



## COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

number: R 452

date: December 4, 2020

---

### **Rector's ordinance on providing public access to Bachelor's, Master's, Doctoral, advanced Master's ("rigorózní") and habilitation theses**

#### **Article 1**

##### **Introductory provisions**

1. This ordinance implements the provisions of Section 47b and Section 75 (4) of the Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by later regulations (hereinafter as the "Act").
2. This ordinance determines details of publishing Bachelor's, Master's, Doctoral and advanced Master's ("rigorózní") theses (hereinafter as the "graduation thesis") defended at the University of South Bohemia in České Budějovice (hereinafter as the "USB"), pursuant to Article 42 (4) of the Study and Examination Regulations of the USB (hereinafter as the "SER USB"), and rules for publishing habilitation theses defended at the USB in accordance with Section 75 (4) of the Act.
3. The right of deans of faculties to determine the specific manner, dates or other details related to submitting and publishing graduation theses defended at the faculty is not affected, in accordance with Section 47b of the Act, Article 27 (10) of the SER USB and this ordinance.

#### **Article 2**

##### **General provisions on publishing graduation theses**

1. The student who prepared the graduation thesis (hereinafter as the "student") ensures before submitting the graduation thesis for defence that the title page of the graduation thesis unambiguously identifies the thesis as a bachelor's, Master's, Doctoral or advanced Master's ("rigorózní") thesis.
2. The student shall display the following declaration on the page that usually follows after the title page: 'I declare that I am the author of this graduation thesis and that I used only sources and literature displayed in the list of references in its preparation.' Should the graduation thesis be prepared in another language than in the Czech language, the student shall display the corresponding formulation of the declaration in the relevant language. The student shall add the date, his/her name and surname to the declaration. The student also adds his/her original signature to all print copies that the student submits for defence in addition to the name and surname.
3. By submitting the graduation thesis, the student gives consent with the publication of his/her thesis in the database of graduation theses pursuant to Section 47b (1) of the Act regardless of the result of its defence. The function of a database of graduation theses at the USB is fulfilled by the Information system of study agenda (hereinafter as the "IS STAG").



4. The graduation thesis submitted for defence must be published in the IS STAG at least five working days before the defence takes place in order to allow for a check of the text using a system for detection of intentional unauthorised use of work of another person that severely violates legislation addressing intellectual property protection and for the results to be taken into account in the course of the defence. The graduation thesis may be published in the IS STAG at the earliest only after the student was awarded the last course credit related to the work on the thesis or after the thesis advisor confirmed it in another manner that he/she agrees with the submission of the graduation theses for defence.
5. The electronic version of the graduation thesis in the appropriate format is entered into the IS STAG database by the student pursuant to article 6 in the context of submitting the graduation thesis. Should the submission of the graduation thesis or its part into the IS STAG by problematic due to technical reasons (e.g., exceeding the maximum allowed file size limit, file format etc.), the student is required to address this with the place of work at which he/she is submitting the thesis.
6. Should materials that are not electronically publishable be part of the graduation thesis (e.g., art artefacts), the location of their deposition will be a part of the published graduation thesis. If it is possible to publish electronic images or electronic portrayals of these materials, they will be published together with the graduation thesis.
7. Reports of readers and the record of the course and result of the defence are made public via IS STAG. The report of the graduation thesis advisor is also made public in the same manner if it is prepared.
8. Pursuant to Section 47b of the Act, graduation theses that were not successfully defended are also made public.

### **Article 3**

#### **Publishing published graduation theses**

1. Doctoral theses that had been made public in another manner are not published in the IS STAG. The place of work at which the defence of the previously published Doctoral thesis took place shall indicate in what manner the Doctoral thesis was made public.
2. Should the graduation thesis contain previously published publications or manuscripts that had been submitted or accepted for publications while these items are or will be subject to legal copyright protection of the publisher, only bibliographic information and summary (abstract) of these publications or manuscripts will be made public as parts of the graduation thesis in the usual manner. The abstract will be displayed in the English language and alternatively also in the language of the publication in question unless the text is published in English. In the case that the publication is a work of more than one author (co-authors), the student will indicate the size of his/her share of the work on the publication in % and a declaration of co-authors must be attached to the graduation thesis concerning the scope of the share of the student. Concerning manuscripts that have not yet been published, the student shall also indicate to what degree of the process leading to publication has the manuscript progressed as of the day of submission of the graduation thesis.
3. The obligation of the place of work at which the defence of the graduation thesis takes place to publish the graduation thesis submitted for defence pursuant to the provision of Section 47b (2) of the Act in order to allow public access at least five working days before the defence takes place in a manner allowing for remote access or in the form of a print that will be available at the place of work where the defence is supposed to take place is not affected by the procedure pursuant to sections 1 or 2. Everybody can make abstracts, copies or duplicates at their own expense.



