

UNIVERSITY OF PARDUBICE	
Directive No. 7/2025	
Subject:	Rules for the Submission, Public Accessibility, and Formal Layout of Final Theses
Applicable to:	students and staff of the University
Effective from:	date of signature by the Rector
Reference Number:	UPCE/opo/00021928/2025
Prepared by:	Mgr. Veronika Kolínová, University Library
Submitted by:	Ing. Olga Klápšťová, Director of the Centre for Information Technologies and Services
Approved by:	doc. Ing. David Veselý, Ph.D., Vice-Rector for Education and Quality

Article 1 Introductory Provisions

- (1) For the purposes of this Directive, *final theses* shall mean bachelor's, master's, rigorous, and doctoral theses prepared within accredited degree programmes delivered by the University of Pardubice (hereinafter the "University") or by its individual faculties, and habilitation theses prepared as part of habilitation procedures conducted at the University.
- (2) *Public accessibility of final theses* pursuant to Section 47b of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts (the "Higher Education Act"), as amended, shall mean the non-commercial provision of public access to final theses that have been defended, including examiners' reports and records of the course and outcome of the defence. Final theses shall be made publicly accessible through the database of qualification theses.
- (3) The *database of qualification theses* pursuant to Section 47b(1) of the Higher Education Act shall mean the electronic database of final theses of the University, which forms part of the Digital Library of the University of Pardubice. The management of the Digital Library of the University of Pardubice shall be ensured by the University Library.
- (4) By submitting a thesis, the author shall be deemed to have consented to the public accessibility of their thesis in accordance with Section 47b(3) of the Higher Education Act, irrespective of the outcome of the defence.
- (5) The purpose of this Directive is to establish rules for:
 - a) the procedure for submitting and verifying the originality of final theses,
 - b) the non-commercial public accessibility of final theses in accordance with the Higher Education Act and the University's internal regulations and standards, and
 - c) the uniform formal layout of final theses.

Article 2 Submission and Verification of the Originality of Final Theses

- (1) A final thesis shall be submitted by the student to the relevant faculty. The deadline for submission and the number of printed copies shall be determined by the relevant faculty. The relevant faculty shall submit one copy of a defended doctoral, rigorous (advanced master's), or habilitation thesis to the University Library.
- (2) At the same time as submitting the printed version of the final thesis, the student shall enter data concerning the completed thesis and upload its electronic version in PDF/A format to the STAG Information System (IS STAG) in accordance with Annex No. 3B. The faculty shall confirm the submission, after which the file with the required metadata is automatically sent to the Theses.cz

system for originality verification.

- (3) The student shall be responsible for ensuring that the text of the printed version of the final thesis is identical to the text of the electronic version uploaded to IS STAG. In accordance with legislative requirements¹, the electronic version of the final thesis, the electronic versions of examiners' reports, and the electronic record of the defence proceedings must not contain scanned signatures or personal data that are not necessary for the purpose of public accessibility.
- (4) The result of the originality verification from Theses.cz shall be automatically stored in IS STAG. The system for assessing the verification results shall be determined by the faculty's internal regulation. The faculty may also stipulate, in an internal regulation, a tolerated level of similarity. A person designated by the faculty shall confirm the result of the originality check in IS STAG and set the *Similarity Assessment* indicator, even in cases where the result shows 0% similarity.
- (5) Unless otherwise provided by the faculty's internal regulation, access to the results of the verification by Theses.cz shall be granted, in addition to the author (student), to the following persons:
 - a) the thesis supervisor (listed with the thesis as the person with the role of "supervisor" or "advisor"),
 - b) the examiner (listed with the thesis as the person with the role of "examiner"),
 - c) the Head of Department/Institute/Studio to which the thesis is assigned (the user listed in the unit directory as the supervising officer of the relevant unit),
 - d) the Vice-Dean for Education of the faculty to which the thesis is assigned (the user listed in the unit directory as the Vice-Dean of the relevant faculty),
 - e) the Dean of the faculty to which the thesis is assigned (the user listed in the unit directory as the Dean of the relevant faculty).
- (6) Unless otherwise provided by the faculty's internal regulation, the persons authorised to confirm the result of the originality check and to set the *Similarity Assessment* indicator in IS STAG shall be the users with the following relationships to the final theses:
 - a) the thesis supervisor (listed with the thesis as the person with the role of "supervisor" or "advisor"),
 - b) the Head of Department/Institute/Studio to which the thesis is assigned (the user listed in the unit directory as the supervising officer of the relevant unit),
 - c) the Study Office officer authorised by the Dean of the faculty.

