ethical standard in relation to other author's ideas and results contained in other information sources that the author used in the thesis. The quotation method expresses whether and how correctly, according to the standard, the author associates quotes in the text with records on the documents that are in the list of bibliographic references.
2. The thesis must meet internationally respected quotation criteria and principles of referring to quoted information sources according to STN ISO 690: 2012.
3. The method of quoting in final and qualification theses follows the *Name-Year system* (the so-called Harvard system), where:

a) When quoting

The name of the author and the year of publication of the source are given in the text. If the name of the author is given in the text, it is followed by the year in brackets, e.g. Kimlička (1998). However, if the name is not mentioned in the text, the name and year must be given in brackets in the form of a surname (not capital letters), space and year, e.g. (Kimlička 2001). In quotations to specific parts of the information source, the location of the relevant part may be given in brackets after the year, i.e. the page number or range of pages, e.g. Kimlička (2002, pp. 13-15) or (Kimlička 2001, p. 47).

If two or more information sources have the same author and year, they differ from each other, as in the previous standard, by lowercase letters, that follow the year inside brackets, e.g. Kimlička (2004a, p. 120).

If quotations occur in two sources, we state them in one parenthesis and there is a semicolon and a space between the data, e.g. (Kimlička 1998; Kovačka 1999).

The references are arranged in the List of Bibliographic References in alphabetical order by the surnames of the authors, followed by a comma, year of publication and by a lowercase letter when the name of the same author and year occur, to distinguish individual references and quotations.

Samples of the use of bibliographic references are given in Appendix No. 6.

b) In paraphrase

The text of the paraphrase shall be given, followed by the name and year in brackets in the form of surname (not capital letters), space and year, e.g. (Kimlička 2001). If several documents have the same first data the same procedure applies as for quotation.

Art. 6
Structure of Final Thesis

1. *Final thesis* includes the following main parts:
 - a) Introductory section
 - aa) Cover (Appendix No. 1)
 - ab) Title page (Appendix No. 2)
 - ac) Final thesis assignment (optional)
 - ad) Declaration (Appendix No. 3)
 - ae) Acknowledgements (optional)
 - af) Abstract in Slovak (state) language (Appendix No. 4)
 - ag) Abstract in English or another foreign language (Appendix No. 4)
 - ah) Foreword (optional)
 - ai) Contents
 - aj) List of illustrations and list of tables (optional)
 - ak) List of Abbreviations and symbols (optional)
 - al) Vocabulary (optional)
 - b) Main text
 - ba) Introduction
 - bb) Body
 - bc) Conclusion
 - bd) Summary (mandatory, only if the thesis is written in a language other than the Slovak language)
 - be) List of bibliographic references
 - c) Appendices (optional)
 - d) Analytical sheet (Appendix No. 5)
2. *Cover of final thesis* (Appendix No. 1) includes:
 - a) Name of university
 - b) Name of faculty
 - c) Title of thesis and subtitle, (if used)
 - d) Designation of thesis ((bachelor's, diploma, dissertation, rigorous or habilitation thesis)
 - e) Author's forename, surname, academic and scientific-pedagogical degrees
 - f) Year of submission of thesis
3. *Title page* (Appendix No. 2) includes:
 - a) Name of university
 - b) Name of faculty
 - c) Title of thesis and subtitle (if used),
 - d) Designation of thesis ((bachelor's, diploma, dissertation, rigorous or habilitation thesis)
 - e) Author's forename, surname, academic and scientific-pedagogical degrees
 - f) Name of the study program
 - g) Name of the field of study
 - h) Supervisor's forename, surname, academic and scientific-pedagogical degrees
 - i) Consultant's name, surname, academic and scientific-pedagogical degrees, if appointed (e.g. in the case of an external supervisor),
 - j) Name of the supervising workplace

- k) Place and year of submission of thesis
4. *Assignment of the final or rigorous thesis* is a document in which the university assigns a student study obligations in connection with the elaboration of thesis (the assignment will also be published in the academic information system - MAIS) within the deadline set by the university. The assignment usually includes:
- a) Designation of thesis
 - b) Title of thesis
 - c) Author's forename, surname, academic and scientific-pedagogical degrees
 - d) Supervisor's forename, surname, academic and scientific-pedagogical degrees
 - e) Consultant's name, surname, academic and scientific-pedagogical degrees, if appointed (e.g. in the case of an external supervisor),
 - f) Name of the supervising workplace
 - g) Name, surname, academic and scientific-pedagogical degrees of the guarantor of study programme or the head of the supervising workplace
 - h) Annotation of final thesis
 - i) Language in which the thesis shall be elaborated
 - j) Date of approval of the assignment
5. *Abstract* (Appendix No. 4) should include information about the aims of the thesis, and its brief content. The fulfilment of the aim, the methods used, the results and conclusions of the whole thesis should be characterized at the end of the abstract.
The international standard *STN ISO 214: 1998, Documentation. Abstracts (papers) for publications and documentation* applies to the content and editing of the abstract.
The length of the abstract is usually 100 to 500 words and is written as a one paragraph, compulsory in Slovak and English languages. The supervisor may also specify other language versions of the abstract. Each language version should be written on a separate page. The abstract includes 3 to 5 keywords.
6. *Foreword* contains the basic characteristics of the thesis, the circumstances of its origin, defines the main topic, the subject of the thesis or research, methods used, the aims and social significance of the thesis, information on the provision of assistance, the purpose of its use, the state of elaborated issues in theory and practice. It is written in an impersonal style, in the third person, factually and concisely and it should not exceed 75% of the page. It is not recommended for bachelor theses.
7. *List of figures and list of tables* are given only if there are figures, graphs and tables in the main text of the thesis (not in the appendices).
8. *In the introduction*, the author briefly and concisely characterizes the state of knowledge or practice in the field that is the subject of the thesis. The author states the methods used, the significance and aims of the thesis and specifies which main information sources the author used.

