

**TECHNICAL UNIVERSITY IN ZVOLEN**

**ORGANIZATIONAL DIRECTIVE**

No. 1/2011

**Final and habilitation theses  
at the Technical University in Zvolen**

2011

## CONTENTS

Article 1 General provisions .....	3
Article 2 Types of final and qualification theses.....	4
Article 3 Assignment of final theses .....	5
Article 4 Structure of the final thesis and habilitation thesis .....	6
Article 5 Citations and bibliographical references .....	9
Article 6 Formatting of final theses.....	9
Article 7 Submission, access, and control of the originality of final theses, and habilitation theses, licence agreement .....	10
Article 8 Central Final Thesis Register and TU Thesis Repository .....	11
Article 9 Reports on thesis and habilitation theses, licence agreement .....	12
Article 10 Final provisions .....	12

### Attachments

Annex 1	Example of the final thesis cover
Annex 2	Example of the final thesis title page
Annex 3	Example of final thesis assignment
Annex 4a	Example of bibliographic citation of the final thesis
Annex 4b	Example of bibliographic citation of the habilitation thesis
Annex 5	Examples of citations according to ISO 690 and ISO 6902
Annex 6	Example of licence agreement for the use of the final thesis and habilitation thesis
Annex 7	Example of an author's request for extension of the grace period for making the thesis available
Annex 8	Example of the affidavit of publication of the final and habilitation thesis under non-periodical or periodical publication
Annex 9	Example of the thesis supervisor's report
Annex 10	Example of a licence agreement for the use of the final and habilitation thesis review report

**Competence:** Technical University in Zvolen

**Effectiveness:** 05 September 2011

# **FINAL AND HABILITATION THESES AT THE TECHNICAL UNIVERSITY IN ZVOLEN**

## **Article 1 General provisions**

1. The Technical University in Zvolen (hereinafter referred to as TU) issues this Organizational Directive (hereinafter referred to as the "Directive" or "OS") on Final and Habilitation Theses at TU (hereinafter referred to as the "Theses") in accordance with the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011, which implements certain provisions of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the Act on Higher Education).
2. The purpose of this Directive is to determine the structure and formal requirements for final and habilitation theses, to determine the procedure for submitting theses in printed form and electronic form to the Thesis Repository of the Technical University in Zvolen (hereinafter referred to as the TU Thesis Repository) created in the TU University Information System (hereinafter referred to as the UIS), for the originality verification in the Central Register of Final Theses of the Ministry of Education and Science of the Slovak Republic (hereinafter referred to as "CRZP"), for the receipt and evaluation of the Originality Verification Protocols, for the submission of the thesis review reports in electronic form to the UIS and for the procedure for setting the licence conditions for publishing the final theses and thesis's review reports in the CRZP.
3. According to Act No.131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the Higher Education Act), the final thesis is a part of higher education studies according to each study programme (§ 51 (3) of the Higher Education Act). Its defence is a part of the state exam and is one of the conditions for the proper completion of studies.
4. The author of the final thesis is a university student. The final thesis is an independent work of the student. The dean, the rector in the case of university degree programmes or the person authorised by them shall appoint the final thesis supervisor and a supervisor for the doctoral degree programme to the student with the assignment of the final thesis. In the case of an external supervisor for a doctoral programme, the university may appoint a student to be supervised by a consultant from the university.
5. For the purposes of this Directive, an author is also the author of a rigorous thesis and the author of a habilitation thesis.
6. The topic of the final thesis must follow the field of study, the profile of the graduate and the description of the field of study.
7. For the purposes of this Directive, a training workplace is a workplace of TU or a part thereof (e.g., a faculty, department, or institute) that provides material and technical conditions for the student to obtain information and carry out work that will enable the elaboration of a thesis at the workplace of the university or, by mutual agreement, also at an external institution. The doctoral student's training workplace may also be an external institution (private company, state, or public organisation, etc.) based on a written agreement with the university.