Article 3

Public Accessibility of Final Theses

- (1) Final theses submitted for defence shall be made available for public inspection, in printed or electronic form, at least five working days before the defence takes place, at the University unit where the defence is to be held. Any person may, at their own expense, make extracts, copies, or reproductions of the accessible theses.
- (2) Final theses that have been defended, including examiners' reports and the record of the course and outcome of the defence, shall be made publicly accessible on a non-commercial basis in electronic form through the Digital Library of the University of Pardubice. Metadata listed in Annex No. 3B shall be publicly available for all theses.

¹ This primarily includes Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), and Act No. 110/2019 Sb., on Personal Data Processing. At the University, this legislation is reflected in Directive No. 2/2018 – *Rules for the Processing and Protection of Personal Data at the University of Pardubice*.

- (3) The procedure for the steps required to make final theses publicly accessible, including the defined responsibilities of individual participants, is specified in Annexes No. 3A and 3B.

Article 4

Postponement of Public Accessibility of a Final Thesis or Its Part

- (1) In justified cases², the public accessibility of a final thesis or any of its parts may, pursuant to Section 47b(4) of the Higher Education Act, be postponed for the duration of the obstacle preventing public accessibility, but for no longer than five years from the date of the defence.
- (2) In cases where the public accessibility of a final thesis or any of its parts is postponed, a statement of justification shall be attached to the record in the Digital Library of the University of Pardubice (Annex No. 2).
- (3) A proposal for justified postponement of public accessibility of a final thesis or any of its parts shall be submitted by the author, in agreement with the thesis supervisor, via the *Request for Postponement of Public Accessibility* form (Annex No. 2). The postponement of public accessibility of a final thesis or any of its parts shall be approved by the supervising officer of the relevant Department/Institute/Studio and by the Dean of the relevant Faculty.

Article 5

Uniform Formal Layout of Final Theses

- (1) Final theses shall obligatorily contain the following elements:
- a) Title Page
The title page shall be prepared in the language of the thesis. It shall include the title, author, type, and date of completion of the final thesis, and the name of the higher education institution and the faculty (see templates in Annexes No. 4A and 4B).
- b) Assignment
The title page shall be followed by the *Thesis Assignment* form generated from IS STAG.
- c) Author's Declaration
The next page shall contain the *Author's Declaration* as specified in Annex No. 1. In accordance with the information provided in the *Request for Postponement of Public Accessibility of the Final Thesis or Its Part* (Annex No. 2), the declaration may specify the period of restricted access for the printed version of the thesis.³
- d) Language of the Thesis
The standard language for writing final theses shall be Czech. Submission of a thesis in a language other than Czech shall be permitted only with the consent of the thesis supervisor. This provision shall not apply to degree programmes or their components in which another language is designated as the standard language for writing final theses. Further specification of language requirements and approval procedures shall be governed by the internal regulations of the relevant Faculty/Department/Institute/Studio.

² For example, Act No. 121/2000 Sb., on Copyright and Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended; Act No. 412/2005 Sb., on the Protection of Classified Information and on Security Eligibility, as amended; and Sections 504, 2976, and 2985 of Act No. 89/2012 Sb., the Civil Code, as amended.