4. Should a plan to publish the graduation thesis or its part exist even though the manuscript has not been submitted for publication yet, the publication of the graduation thesis or its part can be postponed by the procedure pursuant to Article 4 (1) with consent of the dean of the faculty at which the graduation thesis was defended. The dean of the faculty at which the graduation thesis was defended is responsible for the application of the procedure pursuant to Article 4 (1).

#### **Article 4**

##### **Protection of classified information**

1. The publication of the graduation thesis or its part can be postponed pursuant to the provision of Section 47b (4) of the Act. Information concerning the postponement of publication must be made public in the database of graduation theses in the IS STAG along with the justification. Should the obstacle to the publication of the graduation thesis cease to exist or at the latest by the expiry of the period that the Act allows for the postponement of the publication of the graduation thesis, the faculty at which the defence of the graduation thesis took place shall arrange a subsequent publication of the graduation thesis in the IS STAG.
2. Should the graduation thesis contain information classified on the grounds of existing legislation<sup>1</sup> or on the basis of an agreement under contractual co-operation with partners of the USB and concurrently the procedure pursuant to section 2 is not possible, the student shall prepare a version of the graduation thesis intended for publication in the IS STAG while excluding the relevant passages and their substitution with the following statement: 'The following passage in the scope of ... contains classified information and it is contained only in the full version of the thesis that is deposited at the ... Faculty of the USB.' The justification with reference to the relevant legislation or contract will also be an integral part of the amended version of the graduation thesis. The full electronic version of the graduation thesis will be archived as a non-public addendum of the thesis in the IS STAG. In the case that the grounds for publishing the amended version of the graduation thesis in the IS STAG expire, the relevant place of work shall ensure that the amended version of the graduation thesis in the IS STAG is replaced with the full version of the graduation thesis.
3. The preparation of a graduation thesis containing classified information is possible on the basis of a consent of the dean of the faculty at which the graduation theses is supposed to be defended. Should this consent not be granted, the student is required to proceed during the preparation of the graduation theses in such a way that the text of the graduation thesis submitted for defence does not contain classified information.
4. Should it become apparent that the graduation thesis contains information subject to classified information protection in the course of the preparation of the graduation thesis while the consent to the preparation of a graduation thesis containing classified information pursuant to section 3 had not been given, the dean may grant a subsequent consent to the submission of the graduation thesis for defence upon a proposal of the managing staff member of the place of work at which the graduation thesis is supposed to be defended. Should this consent not be granted, the student is required to rework the graduation thesis in such a way that the text of the graduation thesis submitted for defence does not contain classified information before the submission of the graduation thesis for defence.
5. The dean of the faculty at which the graduation thesis was defended is responsible for the application of the procedure pursuant to sections 1 and 2. The application of the procedure pursuant to section 1 and 2 is possible only with the consent of the dean of the faculty issued pursuant to section 3 or section 4.

---

<sup>1</sup> For instance: Act No. 121/2000 Coll., Act No. 412/2005 Coll., Sections 504, 2976 and 2985 of the Civil Code.



## Article 5

### Personal data protection of third parties

1. The student is required to prepare the graduation thesis in such a way that information contained in it does not violate the right to personal data protection of third parties. Personal data used as a material for the preparation of the graduation thesis should be displayed in the graduation thesis in such a manner that it is not possible to identify the actual natural person on their basis.
2. In the case that the student violates the obligation outlined in section 1, it is possible to proceed analogically with article 4 in extraordinary cases.
3. Should the student prepare the final thesis on the basis of data obtained in the context of research or research surveys that he/she executed himself/herself, it is recommended that the student requests an informed consent from the participants in the research. The model informed statement form is provided in the annexe of this ordinance. The student himself/herself archives the completed informed consent forms; informed consent forms are not made public.