8. The license agreement on the use of academic work<sup>1</sup> (hereinafter referred to as the "license agreement") is a contract pursuant to Act No. 618/2003 Coll. on copyright and rights related to copy (the Copyright Act), as amended (hereinafter referred to as the "Copyright Act") between the author and the university, which regulates the manner of use and publication of the thesis. According to the Copyright Act, a final thesis is a schoolwork created by a student to fulfil his/her study obligations arising from his/her legal relationship to the university<sup>2</sup>.
9. The thesis template is a sample document that serves to unify the appearance of the thesis and to help students in the creation of the thesis. It is published on the CRZP website <http://www.crzp.sk>

## **Article 2**

### **Types of final and qualification theses**

- 1. The final thesis is:**
  - a) bachelor thesis (§52 (4) of the Higher Education Act) – when studying in the first-level study programme (bachelor study programme),
  - b) diploma thesis (§53 (4) of the Higher Education Act) – when studying in the second-level study programme or a study programme according to §53 (3) of the Higher Education Act (master, engineer, and doctoral study programme) or
  - c) dissertation thesis (§54 (3) of the Higher Education Act) – when studying in the third-level study programme (doctoral study programme).
- 2. The bachelor thesis** verifies the mastery of the theoretical and practical foundations of the problem to be solved. The student must demonstrate the ability to work with domestic and foreign professional literature sources, to select an essential information from it for his/her topic, to apply his/her skills in collecting, interpreting, and analysing basic professional literature. It may have elements of originality, summarisation, and compilation, or it may be an application in practice or a solution to a sub-task.
- 3. The diploma thesis** differs from the bachelor's thesis in the scope and quality of the topic development. By elaborating the diploma thesis, the student must demonstrate the ability to independently acquire theoretical and practical knowledge and creatively apply and use them in solving specific problems. The diploma thesis can be theoretical, experimental-research or application.
- 4. The dissertation thesis** has the character of a scientific thesis, in which the doctoral student based on 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 activity, to solve theoretical and practical problems of the field of science. The author of the work demonstrates the ability to process the chosen professional problem with an interdisciplinary approach and with the elaboration of a conclusion. The thesis presents the results of scientific research and the application of research results in social practice. The dissertation should result in the acquisition of new knowledge in the given issue.
- 5. For the purposes of this Directive, qualifying work is:**
  - a) rigorous thesis or
  - b) habilitation thesis.
- 6. Rigorous thesis** - it is not elaborated at the Technical University in Zvolen.

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<sup>1</sup> § 40 to § 44 of Act No. 618/2003 Coll. on copyright and rights related to copyright. (Copyright Act)

<sup>2</sup> § 5 (12) of Act No. 618/2003 Coll. on copyright and rights related to copyright. (Copyright Act)

7. The Habilitation thesis, in accordance with the Decree of the Ministry of Education of the Slovak Republic c. 6/2005 Coll. on the procedure for obtaining the scientific-pedagogical degree or the artistic-pedagogical degree of associate professor could be:
  - a) a monograph or
  - b) a monothematic work that brings new scientific knowledge or
  - c) a collection of published scientific papers accompanied by a commentary.
8. Final theses may show varying degrees of originality. Typically, bachelor and diploma theses show a lower degree of originality. In this respect, theses can be divided into:
  - a) **the original document** is characterised by new information not previously recorded,
  - b) **a synthesis document** summarises, generalises or consolidates existing knowledge, thereby creating new value or providing a new perspective on things that are known,
  - c) **the compilation document** according to the specific aim of the work with the author's intention to create in a new expression repeats the known knowledge and creates an overview study. A non-creative compilation, i.e. describing someone else's ideas from a few sources or summarising several quotations without specific authorial intent, is not permissible.
9. Each final thesis must be original, created by the author, while observing the rules of working with information sources. At the same time, it must be prepared in accordance with the copyright law, must not be plagiarized and must not infringe the copyright of other authors. The author is obliged to consistently and correctly cite the information sources used, to mention the results by name and specifically, to accurately describe the methods and working procedures used, to cite laboratory and other results and field research by other authors or author teams.

### Article 3 Assignment of final theses

1. Proposals for final thesis topics, i.e., bachelor, master, and doctoral theses, are published through the UIS by the deadline set by the timetable of the respective academic year. The topics of bachelor and master theses are approved by the supervisor of the study programme, the topics of doctoral theses are approved by the chairperson of the study field committee after discussion in the committee. The Head of the Department is responsible for their publishing. The student applies for the final thesis through the UIS.
2. Dissertation topics are also published in a foreign (English) language through the UIS.
3. The thesis assignment (hereinafter referred to as the "assignment") is a document by which TU sets out the student's study obligations in connection with the preparation of the thesis (Annex 3). As a rule, the assignment contains:
  - a) the designation of the thesis, (bachelor, master, or doctoral thesis),
  - b) the author's name and surname, study programme and form of study,
  - c) the title of the thesis topic,
  - d) the methodological guidelines for the preparation of the thesis (i.e., not the content of the thesis),
  - e) a list of recommended literature sources,
  - f) the date on which the thesis was submitted,
  - g) the name, surname, and title of the supervisor of the thesis,
  - h) training facility,
  - i) the name, surname, and title of the head of the training institution (i.e., the dean of the faculty or the vice-rector for pedagogical work).
4. The assignment of the thesis is prepared by the thesis supervisor through UIS.