³ For no longer than five years from the date of the defence.

e) **Abstract and Keywords and Their Translations**

The abstract shall always be written in the language of the thesis and in English. For theses written in a foreign language, a Czech translation of the abstract shall also be included. Beneath the abstract, keywords clearly characterising the content of the thesis shall be provided. Keywords shall always be given in the language of the thesis and in English. For theses written in a foreign language, a Czech translation of the keywords shall also be included (see templates in Annexes No. 4A and 4B).

f) **List of Bibliographic References**

The preparation of individual bibliographic citations and the reference list shall comply with ČSN ISO 690 or with established citation styles of the respective field.

- (2) Printed versions of final theses shall also include a cover text consisting of the name of the higher education institution and the faculty, the designation of the type of final thesis, the author's full name, the year of completion, and, optionally, the title of the thesis in the language of the thesis (see template in Annex No. 4B).
- (3) The textual part of the final thesis, including examiners' reports and the record of the course of the defence, shall be in PDF/A format.
- (4) Additional formal elements of final theses listed in Annex No. 4B are not binding and may be further specified by the internal regulation of the relevant Faculty/Department/Institute/Studio.
- (5) Specific requirements for individual types of final theses are set out in Articles 6 to 9 of this Directive.

Article 6
Bachelor's and Master's Theses

- (1) The recommended length of a bachelor's thesis is 35 pages (70,000 characters including spaces), and of a master's thesis 50 pages (100,000 characters including spaces), unless otherwise specified by the relevant Faculty/Department/Institute/Studio.

Article 7
Rigorous Theses

- (1) A rigorous (advanced master's) thesis shall obligatorily include the elements listed in Article 5(1), except for subparagraph (b).
- (2) If a rigorous thesis contains published research results, only a list of these results shall be included in its electronic version. The full texts of the published results shall be submitted in a separate file and made accessible in accordance with the publisher's rules.

Article 8
Doctoral Theses

- (1) The requirements for doctoral theses shall be determined by the Study and Examination Regulations of the University of Pardubice; their formal layout shall follow the arrangement of bachelor's and master's theses.
- (2) Doctoral theses shall obligatorily include the elements listed in Article 5(1), except for

subparagraph (b).

- (3) The thesis summary in English shall be uploaded in electronic form to IS STAG and published through the Digital Library of the University of Pardubice.
- (4) If a doctoral thesis contains published research results, only a list of these results shall be included in its electronic version. The full texts of the published results shall be submitted in a separate file and made accessible in accordance with the publisher's rules.

Article 9 Habilitation Theses

- (1) The requirements for habilitation theses shall be defined by the internal regulation *Rules for Habilitation and Professor Appointment Procedures at the University of Pardubice* and by Section 72 of the Higher Education Act.
- (2) Habilitation theses shall obligatorily include the elements listed in Article 5(1), except for subparagraph (b).
- (3) If a habilitation thesis consists of a set of published research results, only a list of these results shall be included in its electronic version. The full texts of the published results shall be submitted in a separate file and made accessible in accordance with the publisher's rules.

Article 10 Final Provisions

- (1) Directive No. 7/2019, as amended by Addendum No. 2 – *Rules for the Submission, Publication, and Formal Layout of Final Theses* – shall be repealed.
- (2) This Directive shall enter into force and take effect on the date of signature by the Rector.

In Pardubice on 23 October 2025

prof. Ing. Libor Čapek, Ph.D.
Rector

Annexes:

Annex No. 1: Author's Declaration

Annex No. 2: Postponement of Public Accessibility of a Final Thesis or Its Part

Annex No. 3A: Methodology for the Submission of Final Theses and Their Public Accessibility

Annex No. 3B: Data Collection Scheme for Final Theses in IS STAG (Metadata)

Annex No. 4A: Terminology

Annex No. 4B: Formal Layout of Final Theses

Annex No. 1: **Author's Declaration**

Declaration

I hereby declare that I have prepared the thesis entitled

..... independently and that I have listed all literary and information sources used in accordance with the applicable legal regulations, internal regulations, and internal standards of the University of Pardubice.