## Article 6

### Procedure when inserting a graduation thesis into IS STAG

1. Unless the need to select a different procedure arises from the nature of the data published, it is typically necessary to execute a conversion and potentially also a consolidation of supporting files of the graduation thesis including relevant annexes into one file in the PDF format before the submission into the IS STAG.<sup>2</sup> Unless the need to use a different format arises from the nature of data published, the graduation thesis will be entered into the IS STAG database in the PDF format.
2. The student enters the graduation thesis into the IS STAG via the IS STAG portal (<http://portal.jcu.cz>); the relevant selection for entering a graduation thesis in its electronic form is located in the tab entitled "My study" – in the menu entitled "Final thesis" – selection entitled "Complete data about Bachelor/Master/Dissertation thesis".
3. When entering the graduation thesis into the IS STAG, the student shall ensure that the title under which he/she submits the graduation theses is entered in the relevant field of the form in the IS STAG and this title may be different from the designation that was set when the topic of the graduation thesis was assigned. Unless he/she had done so previously, the student shall add the title of the qualification thesis in an appropriate manner along with other required details (annotation, keywords) into the form when entering the qualification thesis into the IS STAG and saves the changes made in the form. This way the student acknowledges that the title of the graduation thesis completed in this way will be displayed on his/her diploma supplement.
4. The student makes the submission of the file of the graduation thesis into the IS STAG via the link entitled "Electronic thesis submission form"; by pressing the button entitled "Select file" producing a dialogue box for file search and confirms his/her selection after selecting the file by pressing the button entitled "Save file".
5. When proceeding pursuant to Article 4 (1), the student sets a deadline for the postponement of the publication of the graduation thesis in the form for entering the file into the IS STAG database.
6. When proceeding pursuant to Article 4 (2), the student also enters the full version of the text of the graduation thesis as an independent file which is not accessible to the public apart from the public amended version of the text of the graduation thesis.

---

<sup>2</sup> The system print option, e.g., Microsoft Print to PDF in Microsoft Office or corresponding software, e.g., PDF Creator, Adobe Acrobat etc. can be used for this purpose.



7. The student can also erase the file of the graduation thesis entered into the IS STAG and replace it with another file as well as change other information up to the moment when the relevant place of work of the faculty (department, study department) performs a check of the submitted graduation thesis and terminates the process of submission of the graduation thesis by entering the date of submission of the graduation thesis into the IS STAG.

#### **Article 7** **Publishing habilitation theses**

1. The USB publishes habilitation theses that were defended and that were not made public in another manner in the public section of its internet website along with other information on the habilitation proceedings made public pursuant to Section 75 of the Act. Reports of readers, the proposal of the Habilitation Board pursuant to Section 72 (8) and the record of the course and result of the defence in the scope stated in the record from the Scientific Board of the faculty are made public in the same manner and without undue delay.
2. The Science and Research Department of the Rectorate of the USB ensures the submission of the electronic version of the habilitation thesis in the PDF format or the insertion of a link to a catalogue record of a previously published habilitation thesis into the public section of the USB website on the basis of materials supplied by the faculty at which the habilitation proceedings are taking place.
3. The author consents to the publication of his/her thesis in accordance with section 1 by submitting the habilitation thesis regardless of the result of its defence.
4. Habilitation theses submitted for defence must also be made public at the location of the place of work where the defence of the habilitation thesis is supposed to take place, alternatively also in electronic form pursuant to section 1 or in another manner allowing for remote access, in order to allow public access at least five working days before the defence takes place. Everybody can make abstracts, copies or duplicates of the habilitation thesis published at their own expense.
5. Should electronically unpublishable materials be part of the habilitation thesis (e.g., art artefacts), information on the location of their deposition shall be a part of the published habilitation thesis. If it is possible to publish electronic images or electronic portrayals of these materials, they shall be made public together with the habilitation thesis.
6. If the habilitation thesis was submitted or accepted for publication and the publication in consideration is or will be subject to legal copyright protection of the publisher, only an extended abstract of the habilitation thesis, or notes on the thesis (hereinafter as the "habilitation thesis annotation"), will be published in the public section of the internet website of the USB instead of the full text of the habilitation thesis. Information concerning the publisher of the publication in consideration will be added to the annotation of the habilitation thesis as well as information on the degree of completion of the process leading to the publication that the manuscript has currently progressed to as of the day of submission or the day of the defence of the habilitation thesis. The obligation to make the habilitation thesis public pursuant to section 4 is not affected by this.
7. Should a habilitation thesis pursuant to Section 72 (3), subsection b) of the Act be in the form of a collection of published works supplemented by a commentary and should these works be subject to legal copyright protection of the publisher, only bibliographic information and links to catalogue records of publications in question will be published as parts of the habilitation thesis along with the commentary and other requisites of a habilitation thesis.