5. The assignment of the thesis is signed by the thesis supervisor, the guarantor of the study programme and the dean of the faculty, in the case of university study programmes by the vice-rector for pedagogical work.

#### **Article 4**

##### **Structure of the final thesis and habilitation thesis**

**The main parts of the thesis are:**

- 1. The front section that contains** the following items in the order given:

##### **1.1 Packaging.**

###### **1.1.1 Cover of the final thesis** (Annex 1).

- a) the name of the university,
- b) the name of the faculty, if the author is enrolled in a study programme carried out at the faculty,
- c) the thesis reference number, if one has been assigned,
- d) the title of the thesis and the subtitle of the thesis, if used,
- e) the designation of the thesis (bachelor, master, or doctoral thesis),
- f) the year of submission of the thesis,
- g) name, surname, academic titles, and scientific and pedagogical titles of the author of the thesis.

###### **1.1.2 Habilitation thesis cover** (Annex 1).

- a) the name of the university,
- b) the name of the faculty, if the habilitation procedure is carried out at the faculty,
- c) the thesis reference number,
- d) the title of the habilitation thesis and the subtitle of the habilitation thesis, if used,
- e) the designation of the thesis (habilitation),
- f) the year of submission of the habilitation thesis,
- g) name, surname, academic titles, and scientific and pedagogical titles of the author of the thesis.

##### **1.2 Title page.**

###### **1.2.1 Title page of the final thesis** (Annex 2).

- a) the name of the university,
- b) the name of the faculty at which the student is enrolled,
- c) the title of the thesis and the subtitle of the thesis, if used,
- d) the designation of the thesis (bachelor, master, or doctoral thesis),
- e) the name of the study programme,
- f) the number of the field of study (Decree of the Statistical Office of the Slovak Republic No. 114/2011 Coll., which issues the Statistical Classification of Fields of Education) and the name of the field of study,
- g) the name of the training institution (if it has been designated for the thesis),
- h) the name, surname, academic titles and scientific-pedagogical titles of the supervisor or the supervisor of the thesis,
- i) the name, surname, academic titles, and scientific and pedagogical titles of the consultant, if one has been appointed for the thesis,
- j) author's name, surname, academic titles, and scientific and pedagogical titles,
- k) the place and year of submission.

### 1.2.2 Title page of the habilitation thesis (Annex 2).

- a) the name of the university,
- b) the name of the faculty, if the habilitation procedure is carried out at the faculty,
- c) the title of the habilitation thesis and the subtitle of the habilitation thesis, if used,
- d) designation of the thesis (habilitation thesis),
- e) author's name, surname, academic titles, and scientific and pedagogical titles,
- f) the number of the field of study (Decree of the Statistical Office of the Slovak Republic No. 114/2011 Coll., which issues the Statistical Classification of Fields of Education) and the name of the field of study,
- g) the name of the training institute,
- h) the place and year of submission of the habilitation thesis.

### 1.3 Assignment of the thesis (Annex 3).

### 1.4 Bibliographic record of the thesis and habilitation thesis (Annex 4a, 4b).

### 1.5 Acknowledgements (optional).

### 1.6 Abstract in the state language.

### 1.7 Abstract in English; if the language of the thesis is a third language, also in a third language.

It contains information about the aims of the thesis, its brief content, and the abstract concludes with a characterization of the fulfilment of the aim, the results, and the significance of the whole thesis. The abstract includes 3-5 keywords. It should be written coherently as a single paragraph of between 100 and 500 words.

### 1.8 Content.

### 1.9 List of illustrations and list of tables (optional).

### 1.10 List of abbreviations and symbols (compulsory in engineering and science).

### 1.11 Glossary (optional).

### 1.12 Errata (erratum).

If necessary, errors found by the author after the work has been printed will be corrected here. The header contains basic information – title, subtitle, author's name, date, and place of publication.