9. *The body* is the main part of the thesis and its division (chapters, sections) is determined by the type of thesis and is set by the supervising workplace or supervisor. It usually includes the following main parts:
 - a) *The current state of issue at home and abroad* - the author presents available information and knowledge from currently published works concerning the topic in question. The length is approximately 30% of the thesis.
 - b) *The aim of the thesis* clearly, concisely and precisely characterizes the studied issue. There are also partial aims in progress, that condition the achievement of the main aim.
 - c) *The methodology and research methods* include the characteristics of the examined object, working methods, the method of data acquisition and their sources, used methods of evaluation, interpretation of results and statistical methods.
 - d) *The results of the thesis and discussion* are the most important parts of the thesis. The results (own attitudes or solutions to problems) reached by the author must be logically arranged and sufficiently evaluated in the description. At the same time, all facts and findings are commented and confronted with the results of other authors. The sections *Results of thesis* and *Discussion* can be separate chapters or they can form one common part.
10. *Conclusion of thesis* contains factual conclusions, a summary of the thesis, author's own contribution or point of view to the stated aims of the thesis and possible hypotheses. The conclusions must follow the interpretation, arguments, considerations, description and arguments in the body of the thesis.
11. *Summary in the Slovak language* is a compulsory part of the thesis, if it is written in a foreign language. The length is at most 10% of the final thesis. The summary may also be given in a language other than Slovak, if the supervisor deems it necessary.
12. *List of bibliographic references*. The length is determined by the number of information sources used, which must correspond to the quotations used in the text. Single entries in the list are arranged in alphabetical order according to the first entry, followed by the year of issue of the document. It is followed, if necessary, by lowercase letters distinguishing references with the same first indication and year of issue.

Art. 7

Submission of Theses, Originality Verification and Accessibility of the Theses

1. Thesis is submitted by an author:
 - a) In printed form in two copies according to the instructions of the supervising workplace, bound in hardcover (not comb-bound or similar) so that the individual sheets cannot be removed (V8 sewn book binding is recommended). The author will receive one copy of the thesis back after the defence. The second copy will be stored in the university archives.
 - b) In electronic form to the MAIS-EZP PU system in PDF format (Portable Document Format) with the possibility of conversion to plain text. If the printed version of the thesis includes a separate appendix (e.g. maps or DVD with music, film, animation,

etc.), the author submits it into the system separately in compressed form in ZIP format as a single file (other appendices are submitted together with the thesis). If the compressed file is larger than 300 MB and its further reduction would mean a significant deterioration of its quality, the author will request its submission into the system MAIS-EZP PU Center of Computer Technology UP. A separate appendix is not subject to originality verification.

2. The author will submit the electronic version of the thesis into the MAIS-EZP PU system no later than seven days after the submission of the printed version. Electronic and printed version of the thesis must be identical, for which the author is responsible. In case the versions are different, the author will not be allowed to defend the thesis.
3. The conclusion of a licence agreement on the use of a digital copy of the thesis between the author and the Slovak Republic represented by the university (Appendix No. 7) is a part of the submission of thesis, whereas under the Act on Higher Education the condition for admission to the defence of the thesis is written consent of the author to publish and make the thesis accessible to the public for the duration of its storage without remuneration (except if the thesis, or a part of it, has been published in periodical or non-periodical publications). The CRZP is obliged to publish the thesis in the CRZP within 30 days of its defence, unless the author has requested a delay of its publication.
4. If the author, when submitting the thesis into the MAIS-EZP PU system, allows its access without the use of technological means, the thesis will be published as a PDF file. If the author requests to publish the thesis using technological means, the supplied PDF file will be available only in a form of browsing images of pages with reduced DPI resolution, i.e. unsuitable for printing and storage.
5. Licence agreements at the university will be administered only in paper form. After uploading the thesis into the MAIS-EZP PU, the author immediately submits to the supervising workplace a draft licence agreement signed by him. It must be signed by an authorized representative of the university within 30 days of the thesis being sent to the CRZP. Licence agreements for the university are signed by the head of the supervising workplace, i.e. the faculty/university workplace that will carry out the defence of the thesis, with the exception of licence agreements for habilitation theses, which are signed by the Dean of the Faculty, or Rector of the University (if it is a university workplace). In the case of his long-term absence, the licence agreement may be signed by his immediate superior (Director of the Institute, Dean, Rector) or his deputy authorized by the Dean, or the Rector to manage the workplace during his absence.
6. The thesis is considered to be sent to the CRZP if the status of the thesis *Marked for export* is selected in the MAIS-EZP PU system and subsequently the CRZP generates a *Protocol of originality verification*.
7. The author may reserve a delay for the publication of thesis in the CRZP for a maximum period of 12 months from the date of the thesis defence in the licence agreement. In exceptional cases, this period may be extended on the basis of the *Statement of consent* of the Dean of the Faculty or the Rector of the University (in the case of a university