8. The publication of the habilitation thesis or its part may be postponed pursuant to the provision of Section 47b (4) of the Act. Information concerning the postponement of publication must be made public in the public part of the internet website of the USB along with a justification.

## **Article 8**

### **Transitional, final and repeal provisions**

1. The obligation to publish graduation theses, readers' reports and records concerning the course and result of the defence arises from provisions of the Act No 552/2005 Coll., amending the Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by later regulations, and some other Acts, with effect from January 1, 2006.
2. The obligation to publish habilitation theses arises from provisions of the Act No. 137/2016 Coll., amending the Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended by later regulations, and some other acts, with effect from September 1, 2016.
3. Graduation theses deposited at the Academic Library of the USB (hereinafter as the "AL USB") that were defended before January 1, 2016, will remain deposited in the stock of the AL USB and will not be discarded.
4. Graduation theses deposited in the AL USB that were defended on January 1, 2006, or later, and the text of which is published in the IS STAG, will be discarded including electronic versions of graduation theses backed up on CDs within deadlines directed by operational possibilities of the AL USB. These graduation theses will be offered to the State Regional Archives in Třeboň before they are discarded.
5. Faculties shall also enter the full version of the text of the graduation thesis as an independent file into the IS STAG to graduation theses made public in amended or abridged versions pursuant to the Rector's ordinance no R 156. Concurrently, the faculties set it so that it is a file that is not accessible to the public. After meeting this requirement, electronic carriers archived at the faculty pursuant to the Rector's ordinance no. R 156 (4) discarded.
6. Potential deadlines for discarding set by the Document Management Regulations of the USB for discarding graduation theses will not be applied to graduation theses deposited in the IS STAG database. The USB will maintain the database of published graduation theses without time limit.
7. The publication of graduation theses that was executed in accordance with the Rector's ordinance no. R 156 from June 8, 2010, remains unaffected by this ordinance. Concerning graduation theses submitted for defence in the academic year 2020/2021, it allowed that the formulation of the declaration pursuant to Article 2 (2) corresponds to section P2 of the annexe of the Rector's ordinance no. 156.
8. The Rector's ordinance no. R 156 from June 8, 2010, is revoked.
9. This ordinance comes into force and into effect on the day of its publication in the collection of decisions and ordinances of the Rector in the public section of the internet website of the USB.



Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice

prof. PhDr. Bohumil Jiroušek, Dr., v. r.  
Rector

Annexe: Model informed consent form

Created by: Vice-Rector for Student Affairs

Distribution list: Vice-Rectors of the USB, Bursar, deans of USB faculties, the Director of the Academic  
Library of the USB



## **Annexe: Model informed consent form**

USB Rector's ordinance no. R 452 on providing public access to Bachelor's, Master's, Doctoral, advanced Master's ("rigorózní") and habilitation theses

### **Informed Consent Form**

Dear Sir or Madam,

I am writing to you today in order to request your co-operation. I am currently preparing a thesis that includes research ... *(describe the subject and aims of the research and research methods in such a manner that it is intelligible even to a layperson, including the expected course and workload of the research for research participants)*. The following arises from the participation in the research for you ... *(outline, intelligibly to a layperson, a list of relevant impacts of the research on its participants and information on potential benefits and risks that may arise from the research)*.

#### **Declaration**

I declare that I consent to participation in the research outlined above. The student informed me about the nature of the research and introduced methods that will be used during the research as well as facts that arise from participation in the research for me including potential benefits and risks.

I consent to the anonymous processing of obtained information and its use for the purposes of preparing the thesis of the student.

I had the opportunity to consider everything duly and calmly in the time provided. I had the opportunity to enquire about all that is important and needed. I received clear and intelligible answers to my enquiries.

I declare that I am taking information contained in this informed consent form into account and I consent to the processing of my information to the extent and in the manner and for the purpose outlined in this informed consent form.

Name and surname of the research participant:

Date:

Signature of the research participant: