

**COLLECTION OF DECISIONS AND ORDINANCES  
OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ  
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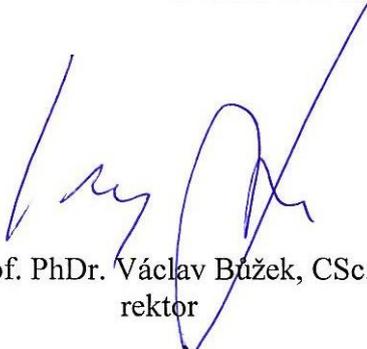
**Rector's Ordinance on Publication of Doctoral, Graduation, Bachelor and Advanced  
Master's Theses by Students of the University of South Bohemia in České Budějovice**

The obligation to publish students' Dissertation, Master's, Bachelor's and Advanced Master's theses or Dissertations (hereinafter referred to as "graduation theses") submitted for defence by a candidate for a State Final (Bachelor's or Master's), Doctoral or Advanced Master's examination (hereinafter "state examinations") is stipulated by Section 47b of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts, as amended (hereinafter referred to as the "Act"). According to its provisions, the author of the graduation thesis, by submitting thereof, agrees with the publication of their thesis, including the Reviewers reports, the record of the course and outcome of the defence (regardless of the outcome of the defence) in accordance with this Act.

- (1) The University of South Bohemia in České Budějovice (hereinafter referred to as the "USB") publishes the graduation theses, the Reviewers' reports, the record of the course and outcome of the defence on their web pages in the publicly accessible part of the Study Agenda database (hereinafter referred to as „STAG“), which is a part of the USB information system. The documents are published according to these principles:
  - observing the relevant provisions of the Copyright Act,
  - respecting any third-party copyrights,
  - in full,
  - taking into account the need to treat classified information, if there is any
  - taking into account the need to separately store any part of the graduation thesis non-transferable to the electronic form required by STAG,
- (2) The Reviewers' reports and the course and outcome of the Defence are published in the same way. They are uploaded onto the STAG database by the Study Department of the relevant Faculty or the Institute of Physical Biology at the USB in cooperation with the Department where the graduation thesis was defended. The competence of each Department, the components to be included and the procedure for saving these documents in the STAG database is determined by the Dean of the Faculty or by the Director of the Higher Education Institute at the USB.
- (3) At the time of submitting the application for the defence of their graduation thesis as a part of the state examination, the student shall submit their written consent to publishing their graduation thesis in an electronic form in the STAG database under the conditions specified below in accordance with the provisions of Section 47b of the Act. The student will also provide their thesis in an electronic form, saved in the format and on the media set out in the annex to this Ordinance (Instructions for Editing the Electronic Form of a Graduation Thesis and its Upload onto the STAG Database). The necessary modifications to the electronic version of the manuscript of their graduation thesis before it is uploaded onto the STAG database and the upload itself are carried out by the student according to the instructions in the Annex.
- (4) If the thesis contains classified information as defined by the valid

legislation and other standards or with regard to contractually or otherwise secured cooperation with an industrial, commercial, or other USB partner (e.g. facts classified for patent protection, state or other co-operating institution owned classified information), this data will be replaced in the published electronic version of the graduation thesis inserted into the STAG database by the phrase "the following passage of this scope ... contains classified information which is available only in the archived original of the graduation thesis deposited at the relevant USB Faculty". The student submits the passages omitted in the electronic form as a separate electronic file on the electronic medium submitted for archiving at the Faculty or Institute. The Head of the Department (the Institute), where the graduation thesis was elaborated and the consent to assign a topic requiring processing such data given, is responsible for the implementation of this procedure. The use of this solution will be determined by the Dean of the Faculty (the Director of the Institute) at the proposal of the Head of the Department where the thesis was elaborated.

- (6) If the graduation thesis (e.g. a Doctoral Dissertation) contains works of the student that have already been published or accepted or submitted as manuscripts for publication in a journal and these works are subject to the copyright of the magazine, they shall be published only as bibliographic data and an abstract of the publication in the way usual for reference databases. The student will also indicate the stage of the publication process of the work on the date of submission of the student's graduation thesis.
- (7) If any parts of the thesis (e.g. artefacts or computer programs, etc.) are in an electronic form which is not compatible with the requirements set out in the annex to this Ordinance, they will be omitted from the published version of the graduation thesis and replaced by a statement providing their location. If there are electronic forms or electronic images of those parts stored on an electronic medium intended for archiving by the Faculty, the student includes these as separate files on the electronic carrier submitted for archiving.
- (8) Pursuant to Section 47b of the Act, the University of South Bohemia publishes in the abovementioned manner all the graduation theses of its students, including the ones which have not been successfully defended at the state final examination and have not led to successful completion of the student's studies.
- (9) The University of South Bohemia assumes responsibility for proper archiving of the electronic media submitted by the student together with the hard copy of their graduation thesis and for keeping the published version of the graduation thesis and the related documents referred to in paragraph 2 of this Ordinance publicly accessible in the STAG database in the sense of the above quoted Section 47b of the Act.
- (10) This Ordinance shall enter into force on 1 July 2010. This Ordinance shall on the same date repeal the USB Rector's Ordinance No R 83 of 20 April 2007



prof. PhDr. Václav Bůžek, CSc.  
rektor

Revised by: Prof. RNDr. Zdeněk Brandl, CSc.

Distribution: Bursar, Deans of the USB faculties, Director of the Institute of Physical Biology of the USB, Vice-Rector for Study

## **Annex:**

### **Instructions for Editing the Electronic Form of Graduation Thesis and its Upload onto the STAG Database**

When elaborating the graduation thesis, the students of individual Faculties and parts of the USB follow the existing internal regulations and instructions of the Faculty or Component of the USB. After finalizing the graduation thesis, the student should provide, in addition to the printed version elaborated in accordance with the current standards and instructions, an electronic version containing the complete graduation thesis including all its annexes (except for annexes and materials not convertible to the required electronic form or those which would serve no purpose - see paragraph 6 of the Ordinance) as a single file or as several files stored in different formats.

Based on this provision, the editing of the graduation thesis to be saved on an electronic carrier (CD) and uploaded onto the STAG database begins with the procedure described below:

P1) The student compares the real name of their graduation thesis under which the work is being submitted, to the name in the STAG database as "the assigned topic of the thesis." If the actual final title differs from the preliminary one, the title is inserted (or corrected) following the procedure described in paragraphs P10 to P12.

P2) The student ensures that the page that usually follows the title page in the hard copy and contains a statement on their personal elaboration of the graduation thesis, contains in both - the electronic version and the hard copy - the following text (with the appropriate word chosen from one of the terms):

"Bachelor's-Master's-Advanced Master's-Theses-Dissertation" and either "in its unshortened form" or "in its edited version resulting from deleting marked sections which are archived by the ... Faculty"):

I declare that I have elaborated my Bachelor - Graduation - Advanced Master's – Thesis - Dissertation myself while using only the sources and literature provided in the list of cited literature.

I further declare that, in accordance with Section 47b of Act No. 111/1998 Coll. in its current version, I agree with the publication of my Bachelor's – Master's- Advanced Master's-Dissertation Thesis, in its unchanged form - in an edited version resulting from deleting marked sections which are archived by the ...Faculty – in the publicly accessible section of the STAG database operated by the University of South Bohemia in České Budějovice on its website while retaining my copyright of the submitted graduation thesis. I also agree with the publication of the Reviewer's report as well as the record of the course and the result of the defence of the graduation thesis in the same electronic way in accordance with the provisions of Act No. 111/1998 Coll. I further agree for the text of my graduation thesis to be examined by Theses.cz graduation theses database run by the National Register of Higher Education Graduation Theses and the Plagiarism Detection System.

Date

Student's signature  
(in the hard copy signed by own hand on all submitted copies!)

The following paragraphs P3 – P5 concern only some of the graduation theses:

P3) If parts of the thesis are not in a PDF document format (e.g. artefacts or computer programs, etc.) the student omits these from the file prepared for publication in the STAG database and replaces them by a statement providing their location. If there are electronic forms or electronic images of those parts stored on an electronic medium intended for archiving by the Faculty, the student includes these as separate files in their original format on the electronic carrier submitted for archiving.

P4) If the student, after a consultation with their Supervisor/Advisor/Head of the Department, realizes that the thesis contains classified information according to paragraph 4 of this Ordinance, they must replace this data in the electronic version of the graduation thesis prepared for publication in the STAG database by the phrase "the following passage of this scope ... contains classified information which is available only in the archived original of the graduation thesis deposited at the relevant USB Faculty". The student submits the passages omitted in the electronic form as a separate electronic file on the electronic medium submitted for archiving at the Faculty.