I acknowledge that my thesis is subject to the rights and obligations arising from Act No. 121/2000 Sb., on Copyright and Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, in particular the fact that the University of Pardubice has the right to conclude a licence agreement for the use of this work as a *school work* under Section 60(1) of the Copyright Act, and that if I use this work myself or grant a licence for its use to another entity, the University of Pardubice is entitled to request an appropriate contribution towards the costs it has incurred in creating the work, up to the actual amount of such costs, depending on the circumstances.

I further acknowledge that, in accordance with Section 47b of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended, and with Directive No. 7/2025 of the University of Pardubice – *Rules for the Submission, Public Accessibility, and Formal Layout of Final Theses* – the final thesis will be made publicly accessible through the Digital Library of the University of Pardubice.

In Pardubice, on

Josef Novák v. r.*

* “v. r.” is a Czech abbreviation meaning “signed by hand”; it indicates that the document is submitted without a handwritten signature.

Annex No. 2: **Postponement of Public Accessibility of a Final Thesis or Its Part**

UNIVERSITY OF PARDUBICE

Postponement of Public Accessibility of a Final Thesis or Its Part

Author (hereinafter “Applicant”):

Title of the Final Thesis:

.....

In accordance with Section 47b(4) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended, and Article 4 of Directive No. 7/2025 of the University of Pardubice – *Rules for the Submission, Public Accessibility, and Formal Layout of Final Theses* – I hereby propose the following:

File name*	Reasons for Postponement**	Expiry Date of Restriction***

Thesis Supervisor / Advisor: agree / disagree****

Head of Department / Institute / Studio: agree / disagree****

Dean of Faculty: agree / disagree****

In Pardubice, on

Applicant:

* Each file shall be listed separately.

** Reasons may arise, for example, from Act No. 121/2000 Sb., on Copyright and Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended; Act No. 412/2005 Sb., on the Protection of Classified Information and on Security Eligibility, as amended; or Sections 504, 2976, and 2985 of Act No. 89/2012 Sb., the Civil Code, as amended.

*** Please indicate the exact date (the maximum period for postponement of accessibility is five years from the date of the defence).

**** Cross out as appropriate and add signature.

Annex No. 3A: **Methodology for the Submission of Final Theses and Their Public Accessibility**

No.	Action	Description	Participant	Verification and Responsibility for Accuracy
1	Assignment of Thesis Topic	Basic data about the thesis required for generating the <i>Thesis Assignment</i> form are entered in IS STAG. The approved <i>Assignment</i> is downloaded and sent to the student in PDF format. This <i>Assignment</i> then forms part of both the printed and electronic versions of the thesis.	student, thesis supervisor, programme guarantor, supervising officer of the Department/Institute/Studio, Dean*	Department / Institute / Studio*
2	Submission of Thesis Prior to Defence	Completion of data concerning the thesis and uploading of the electronic version to IS STAG in accordance with Annex No. 3B. In the case of postponed public accessibility, the <i>Request for Postponement of Public Accessibility of a Final Thesis or Its Part</i> (Annex No. 2) must be submitted in signed form to the Library and simultaneously uploaded to IS STAG without signatures (field "Reason for Non-Accessibility of the Final Thesis"). Time-controlled accessibility is set for each file. Submission of the required number of printed copies to the Department/Institute/Studio. The student is not obliged to submit a signed Author's Declaration of Originality.	student, Department / Institute / Studio*	Department / Institute / Studio, Centre for Information Technologies and Services (formal verification of uploaded files)*
3	Originality Check	After the final thesis is uploaded to IS STAG, the Department/Institute/Studio confirms its submission, after which the file with the required metadata is automatically sent to the Theses.cz system for originality verification.	student, thesis supervisor, supervising officer of the Department/Institute/Studio*	Department / Institute / Studio*
4	Assignment of Defence	Supplementation of thesis data – supervisor's and examiner's reports. The signature of the responsible person must be covered during scanning, or a version of the report without the signature, containing only the responsible person's name, may be uploaded.	Department / Institute / Studio*	Department / Institute / Studio*
5	Public Accessibility of Thesis at Least Five Working Days Before Defence	The thesis is made available for public inspection, in printed or electronic form, at the University unit where the defence is to take place.	Department / Institute / Studio*	Department / Institute / Studio*
6	Recording the Result and Course of Defence	Immediate entry of the data concerning the defence in the "Record of Defence Proceedings" field and/or uploading of the scanned record with covered signatures or with names of the responsible persons only.	Department / Institute / Studio*	Department / Institute / Studio*
7	Export from IS STAG and Import to the Digital	Import of records and full texts, including supervisors' and examiners' reports, and the record of the course and result of the defence,	University Library, Centre for Information	University Library, Centre for Information

	Library	into the Digital Library.	Technologies and Services	Technologies and Services
8	Submission of a Printed Copy of Doctoral / Rigorous / Habilitation Thesis to the University Library	Submission of a bound printed copy of a doctoral, rigorous (advanced master's), or habilitation thesis to the University Library no later than ten working days after the defence.	Department / Institute / Studio, University Library*	Department / Institute / Studio*
9	Public Accessibility of Thesis	Verification of the time-controlled accessibility settings for files in the Digital Library of the University of Pardubice in accordance with the form (Annex No. 2).	University Library	University Library, Centre for Information Technologies and Services

* Based on the Dean's decision, these activities may be carried out by a Study Office officer.

Annex No. 3B: Data Collection Scheme for Final Theses in IS STAG (Metadata)

Field Name in IS STAG	Field Content	Example	Entered by	Verified by
Title of Thesis	Title as stated on the title page	Demografické stárnutí jako bezpečnostní hrozba	student	thesis supervisor*
Title in English	English translation of the title If the thesis is written in English, this field is not to be filled in.	Demographic Ageing as a Security Threat	student	thesis supervisor*
Parallel Title	Czech translation of the title If the thesis is written in Czech, this field is not to be filled in.		student	thesis supervisor*
Subtitle	The subtitle complements the thesis title. This field is to be filled in only if a subtitle appears on the title page.		student	thesis supervisor*
Abstract	A brief summary of the content, objectives, methods, and main results of the thesis, usually a few paragraphs long, written in the language of the thesis.	Práce se zabývá problematikou demografického stárnutí ve vyspělých státech a jeho dopady na oblast bezpečnosti. Cílem je analyzovat tento jev v zemích Evropské unie a následně podrobněji v České republice. Analýza ukazuje možné negativní důsledky demografického stárnutí a hodnotí jejich význam pro zajišťování bezpečnosti.	student	thesis supervisor*
Keywords	4–6 words (terms) in the language of the thesis Guidance for entering keywords is provided in IS STAG.	demografické stárnutí, bezpečnost, demografická analýza, struktura obyvatelstva, Česká republika, Evropská unie	student	thesis supervisor*
Abstract in English	A brief summary of the content, objectives, methods, and main results of the thesis, usually a few paragraphs long (in English). If the thesis is written in English, this field shall contain the Czech translation of the abstract.	The thesis examines the issue of demographic ageing in developed countries and its implications for security. It aims to analyse this phenomenon within the European Union and, in greater detail, in the Czech Republic. The analysis highlights potential adverse consequences of demographic ageing and assesses their significance for maintaining security.	student	thesis supervisor*
Keywords in English	See <i>Keywords</i> . If the thesis is written in English, the keywords in this field shall be in Czech.	demographic ageing, security, demographic analysis, structure of the population, Czech Republic, European Union	student	thesis supervisor*