workplace), for a maximum of another 24 months (maximum 36 months in total). The author must provide the *Statement of consent* in paper form to the supervising workplace before the conclusion of the licence agreement, i.e. at the latest on the day of submission of thesis to the CRZP.

8. The CRZP operator shall publish the thesis in a way allowing public access, within 30 days after the expiry of the delay period, if agreed in the relevant licence agreement, otherwise within 30 days from the date of the defence of the thesis concerned.
9. If 'non-public documentation' (e.g. trade secrets) is used in the defence of the thesis, this documentation is not a part of the thesis, is not sent to the registry and is not made accessible. By not being part of the thesis, this non-public documentation is also not covered by the provisions on qualification theses according to the Act on Libraries No. 126/2015 Coll.
10. If thesis, or part of it, has already been published in periodical or non-periodical publications, the author shall provide information on all published parts of the thesis and on all publications in the *Declaration on Publication of the Thesis* (Appendix No. 9).
11. If the thesis, or part of it, was published in periodical or non-periodical publications only after the thesis was sent to the CRZP, the author may submit to the supervising workplace an *Application for the cessation of public access to the thesis* together with the *Declaration on Publication of the Thesis*. After checking the application, the supervising workplace will immediately deliver all these documents in paper form to the University Library of the UP and it will submit them immediately to the CRZP operator, who will make the thesis, or part of it, inaccessible.
12. The relevant reviews of the opponents and supervisors of thesis (in PDF format) are submitted in the MAIS-EZP PU along with the thesis in electronic form, within 90 days from the submission of thesis to the CRZP. These reviews are stored in the CRZP together with the relevant thesis for the period of its storage (70 years after the submission of thesis to the CRZP). If the author of the review decides to make the review accessible to the public, he is obliged to conclude a licence agreement on the use of the review (its digital copy - Appendix No. 8), within 30 days of submitting the review to CRZP.
13. The originality of the final thesis is verified in the Central Registry of Final Theses and Dissertations through the ANTIPLAG system, while the result (degree of compliance with other theses or information sources) is stated in the Protocol of originality verification, which is available in MAIS-EZP PU and CRZP.
14. The signed licence agreements will be archived together with the protocol of originality verification and the protocol of the state final examination in paper form in the student's file for the period of storage of the thesis. The supervising workplace (the contracting authority) is responsible for ensuring the completeness of all signatures on the stored agreements.

Art. 8

Responsibility of the university, its components and the responsibility of the author of the thesis

1. University

- a) creates the necessary material, organizational and personnel conditions for the fulfillment of the tasks arising from this Directive,
- b) is responsible for storing the documentation resulting from this Directive (licence agreements, protocols of originality verification, declarations, etc.),
- c) builds a database of the final and qualification theses in electronic form.

2. Supervising workplace (contracting authority):

- a) ensures the control of theses and other necessary documents (protocol of originality verification, licence agreements, declaration on the publication of thesis, etc.),
- b) ensures the control of the accuracy of thesis data specified in the MAIS-EZP PU and CRZP,
- c) is responsible for signing the *Licence Agreement on the use of thesis* and handing over one copy to the author of the thesis, within 30 days of submitting the thesis to the CRZP,
- d) is responsible for signing and handing over one copy of the *Licence Agreement on the use of the review of the thesis* to the supervisor, within 30 days of submitting the review to the CRZP (applies only if the supervisor requests the publication of the review in the CRZP),
- e) is responsible for signing and submitting one copy of the *Licence Agreement on the use of the review of the thesis* to the opponent, within 30 days of submitting the review to the CRZP (applies only if the opponent requests publication of the review in the CRZP).