P5) If the graduation thesis (e.g. a Doctoral Dissertation) is a collection of the student's works that have already been published or accepted or submitted as manuscripts for publication in a journal or a book and these works are subject to the copyright of thereof, the student shall abide by the following instructions:

Each of those published works will be replaced by a page containing

full biographical details of the given published work

an abstract of the work on its original form

the translation of the abstract into Czech and English (if the abstract is provided in one of those languages then only one translation is submitted)

if the published work has been elaborated in co-operation with a co-author, the student will state their contribution to the work in %

the stage of the publication process of the work on the date of submission of the student's graduation thesis

The submitted graduation thesis will then comprise of these pages representing the individual published works and further text and other relevant material of the hard copy of the graduation thesis.

P6) After the possible changes made according to paragraphs P3 – P5 the student ensures that the final version of their graduation thesis prepared for electronic publication is provided as a coherent electronic file in PDF format.

P7) The programme PDF Creator, which is installed on the computers at selected computer rooms (e.g. at Bobík and other Faculty classrooms), can be used to convert a document into a PDF file. The program can also be downloaded, for example from the website

<http://www.slunecnice.cz/sw/pdfcreator/>. If the thesis is saved in multiple files, these can be converted to PDF individually and then joined together into a single document by program `pdftk.exe` which is available at [http://www.jcu.cz/education/zverej kvalif praci/](http://www.jcu.cz/education/zverej_kvalif_praci/).

P8) After creating a single PDF file containing the graduation thesis in the specified format the student saves this file on an electronic CD carrier along with any other files containing those parts of the thesis that are not going to be published as stipulated in P3 or P4 of this Annex.

P9) The student then uploads the single PDF file of their graduation work in the prescribed format for publishing onto the STAG database following the instructions in paragraphs P10 to P19.

P10) To upload the single PDF file on the database, the student uses the IS STAG portal

(<http://portal.jcu.cz>).

To access the portal, use the usual way (user name = personal identification number etc.)

P1) After logging in the portal, the student follows these instructions: opens **My study** in the top bar on the left, then selects **Graduation Theses** and **Adding Data about Diploma (Bachelor's etc.) Thesis**. A form for adding data on the thesis and the upload of electronic files opens automatically.

P12) On the top of the form, there is information about the student, the date of assigning the thesis and the assigned topic. The following items need to be filled in by the student. The first one is the **"Thesis Title"**. If there is no information or the title differs from the actual title of the thesis (for example a thesis topic is repeated there), the student completes it following the instructions of paragraph P1. After completing or amending any information, it is necessary to save any changes before moving on to uploading the electronic file.

P13) At the bottom of the form, there is a section called **Electronic Version of the Graduation Thesis**.

Below is the following text:

**So far, no electronic form of the thesis has been attached...**

Followed by these options:

**FILE UPLOAD (Submit the thesis in an electronic form).**

Click on **FILE UPLOAD** which opens another form called **Electronic Form of the Graduation Thesis**.

Below the heading stating the student's name and the title of the thesis, there is the following text: **Please fill in or amend data concerning the file attached.**

P14) Firstly, there is a box called **Thesis Text File** and the "Browse" button.

After clicking the "Browse ..." button, the usual file search window appears. Search for the file and its name will appear in the box.

P15) Below the attached file follow some important instructions and information. Among other things, it states that the **maximum file size is 50 MB**.

P16) Some further file details follow. The first one refers to the **type of the file attached**. The basic type is PDF. The other two details concern **publication of the thesis**. It is clearly stated there that **the student agrees to make the work available to public outside the university immediately after the upload**.

P17) When every box has been filled in and everything is ready, click on **"Upload and Save the File and /or any Accompanying Data "**.

If the upload and saving has been successful, there is a notification about this below the heading as well as the name of the uploaded file and its size.

P18) Until the Department / Study Department enters the date of the upload, the student can delete and reload the file as well as change any of the data.

P19) If the student then logs in the portal again to add some details about the thesis, at the bottom of the page there is information about the uploaded file and the option **"Amend/Replace/Delete/Download a File..."** which reopens the file form.