*Example:*

<i>Page</i>	<i>Line</i>	<i>Error</i>	<i>Correct</i>
12	6	Publication	Presentation
12	6	$\beta$	$\alpha$

## 2 The core of the thesis / main text body, which consists of:

### 2.1 Introduction.

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 and introduces the reader to the meaning, aims and objectives of the thesis, emphasizes why the thesis is important and why he/she decided to work on the topic.

### 2.2 Core.

The core is the main part of the thesis, and its structure is determined by the type of thesis. In scientific and professional papers, the core usually has the following main parts:

- a) the current state of the problem at home and abroad,  
the author presents available information and knowledge on the topic. The sources for the elaboration are currently published works of domestic and foreign authors. The share of this part of the thesis is to make up approximately 30% of the thesis.
- b) the aim of the thesis,

the author clearly, concisely, and accurately characterises the subject of the solution. The sub-objectives are also elaborated, which condition the achievement of the main objective.

- c) as a rule, the methodology of work and methods of research includes,
  - characteristics of the object of study,
  - working procedures,
  - how the data are collected and their sources,
  - methods used for evaluation and interpretation of results.
- d) results of the work and discussion,  
are the most important parts of the thesis. The results (the author's own views or his own solutions to the substantive problems) arrived at must be logically organised and sufficiently evaluated when describing them. At the same time, all facts and findings are commented on in comparison with the results of other authors. Where appropriate, the results and discussion may form separate sections and together they will normally make up between 30 and 40 % of the thesis.

### **2.3 Conclusions.**

The author briefly summarises the results achieved in relation to the stated objectives.

### **2.4 Summary.**

It is obligatory only if the thesis is written in a language other than the state language and the thesis must contain a summary in the Slovak language in the scope of at least 10 % of the scope of the thesis.

### **2.5 List of literature sources used.**

The author provides a complete list of bibliographic references. The scope of this section is determined by the number of literature sources used, which must correspond to the citations used in the text.

## **3. Annexes (optional).**

Theses and habilitation theses may contain annexes. A sheet with a list of appendices is inserted at the end of the thesis before their inclusion. Each annex starts on a new page and is identified by a separate capital letter (Annex A, Annex B, etc.). The pagination of the annexes follows the continuous pagination of the main text. Pagination may be omitted where it is not practical or possible. In this case, the Annexes shall be identified by a different numbering system. If the annexes are separate documents, they shall be numbered separately. Annexes should be grouped by type. The source of each annex shall be indicated (source). Annexes include:

- I. Supplementary illustrations or tables,
- II. Forms: questionnaires, interviews, observation sheets,
- III. Special materials: technical documentation, maps, photographs, ...
- IV. Bibliography: uncited but relevant literature about the thesis providing additional information on the topic.

## **4. End part.**

The end part consists of the packaging and accompanying material such as maps, CDs, computer listings, technical documentation, films, tapes, artefacts, miscellaneous objects, etc...



## **Article 5**

### **Citations and bibliographical references**

1. When citing, citation ethics as well as citation technique is important. The ethics of citation determines the way in which an ethical standard is observed in relation to the ideas and results contained in other documents and in the literature used. The technique of citation expresses whether and how correctly, according to the standard<sup>3</sup>, the author connects places in the text with the records of documents that are in the bibliographic reference list.
2. For theses, it is recommended to use the method of citation according to the first entry (name) and date, where the first entry (the author's surname or the first word of the title) and the year of publication of the cited document are given in parentheses in the text. If the first reference is already within the text, only the year is given in parentheses after it. If necessary, the page numbers of the cited pages shall also be given in parentheses after the year. If two or more documents have the same first entry and the same year, they are distinguished by lower case letters (a, b, c, etc.) after the year within the brackets. The same will be done in the list of bibliographical references.
3. The individual entries in the list of bibliographical references are listed in alphabetical order. They are arranged according to the first element (data) followed by the year of publication of the document. This is followed, where appropriate, by lower-case letters to distinguish references with the same first entry and year of publication.
4. See Annex 5 for a description of example citations.