3. Supervisor of the thesis:

- a) informs the author of the thesis about current legislation and procedures in the field of final and qualification theses and the resulting obligations,
- b) checks the conformity of the printed and electronic versions of thesis (by random comparison of selected paragraphs on at least three different pages of thesis),
- c) checks the accuracy of the data on the thesis, entered by the author into the MAIS-EZP PU,
- d) ensures the submission of thesis to the CRZP, by marking it "*Marked for export*" in MAIS-EZP PU (without this marking the thesis will not be sent to CRZP),
- e) uploads the review in PDF format into MAIS-EZP PU, within 90 days of the submission of the thesis to the CRZP,
- f) in the case when he/she may choose the publication of the review in the MAIS-EZP PU system, he/she shall immediately deliver two signed copies of the *Licence Agreement on the use of the review of the thesis* to the Head of the supervising workplace after sending it to the CRZP,
- g) evaluates the *Protocol on originality verification*,
- h) immediately after the defence of the thesis, records the date of the defence and the result of the defence in the MAIS-EZP PU system, and thus at the same time sends the thesis to the CRZP,

- i) in the case when a supervisor of the thesis is not appointed, all the duties of the supervisor shall be taken over by the Head of the supervising workplace.

4. Opponent of thesis:

- a) prepares an opponent's review within the time limit set by the supervising workplace,
- b) sends the review to the CRZP within 90 days of the submission of the thesis to the CRZP (in the case of external opponent, this task is taken over by the supervisor or the Head of the supervising workplace),
- c) in the case when he/she may choose the publication of the review in the MAIS-EZP PU system, he/she shall immediately deliver two signed copies of the *Licence Agreement on the use of the review of the thesis* to the Head of the supervising workplace after its sending to the CRZP.

5. Author of thesis:

- a) will elaborate the thesis according to Art. 4 of this Directive,
- b) enters the work into the MAIS-EZP PU system and fills in the necessary identification data, or fulfills other obligations required by MAIS-EZP PU and CRZP,
- c) hands over two copies of thesis in printed form to the supervising workplace according to its instructions. After the defence, the author will receive one copy of thesis back. The second copy will be stored in the archives of the university, while the archiving and access to the printed version of thesis is ruled by the internal regulations of the relevant faculty or university,
- d) is responsible for the conformity of the printed and electronic versions of the final thesis and together with the printed version of the thesis submits a Licence Agreement to the supervising workplace (Appendix No. 7), created in the MAIS-EZP PU system, or other necessary documents arising from this Directive.

6. University Library of UP:

- a) is a professional guarantor of bibliographic registration of final and qualification theses created at the university,
- b) is a consulting and advisory centre of the university in the field of bibliographic registration of final and qualification theses,
- c) ensures communication between the university and CRZP in the field of bibliographic registration of final and qualification theses.

7. Computer Technology Centre of UP:

- a) is a consulting and advisory centre of the university for the field of registration, archiving and accessibility to final and qualification theses,
- b) operates a system for registration of the final and qualification theses of the MAIS-EZP PU,
- c) provides electronic connection between MAIS-EZP PU and CRZP,
- d) provides the communication between the university and CRZP in the field of registration, archiving and accessibility to final and qualification theses and in the field of information and technical support.

Art. 9

Central Registry of Final Theses and Dissertations, Competence of the Ministry of Education, Science, Research and Sport of the Slovak Republic and University

1. CRZP is a physical repository of the electronic version of theses in the sense of this Directive, which is operated by the Slovak Centre of Scientific and Technical Information. The role of CRZP is in particular:
 - a) to verify the originality of final and qualification theses (the degree of conformity of the text of thesis with the database of original texts),
 - b) to ensure the publication of theses in accordance with the licence agreement, within 30 days of their defence or within 30 days of the expiry of the delay,
 - c) to ensure the publication of reviews on theses in accordance with the licence agreement, within 30 days of their sending to the CRZP,
 - d) to ensure archiving of theses in electronic form,
 - e) to ensure the archiving of documentation of the thesis in electronic form (reviews, licence agreements, protocol of originality verification, etc.), in mutual cooperation with MAIS-EZP PU.
2. In the case that the thesis was published in violation of the conditions under § 62a of the Act, the Request for restricted access to the thesis may be submitted to the registry operator not only by the author but also by the Ministry of Education, Science, Research and Sports of the Slovak Republic (hereinafter the "Ministry"), which supervises entire process and has the right to control it.
3. The university is obliged to deliver the relevant licence agreement to the Ministry duly and in due time in case of any doubts about making the thesis accessible at the request of the Ministry. The university is responsible for accessibility of the final thesis, rigorous or habilitation thesis for which no licence agreement has been concluded.

Art. 10

Final Provisions

1. The provisions of this Directive shall apply mutatis mutandis to other written works carried out at the university, if so ordered by the Rector of the University or the Dean of the Faculty.
2. The exceptions to this Directive may be granted only by the Rector of the University unless they are in conflict with the Act on Higher Education or Decree no. 233/2011 Coll. as amended.
3. This Directive repeals the Directive on the requirements for final theses, their bibliographic registration, originality verification, storage and accessibility from 04.04.2016.
4. This Directive shall enter into force and effect on 21 January 2019.

Prešov January 18, 2019

Dr.h.c. prof. PhDr. Peter Kónya, PhD.
Rector

Appendices

- Appendix No. 1 Template of the cover to Decree no. 233/2011 Coll.
- Appendix No. 2 Template of the title page according to Decree no. 233/2011 Coll.
- Appendix No. 3 Template of the declaration
- Appendix No. 4 Template of the abstract
- Appendix No. 5 Analytical sheet
- Appendix No. 6 Templates of using bibliographic references
- Appendix No. 7 Template of the licence agreement on the use of thesis according to Decree no. 233/2011 Coll.
- Appendix No. 8 Template of the licence agreement on the use of the review according to Decree no. 233/2011 Coll.
- Appendix No. 9 Template of the declaration on the publication of the thesis according to Decree no. 233/2011 Coll.

Note: Explanatory notes are given in blue in the appendices

**UNIVERSITY OF PRESOV IN PRESOV
NAME OF FACULTY**

**TITLE OF THESIS
SUBTITLE OF THESIS**

Thesis Designation
(e. g. Diploma thesis)

Year of submission
Author's forename, surname, academic and scientific-pedagogical degrees

**UNIVERSITY OF PRESOV IN PRESOV
NAME OF FACULTY**

**TITLE OF THESIS
SUBTITLE OF THESIS**

Thesis Designation
(e. g. Diploma thesis)

Study programme: name

Field of study: name

Supervising workplace: name

Supervisor: Forename, surname, academic and scientific-pedagogical degrees

Consultant: Forename, surname, (to be indicated only if it has been designated by the supervising workplace)

Place and year of submission

Author's forename, surname, academic and scientific-pedagogical degrees

Appendix No. 3 Template of the declaration

Declaration

I declare on my honour that I have written the final thesis⁹ independently on the basis of my knowledge using the information sources listed in the bibliographic references.

Prešov DD.MM.YYYY¹⁰

.....¹¹

⁹ In the case of qualification theses, their type (rigorous, habilitation) shall be indicated.

¹⁰ Date of submission of the thesis

¹¹ Author's handwritten signature (each submitted copy of the thesis in printed form must be signed).

Appendix No. 4 Template of the abstract

ABSTRAKT¹²

NOVÁK, Peter. *Možnosti využitia multimedialných pomôcok vo vyučovaní anglického jazyka* [magisterská práca]. Prešovská univerzita v Prešove (Prešov, Slovensko). Fakulta humanitných a prírodných vied. Katedra anglického jazyka a literatúry. Školiteľ: doc. PhDr. Jozef Hankovský, PhD. Stupeň odbornej kvalifikácie: magister. Prešov: FHPV PU, 2012. 44 s.¹³

Hlavná idea práce, predmet a obsah výskumu, jeho význam. Stručne – hlavné ciele práce, dôvod vykonania štúdie; techniky, postupy, metódy, hlavný záver.

Abstrakt sa píše súvisle ako jeden celok (odsek) a jeho rozsah je spravidla 100 až 500 slov.

Kľúčové slová: Slovo. Slovné spojenie. Slovo. Slovné spojenie. Slovo. Slovné spojenie. Slovo. Slovné spojenie. Slovo. Slovné spojenie. Slovo. Slovné spojenie.

MDT: 811.111¹⁴

ABSTRACT¹²

NOVÁK, Peter. *Possibilities of Using Multimedia Aids in Teaching English Language* [Master thesis]. Prešov University in Prešov (Prešov, Slovakia). Faculty of Humanities and Natural Sciences. Department of English Language and Literature. Supervisor: doc. PhDr. Jozef Hankovský, PhD. Degree of qualification: Master. Prešov: FHNS PU, 2012. 44 pp.¹³

Main idea, aim, objectives of research, its importance. Briefly – main aims, the reason for carrying out the study; techniques, procedures, methods, main conclusion.

The abstract is written continuously as a whole (paragraph) and its length is usually 100 to 500 words.

Key words: Word. Phrase. Word. Phrase. Word. Phrase. Word. Phrase. Word. Phrase. Word. Phrase. Word. Phrase. Word. Phrase. Word. Phrase.

UDC: 811.111¹⁵

¹² Each language version of the abstract is listed on a separate page.

¹³ Total number of pages with appendices is given.

¹⁴ MDT – Medzinárodné desatinné triedenie (nepovinný údaj).

¹⁵ UDC - International Decimal Classification (optional).