Field Name in IS STAG	Field Content	Example	Entered by	Verified by
Loose Attachments	Loose attachments inserted in the printed version of the thesis	1 CD-ROM, 2 loose sheets, 3 maps	student	thesis supervisor*
Bound Attachments	Selection from available options	illustrations, graphs, tables, etc.	student	thesis supervisor*
Length of Thesis	Enter the page number of the last numbered page. If several numbering systems are used, all should be entered (see examples).	56 pp.; xi, 82 pp.; 44 pp., 5 pp. appendix	student	thesis supervisor*
Language of Thesis	Select from the drop-down menu. The standard language of theses is Czech. If the thesis is written in another language, this must be approved in accordance with Article 5(1)(d) of this Directive. Theses written in Slovak are subject to the same rules as those written in Czech.		student	thesis supervisor*
Full Text of Thesis	Upload the electronic version of the thesis in PDF/A format, including the <i>Author's Declaration</i> without a handwritten signature, showing only the author's name and the abbreviation "v. r. ". *** In the case of doctoral theses, the thesis summary in English must also be uploaded.		student	thesis supervisor*
Time-Controlled Accessibility of the Electronic Version	Setting time-controlled accessibility of individual files in accordance with Annex No. 2.		student	Department / Institute / Studio**
Persons Involved in Supervision			Department / Institute / Studio**	Department / Institute / Studio**
Persons Involved in Examination			Department / Institute / Studio**	Department / Institute / Studio**
Supervisor's Report	Upload the electronic version without signature (or with the signature covered).		Department / Institute / Studio**	Department / Institute / Studio**
Examiner's Report	Upload the electronic version without signature (or with the signature concealed).		Department / Institute / Studio**	Department / Institute / Studio**
Date of Assignment			Department / Institute / Studio**	Department / Institute / Studio**
Planned Submission Date			Department / Institute / Studio**	Department / Institute / Studio**
Date of Submission			Department / Institute / Studio**	Department / Institute / Studio**
Date of			Department	Department

Defence			/ Institute / Studio**	/ Institute / Studio**
Defence Result			Department / Institute / Studio**	Department / Institute / Studio**
Record of Defence Proceedings	If a scanned record or attendance sheets are uploaded, signatures of responsible persons must be covered, or only their names may be provided.		Department / Institute / Studio**	Department / Institute / Studio**
Reason for Non-Accessibility of the Final Thesis	If the decision has been made to postpone the public accessibility of the thesis or any of its parts, the <i>Request for Postponement of Public Accessibility of a Final Thesis or Its Part</i> (Annex No. 2) in unsigned form must be uploaded to IS STAG.		Department / Institute / Studio**	Department / Institute / Studio**

* Based on the Dean's decision, these actions may be performed by the Department / Institute / Studio / Study Office.

** Based on the Dean's decision, these actions may be performed by the Study Office.

*** "v. r." is a Czech abbreviation meaning "signed by hand"; it indicates that the document is submitted without a handwritten signature.

Annex No. 4A: **Terminology**

Czech	English
Univerzita Pardubice	University of Pardubice
Fakulta filozofická	Faculty of Arts and Philosophy
Dopravní fakulta Jana Pernera	Faculty of Transport Engineering
Fakulta ekonomicko-správní	Faculty of Economics and Administration
Fakulta chemicko- technologická	Faculty of Chemical Technology
Fakulta elektrotechniky a informatiky	Faculty of Electrical Engineering and Informatics
Fakulta restaurování	Faculty of Restoration
Fakulta zdravotnických studií	Faculty of Health Studies
Bakalářská práce	Bachelor's Thesis
Diplomová práce	Master's Thesis
Disertační práce	Doctoral Thesis
Rigorózní práce	Rigorous Thesis
Abstrakt	Abstract
Klíčová slova	Keywords
Název	Title
Obsah	Table of Contents