## **Article 6**

### **Formatting of final theses**

1. The formal quality of the thesis is based on the standards:
  - a) STN 01 6910: 1999. Rules for writing and editing of documents.
  - b) STN ISO 2145: 1997. Documentation. Numbering of sections and subsections of written documents.
  - c) STN ISO 690: 1998. Documentation - Bibliographic references - Content, form, and structure.
  - d) STN ISO 690-2: 2001 - Information and documentation - Information and documentation. Bibliographic citations. Part 2: Electronic documents or parts thereof.
  - e) STN ISO 214: 1998. Documentation. Abstracts (papers) for publications and documentation.
2. **The final thesis is usually written in the state language** (§51 (3) of the Higher Education Act), in the first person plural past tense. With the consent of the university or faculty, the thesis may also be written and defended in a language other than the state language.
3. The recommended font type is **Times New Roman**, size 12, and is uniform throughout the work. Recommended page settings - 1.5 line spacing, 3.5 cm margins left, 2 cm right, 2.5 cm top and bottom, portrait orientation, A4 format.
4. The recommended length of a bachelor's thesis is 30 to 40 pages (54,000 to 72,000 characters including spaces), a master's thesis 50 to 70 pages (90,000 to 126,000 characters), a doctoral thesis 80 to 120 pages (144,000 to 216,000 characters).

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<sup>3</sup> STN ISO 690: 1998. Documentation - Bibliographic references - Content, form and structure.

5. The thesis has the standard layout required by the relevant university and should respect formal and citation criteria as well as the principles of referencing primary and secondary literature.
6. The printed form of the thesis shall be prepared in hardcover (not comb-bound), so that the individual sheets cannot be removed.
7. The electronic form of the thesis is prepared in PDF format. Further specification of the requirements for the electronic form of the thesis, content and format may be published through the CRZP.

#### **Article 7**

#### **Submission, access, and control of the originality of final theses, and habilitation theses, license agreement**

1. Final theses are submitted in printed form in duplicate to the relevant department (bachelor and diploma theses), or in printed form in four copies to the relevant supervising department (dissertations).
2. Habilitation theses in printed form are submitted in four copies to the chairperson of the Scientific Board (SB) of the respective faculty of TU Zvolen.
3. In the timetable of the respective academic year, the deadline for the submission of the thesis shall be set, which is the last day for the submission of both printed and electronic forms of the thesis.
4. The author (student, author of the habilitation thesis) is obliged to submit the final thesis or habilitation thesis also in electronic form, in \*.pdf format, by uploading it to the UIS, including all attachments. The electronic form of the thesis or habilitation thesis must be identical to the printed form of the thesis or habilitation thesis. The author is responsible for the correspondence between the printed and the electronic form. The size of the electronic file must be less than 50 MB.
5. The author is obliged to insert additional information: title, abstract and keywords in Slovak and English, in case the language of the work is a third language also in a third language.
6. The submission of the thesis or habilitation thesis includes the conclusion of a licence agreement (Annex 6) between the author and the Slovak Republic represented by TU Zvolen, which specifies the manner of use of the work, the manner of access, the grace period, if required, and the manner of conclusion and signing of the agreement. If the author of a thesis or habilitation thesis requests an extension of the grace period beyond 12 months, he/she shall complete the 'Author's request for extension of the grace period for access to and publication of the thesis or habilitation thesis' and state the reasons for his/her request (Annex 7).
7. If the thesis, or part of it, has already been published before being entered into the CRZP, the author of the work shall fill in the "Affidavit of publication of the thesis or habilitation thesis in a non-periodical or periodical publication" (Annex 8).
8. The UIS will only allow the printing of the "License agreement for the use of the final/habilitation thesis", the "Author's request for extension of the grace period for making the thesis or habilitation thesis available" and the "Affidavit of publication of the thesis or

habilitation thesis in a non-periodical or periodical publication after the electronic form of the thesis has been uploaded to the UIS.

9. The author is obliged to print out the completed Licence Agreement or the Author's Application for extension of the grace period and the Affidavit in UIS and after signing them to be handed in at the department or at the training workplace together with the printed form of the thesis.
10. The license agreement shall be signed in two copies, one copy each to be kept by the author and the Slovak Library of Forestry and Wood Sciences (SLDK).
11. The dean/rector, after the prior statement of the thesis supervisor, shall express his/her statement on the extension of the grace period. The dean may agree or propose a different grace period. If the author agrees, he/she is obliged to reprint the Licence Agreement from the UIS, where the mutually accepted grace period will be entered, and to hand it over to the department or supervising department.
12. The originality of the thesis (the degree of conformity of the text of the thesis with the database of original texts) is evaluated in the CRZP, where a protocol on the verification of the originality of the thesis is drawn up.
13. The author and the supervisor of the thesis are informed about the generation of the protocol on the originality verification of the thesis in the CRZP and its availability in the UIS, who will take a position on it in his/her evaluation or at the latest during the defence of the thesis. An example of the evaluation for bachelor and diploma theses is introduced in Annex 9.
14. The protocol on the originality verification of the final thesis is further provided to the State Examination Committee and forms an appendix to the State Examination documentation. The result of the final thesis originality verification is a part of the state examination documentation.
15. After the successful defence of the thesis, the SLDK will carry out its bibliographic registration. The bibliographic data are made available through the library's information system. The printed form of the theses is archived by the SLDK for a period of 70 years.
16. Successfully defended theses in electronic form are permanently stored in the CRZP and in the UIS TU for 70 years from the date of registration.
17. Theses in electronic form are published only through CRZP.
18. A nominal list of students who have successfully completed the thesis defence including the title of the thesis, abstract, keywords and licensing conditions will be provided to the SLDK by the Centre for Information Technology (hereinafter referred to as "CIT").

## **Article 8**

### **Central Final Thesis Register and TU Thesis Repository**

1. The CRZP is a physical, price-permanent repository of electronic versions of final and qualification theses, which is operated by the Centre for Scientific and Technical Information (hereinafter referred to as "CVTI"), a contributory organization of the Ministry of Education and Science of the Slovak Republic. In the CRZP, the originality of the final and qualification theses is evaluated by software means.

2. The TU Theses Repository is a physical local repository of electronic versions of the final and qualifying theses of TU authors, which is operated by the CIT.

### **Article 9**

#### **Reports on thesis and habilitation theses, licence agreement**

1. The author of the opinion on the final and habilitation thesis fills in the opinion form in the UIS or inserts the opinion in the UIS in \*.pdf format.
2. The author of the report may prepare a draft Licence Agreement on the use of the report of the final, rigorous and habilitation thesis (Annex 10), where he/she shall indicate the manner of use of the work, the manner of conclusion and signing of the agreement.

### **Article 10**

#### **Final provisions**

1. The provisions of this OD No 1/2011 shall also apply mutatis mutandis to seminary theses, and other qualification theses.
2. Any supplements to this OD No. 1/2011 can only be made by written amendments signed by the statutory body of the Technical University in Zvolen.
3. The Organizational Directive No. 1/2011 is valid for the university.
4. The Organizational Directive No. 1/2011 was discussed and approved at the Meeting of the Management of the Technical University in Zvolen on 05 September 2011.
5. The Organisational Directive No. 1/2011 shall enter into force on 05 September 2011.
6. This Organisational Directive No. 1/2011 also repeals Organisational Directive No. 2/2010 entitled "Requirements, bibliographic registration, originality control, storing and access to final theses at TU Zvolen" effective from 1 February 2010.
7. Annexes are an integral part of this Directive:
  - Annex 1 Example of the final thesis cover
  - Annex 2 Example of the final thesis title page
  - Annex 3 Example of final thesis assignment
  - Annex 4a Example of bibliographic citation of the final thesis
  - Annex 4b Example of bibliographic citation of the habilitation thesis
  - Annex 5 Examples of citations according to ISO 690 and ISO 6902
  - Annex 6 Example of license agreement for the use of the final thesis and habilitation thesis
  - Annex 7 Example of an author's request for extension of the grace period for making the thesis available
  - Annex 8 Example of the affidavit of publication of the final and habilitation thesis under non-periodical or periodical publication
  - Annex 9 Example of the thesis supervisor's report
  - Annex 10 Example of a licence agreement for the use of the final and habilitation thesis review report

prof. Ing. Ján Tuček, CSc.  
Rector

**DISTRIBUTION LIST:** Rector's Office  
Department for Pedagogical Work  
Department of Science and Research  
Department of Law  
Department of Control  
Deans of Faculties  
Dean's Offices  
Vice-deans for Education  
Vice-deans for Science and Research  
Heads of Departments  
Slovak Library of Forestry and Wood Sciences  
Centre for Information Technology

**Annex 1 – Example of the final thesis cover**

**THE NAME OF THE UNIVERSITY  
THE NAME OF THE FACULTY**

Reference number

**TITLE OF THE THESIS  
SUBTITLE OF THE THESIS  
Type of the thesis**

**Author's name, surname, academic and scientific titles Year of thesis  
submission**

**Annex 2 – Example of the title page of the final thesis**

**THE NAME OF THE UNIVERSITY  
THE NAME OF THE FACULTY**

**TITLE OF THESIS  
SUBTITLE OF THESIS  
Type of the thesis**

Study programme: name  
Field of study: number and name  
Workplace: name  
Supervisor: name, surname, academic and scientific titles  
Consultant: name, surname, academic and scientific titles

**Author's name, surname, academic and scientific titles  
Place and year of submission**

**Annex 3 – Example of the final thesis assignment**



Faculty  
Technical University in Zvolen  
**Department**

<b>THESIS ASSIGNMENT</b>	
Reference number:	Academic Year:
Author of the thesis Study programme Form of study Title of topic:	
Methodological guidelines for elaboration: 1. 2. n.	
List of recommended literature sources 1. 2. n.	
Assigned on:	Submission Date:
Thesis supervisor:	
Study programme guarantor:	Dean/Vice-rector:



**Annex 4a** Example of bibliographic citation of the final thesis

**BIBLIOGRAPHIC CITATION**

KUČERA, P. 2012. Precision casting of metal parts: final <sup>x)</sup> thesis. Zvolen: Technical University in Zvolen. Faculty of Ecology and Environmental Science. 2012. 58 p. 3 annexes.

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<sup>x)</sup> Bachelor  
Diploma  
Doctoral

**Annex 4b** Example of bibliographic citation of the habilitation thesis

**BIBLIOGRAPHIC CITATION**

KUČERA, P. 2012. Precision casting of metal parts: habilitation thesis. Zvolen: Technical University in Zvolen. Faculty of Ecology and Environmental Science. 2012. 58 p. 3 annexes.

## Annex 5: Examples of citations according to ISO 690 and ISO 6902

### 1. Books / Monographs

#### *Description features:*

Author. year of publication. *Title: subtitle (optional)*. Order of publication. Place of publication: publisher, year of publication. Length of pages. ISBN.

If there are three authors, they are separated by a hyphen. If there are more than three authors, the first author and the abbreviation and col. or et al. if it is a foreign work.

The first edition does not need to be mentioned in the citation description.

#### *Examples:*

OBERT, V. 2006. *Returns and references*. Nitra: University of Constantine the Philosopher, 2006. 129 p. ISBN 80-8094-046-0.

TIMKO, J. - SIEKEL. P. - TURŇA. J. 2004. *Genetically modified organisms*. Bratislava: Veda, 2004. 104 p. ISBN 80-224-0834-4.

HORVÁT, J. et al. 1999. *Human anatomy and biology*. 1st ed. Bratislava: Obzor, 1999. 425 p. ISBN 80-07-00031-5.

### 2. An article in the journal

#### *Description features:*

Author. year of publication. Title. In *Title of source document (newspapers, magazines)*. ISSN, year, volume, volume number, Page range (page from-to).

#### *Examples:*

STEINER, J. 2000. Principles shaping education in information science. In *Pedagogická revue*. ISSN 1335-1982, 2000, vol. 2, no. 3, pp. 8-16.

BEŇAČKA, J. et al. 2009. A better cosine approximate solution to pendulum equation. In *International Journal of Mathematical Education in Science and Technology*. ISSN 0020-739X, 2009, vol. 40, no. 2, p. 206-215.

### 3. An article from the proceedings and monograph

#### *Description features:*

Author. year of publication. Title of article. In *Proceedings title*. Place of publication: Publisher, year of publication. ISBN, Page range (page from-to).

#### *Examples:*

ZEMÁNEK, P. 2001. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference: proceedings. Vol. 2. Fruit Growing and viticulture*. Lednice: Mendel University of Agriculture and Forestry, 2001. ISBN 80-7157-524-0, p. 262-268.

BOĐOVÁ, M. et al. 1990. An introduction to algorithmic and cognitive approaches for information retrieval. In *18. Informatické dni : proceedings of the international scientific conference on current knowledge of information and communication technologies and their use*. Prague: Charles University, 1990. ISBN 80-01-02079-7, p. 17-28.

#### 4. Electronic documents - monographs

*Description features:*

Author. year of publication. *Title* [Type of medium]. Edition. Place of publication: Publisher, date of publication. Date updated. [Date cited]. Availability and access. ISBN.