Appendix No. 5 Analytical sheet¹⁶

Analytical sheet

Author:	Forename and surname (<i>academic and scientific-pedagogical degrees</i>)
Title of thesis:	Title of thesis (<i>must be identical with the title in the MAIS system</i>)
Subtitle of thesis:	Subtitle of thesis (<i>only if it occurs</i>)
Language of thesis:	Slovak, English, German,....
Type of thesis:	Bachelor's, Diploma, Dissertation, Rigorous, Habilitation
Acquired academic degree:	Bachelor, Master, Philosophiae doctor, Associate Professor, ...
Number of pages:	Total number of pages including appendices (e.g. 44 pp.)
University:	University of Presov in Presov
Faculty:	Name of the faculty
Department:	Name of the department
Field of study:	Name
Study programme:	Name
City:	Presov
Supervisor:	Forename and surname (<i>academic and scientific-pedagogical degrees</i>)
Consultants:	Forename and surname (<i>academic and scientific-pedagogical degrees</i>)
Date of submission:	DD.MM.YYYY
Date of defence:	DD.MM.YYYY
Keywords in Slovak:	Keyword 1, Keyword 2, Keyword 3, Keyword 4...
Title of thesis in English:	Title
Subtitle of thesis in English:	Subtitle of thesis
Keywords in English:	Keyword 1, Keyword 2, Keyword 3, Keyword 4...

¹⁶The analytical sheet forms the last page of the thesis.

Appendix No. 6 Templates of using bibliographic references

CITATION EXAMPLES ACCORDING TO STN ISO 690: 2012

The designation of the bibliographic reference (quotation) is always written in the place where the author refers to the bibliographic reference used. The citation is used to connect the given place with the record of the quoted document. This record is part of a list of bibliographic references. In the final theses, the connection of the quoted place with an abbreviated bibliographic record of the document placed below the line is optional.

The text of the quotation is given directly in the text of the thesis, followed by the name of the author in brackets, the year of publishing the document and the page number (or range of pages) where the quotation appears in the document, e.g. **(Katuščák 2011, p. 77)**. If the name of the author is given in the text together with the quotation, then it is followed in brackets by the year of publishing of the document and the page number (or range of pages), e.g. **Kimlička (1998, pp. 24 - 25)**.

In the case of a paraphrase, the text of the paraphrase shall be given, followed by the author and the year of publishing the document, e.g. **(Katuščák 2011)**.

The references are arranged in the List of Bibliographic References in alphabetical order by the surnames of the creators, followed by a comma, year of publication and followed by a lowercase letter of the same author and year to distinguish individual references and quotations. The items in the list are left-aligned (not by a margin).

1. Book publications (monographs, textbooks, conference proceedings ...)

Anonym, 2009. *Dohovor o ochrane svetového kultúrneho a prírodného dedičstva* [online]. [cit. 2013-07-15]. Dostupné z: <http://www.enviroportal.sk/dohovory/dohovory-detail.php?dokument=154>

BERTALANFFY, Ludwig von, 1969. *General Systems Theory*. New York: Braziller.
Zdroj:

KIMLIČKA, Štefan, 2004. *Informačné systémy 1* [online]. Bratislava: Univerzita Komenského [cit. 15. marca 2012]. Dostupné z: <http://www.fphil.uniba.sk/kkvi>

HORVÁT, J. et al., 1999. *Anatómia a biológia človeka*. 2. vyd. Bratislava: Obzor. ISBN 80-07-00031-5.

INFOS 2001: *zborník z 31. medzinárodného informatického sympózia, ktoré sa konalo v dňoch 2.-5. apríla 2001 v Starej Lesnej*. 2001. Bratislava: Spolok slovenských knihovníkov. ISBN 80-85165-84-8.

KOVAČKA, M., ed., 2000. *Bibliografický zborník 1992-93*. Martin: Matica slovenská. ISBN 80-7090-507-7.

OBERT, V., 2006. *Návraty a odkazy*. Nitra: Univerzita Konštantína Filozofa. ISBN 80-8094-046-0.

ROHOŇOVÁ, Ľudmila a Mária GAŠPAROVÁ, 2006. *Metodika popisu článkov vo formáte MARC 21 s interpretáciou pravidiel AACR: príručka používateľa: verzia V 2.1*. [online]. Martin: Slovenská národná knižnica [cit. 2013-01-24]. ISBN 80-89023-69-X. Dostupné z: http://www.snk.sk/nbuu/metodika_clanky_MARC21.pdf

TIMKO, J., P. SIEKEL a J. TURŇA, 2004. *Geneticky modifikované organizmy*.

2. Article in the magazine

ANDREJČÍKOVÁ, Nadežda, 1999. Komunikácia a kooperácia IS pre knižnice: úvod do komunikačného protokolu Z39.50. In: *Bulletin Centra vedecko-technických informácií SR*. Roč. 3, č. 2, s. 54-59. ISSN 1335-793X

KUCIANOVÁ, Anna, 2001. Významná personálna bibliografia. In: Knižnica [online]. Roč. 2, č. 11-12, s. 662 [cit. 15. júna 2013]. ISSN 1336-0965. Dostupné z: http://www.snk.sk/swift_data/source/NBU/Kniznica/11_12_2001/662.pdf

STEINEROVÁ, J., 2000. Princípy formovania vzdelania v informačnej vede. In: *Pedagogická revue*. Roč. 2, č. 3, s. 8-16. ISSN 1335-1982.

3. Article (chapter) from a book publication (proceedings, monograph, textbook ...)

GÁBRIŠ, T., 2005. Návrh obchodnoprávnej úpravy regnikolárnej deputácie in iudicis. In: K. SCHELLE a L. VOJÁČEK, eds. *Stát a právo v období absolutismu: sborník*. Brno: Masarykova univerzita, s. 175

KOMOROVÁ, Klára, 2005. Najstaršie trnavské tlače v Slovenskej národnej knižnici v Martine. In: *Kniha 2005: zborník o problémoch a dejinách knižnej kultúry*. Martin: Slovenská národná knižnica, s. 341-345. ISBN 80-89023-55-X.

KOVAČKA, Miloš a Anna KUCIANOVÁ, 1998. 35. výročie ŠVK v Banskej Bystrici. In: *Banská Bystrica*. Banská Bystrica: ŠVK, s. 14-16.

KUCIANOVÁ, Anna, 2005b. Personálie v elektronickej súběžnej Slovenskej národnej bibliografii. In: *Bibliografický zborník 2000-2001* [online]. Martin: Slovenská národná knižnica, s. 136-139 [cit. 24. septembra 2012]. Dostupné z: http://www.snk.sk/nbuu/Zbornik_2000_2001.pdf

STEINEROVÁ, Jela, 2000. Základy filozofie človeka v knižničnej a informačnej vede. In: Š. KIMLIČKA et al., eds. *Knižničná a informačná veda na prahu informačnej spoločnosti*. Bratislava: Stimul, s. 9-56. ISBN 80-88982-29-4.

4. Scientific-qualification work

MIKULÁŠIKOVÁ, M., 1999. *Didaktické pomôcky pre praktickú výučbu na hodinách výtvarnej výchovy pre 2. stupeň základných škôl: diplomová práca*. Nitra: UKF.

5. Research reports

BAUMGARTNER, J. a kol., 1998. *Ochrana a udržiavanie genofondu zvierat, šľachtenie zvierat: výskumná správa*. Nitra: VÚŽV.

6. Standards

ISO 690: 2010, *Information and documentation. Guidelines for bibliographic references and citations to information resources*.

7. Archival materials

BANÍK, Anton Augustín, 2010. *Korešpondencia s Pavlom Horváthom*. 2 s. Rukopis. Metodická diskusia z r. 1911. Umiestnenie: Martin: SNK, Archív literatúry a umenia. Signatúra A XC/ 4-1.

Appendix No. 7 Template of the licence agreement on the use of thesis according to Decree no. 233/2011 Coll.

LICENCE AGREEMENT ON THE USE OF THE FINAL¹⁾, RIGOROUS¹⁾, HABILITATION¹⁾ THESIS

concluded pursuant to § 65 to 76 of Act No. 185/2015 Coll. Copyright Act and § 63 of Act No. 131/2002 Coll. on Higher Education and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Act")

Between (the parties)

Author's academic degree, forename and surname:

Date and place of birth:

Permanent residence:

(hereinafter referred to as "Author")

and

the Slovak Republic

represented by university:

(name and address of the faculty at which the author is enrolled in the study or is an applicant in a rigorous procedure, or habilitation procedure, otherwise the address of the university)

Company Identification Number (IČO):

(hereinafter referred to as "User" or "Acquirer"):

Art. 1

Subject of the Agreement

The subject of this agreement is the author's consent to the user to use thesis specified in Article 2 of this agreement (hereinafter referred to as "Licence"), according to the conditions agreed in this agreement.

Art. 2

Specification of Thesis

Title of the the thesis:

Type of the the thesis:

Final thesis

Rigorous thesis

Habilitation thesis

In the case of final thesis, its type:

Bachelor's thesis

Master's thesis

Dissertation thesis

Name of field of study:

Thesis identification number generated by the university information system:

Article 3

Use of the Thesis and the Licence Extent

(1) The author agrees with the publication of the thesis and grants the user the approval to make the digital copy of the thesis accessible to the public in a way allowing mass access³⁾ and only through the Central Registry of Final Theses and Dissertations (hereinafter referred to as "Registry").

(2) The user is entitled to make the thesis accessible to the public after its inclusion to the Registry, [] at the earliest after [] months⁴⁾ since the date of thesis registration,

without delay.

(3) The user is entitled to make the thesis accessible to the public
 using only,
 even without the use,
of such technological measures which prevent the public from storing thesis permanently on a storage medium or printing it.

(4) Licence granted by the author to the user under this agreement is non-exclusive and territorially unlimited.

(5) The author grants the user a licence for a period of 70 years from the date of thesis registration in the registry.

Article 4 Remuneration

The author grants the licence to the acquirer free of charge.

Article 5 Final Provisions

(1) This agreement shall be concluded in writing and drawn up
 in two paper copies, one for each contracting party,
 in electronic form in the university information system.

(2) This agreement shall enter into force and effect on the date of its signing by both contracting parties; the term "signing" also means the substitution of a signature by mechanical means. This agreement expires on the day the registry operator permanently stops accessing the thesis to the public, pursuant to § 63 section 12 of the Act. If any provision of this Agreement becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the other provisions shall not be affected.

(3) The contracting parties declare that they have concluded this agreement as a free act and deed, they have not acted in error or in distress, they have understood its content, and in witness of their approval they sign it by hand, by mechanical means⁵⁾.

In, on

Author

In, on

User/acquirer represented by the Rector,
or a person authorized by him

¹⁾ Delete as appropriate

³⁾ § 4 section 2 Act No. 211/2000 Coll. on Free Access to Information and on Amendments to Certain Laws, (Freedom of Information Act) as amended.

⁴⁾ An integer from 1 to 12; with the consent of the Rector, or the Dean from 13 to 36.

⁵⁾ § 40 section 2 of the Civil Code

Appendix No. 8 Template of the licence agreement on the use of the review according to Decree no. 233/2011 Coll.

LICENCE AGREEMENT ON THE USE OF THE REVIEW ON THE FINAL¹⁾, RIGOROUS¹⁾, HABILITATION¹⁾ THESIS

concluded pursuant to § 65 to 76 of Act No. 185/2015 Coll. Copyright Act and § 63 of Act No. 131/2002 Coll. on Higher Education and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Act")

Between (the parties)

Author's academic degree, forename and surname:

Date and place of birth:

Permanent residence:

Relation to work/thesis:

opponent

supervisor

responsible person

reviewer

other person

(hereinafter referred to as the "Author of the review")

and

the Slovak Republic

represented by university:

(name and address of the faculty at which the author is enrolled in the study or is an applicant in a rigorous procedure, or habilitation procedure, otherwise the address of the university)

Company Identification Number (IČO):

(hereinafter referred to as "User" or "Acquirer"):

Art. 1

Subject of the Agreement

The subject of this agreement is the consent of the author of the review to the user to use the review of the thesis specified in Article 2 of this agreement (hereinafter referred to as "Licence"), according to the conditions agreed in this agreement.

Art. 2

Specification of Work

Review of:

Final Thesis

Rigorous thesis

Habilitation thesis

with a title:

In the case of final thesis, its type:

Bachelor's thesis

Master's thesis

Dissertation thesis

Author's forename and surname:

Name of field of study:

The thesis identification number generated by the university information system:

Article 3
Use of the Review and the Licence Extent

(1) The author of the review agrees with the publication of the review and grants the user the approval to make the digital copy of the review accessible in a way allowing public access and only through the Central Registry of Final Theses and Dissertations (hereinafter referred to as “Registry”).

(2) The user is entitled to make review accessible to the public after its inclusion to the Registry, at the earliest on the day of making accessible the final, rigorous or habilitation thesis to which the review relates.

(3) The user is entitled to make the review accessible to the public
 using only,
 even without the use,
of such technological measures that will prevent the public from storing the review permanently on a storage medium or printing it.

(4) Licence granted by the author to the user under this agreement is non-exclusive and territorially unlimited.

(5) The author grants the user a licence for a period of 70 years from the date of review registration in the registry.

Article 4
Remuneration

The author of the review grants the licence to the acquirer free of charge.

Article 5
Final Provisions

(1) This agreement shall be concluded in writing and drawn up
 in two paper copies, one for each contracting party,
 in electronic form in the university information system

(2) This agreement shall enter into force and effect on the date of its signing by both contracting parties; the term “signing” also means the substitution of a signature by mechanical means. If any provision of this Agreement becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the other provisions shall not be affected.

(3) The contracting parties declare that they have concluded this agreement as a free act and deed, they have not acted in error or in distress, they have understood its content, and in witness of their approval they sign it by hand, by mechanical means⁵⁾.

In, on

Author

In, on

User/acquirer represented by the Rector,
or a person authorized by him

¹⁾ Delete as appropriate

⁵⁾ § 40 section 2 of the Civil Code

**Appendix No. 9 Declaration on Honour on Publication of Thesis according to
Decree no. 233/2011 Coll.**

**DECLARATION ON HONOUR ON PUBLICATION OF FINAL THESIS, RIGOROUS THESIS OR
HABILITATION THESIS AS A PERIODICAL OR NON-PERIODICAL PUBLICATION**

Forename and surname:
Date and place of birth:
Permanent residence:
University:
Faculty:

I hereby declare on my honour, that

- Final Thesis
 - Bachelor's thesis
 - Master's thesis
 - Dissertation thesis
- Rigorous thesis
- Habilitation thesis

with a title:

of which I am the author was published

- prior to sending
- after sending

to the Central Registry of Final Theses and Dissertations

- in the full extent
- partially

as

- Periodical publication
 - with a title:
 - Editor:
 - ISSN:
 - Serial number within which the thesis was published:

- Non - periodical publication
 - Editor:
 - Year of publication
 - Edition:
 - ISBN:

If only a part of the thesis was published, I present the page numbers of the .pdf document submitted to the university information system, which were published:

In, on

.....
Author