*Example:*

SPEIGHT, J. G. 2005. *Lange's Handbook of Chemistry*. [online]. London: McGraw-Hill, 2005. 1572 p. [cited 2009.06.10.] Available online: <[http://www.knovel.com/web/portal/basic\\_search/display?\\_EXT\\_KNOVEL\\_DISPLAY\\_bookid=1347&\\_EXT\\_KNOVEL\\_DISPLAY\\_fromSearch=true&\\_EXT\\_KNOVEL\\_DISPLAY\\_searchType=-basic](http://www.knovel.com/web/portal/basic_search/display?_EXT_KNOVEL_DISPLAY_bookid=1347&_EXT_KNOVEL_DISPLAY_fromSearch=true&_EXT_KNOVEL_DISPLAY_searchType=-basic)> . ISBN 978-1-60119-261-5.

#### 5. Articles in electronic journals and other contributions

*Description features:*

Author. year of publication. *Title*. In *Journal Title*. [Medium type]. year of publication, volume, issue [citation date]. Availability and access. ISSN.

*Example:*

HOGGAN, D. 2002. Challenges, Strategies, and Tools for Research Scientists. In *Electronic Journal of Academic and Special Librarianship* [online]. 2002, vol. 3, no. 3 [cited 2003-01-10]. Available from Internet: <[http://southernlibrarianship.icaap.org/content/v03n03/Hoggan\\_d01.htm](http://southernlibrarianship.icaap.org/content/v03n03/Hoggan_d01.htm)>. ISSN 1525-321X.

#### 6. Contribution in the proceedings on CD-ROM

*Description features:*

Author. year of publication. *Title*. In *Proceedings title* [Medium type]. Place of publication: Publisher-Body, Year of publication, Extent of pages (page from-to). ISBN.

*Example:*

ZEMÁNEK, P. 2001. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference: proceedings. Vol. 2. Fruit Growing and viticulture* [CD-ROM]. Lednice: Mendel University of Agriculture and Forestry, 2001, p. 262-268. ISBN 80-7157-524-0.

#### 7. Scientific Qualification Thesis

*Description features:*

Author. year of publication. *Title of thesis*: indication of the type of thesis (dissertation, doctoral thesis).

Place of publication: Name of the university, year of publication. Range of pages.

*Example:*

MIKULÁŠIKOVÁ, M. 1999. *Didactic aids for practical teaching in art classes for 2nd grade of primary schools*: diploma thesis. Nitra: UKF, 1999. 62 p.

#### 8. Research reports

*Description features:*

Author. year of publication. *Title of work*: type of report (VEGA, interim report). Place of publication: Name of institution, year of publication. Extent of pages.

*Example:*

BAUMGARTNER, J. et al. 1998. *Conservation and maintenance of the animal gene pool, animal breeding: a research report*. Nitra: VÚŽV, 1998. 78 p.

## **9. Standards**

*Description of the element:*

Designation and number of the standard: Year of issue (not year of approval or effective date): Name of the standard.

*Example:*

STN ISO 690:1998: Documentation - Bibliographic references - Content, form, and structure.

**Annex 6** Example of license agreement for the use of the final thesis and habilitation thesis

**LICENSE AGREEMENT FOR THE USE OF THE FINAL /  
HABILITATION THESIS**

concluded pursuant to § 40 et seq. of Act No. 618/2003 Coll. on Copyright and Rights Related to Copyright (Copyright Act) and § 63 (9) of Act No. 131/2002 Coll. on Universities and on Amendments and Additions to Certain Acts, as amended

between

title, first name and surname:

date and place of birth:

permanent residence:

code (thesis reference number):

date of submission to the UIS: the *actual date of submission of the thesis into the UIS*

(Hereinafter referred to as the "author")

and

the Slovak Republic represented by

university, faculty: *name of the university in the 1st case, name of the faculty in the 1st case (if the study/habilitation is at the faculty)*

address of the faculty at which the author is enrolled for studies or is a candidate in the rigorous procedure or habilitation procedure, otherwise of the university:

University ID No.

part of the university represented by the Dean/Rector: *name of the dean/rector (for university study programmes)*

(Hereinafter referred to as "user" or "acquirer"):

**Art. 1**

**Subject of the contract**

The subject of this agreement is to grant the author's consent to the user to use the work specified in Article 2 of this agreement (hereinafter referred to as the "license") under the terms and conditions agreed in this agreement.

**Art. 2**  
**Work specification**

Title of the work:

Type of work: bachelor thesis/ diploma thesis/ dissertation thesis / rigorous thesis/ habilitation thesis

Number of the field of study<sup>1</sup>: *first 4 digits from the item SC\_PROGRAMS.KKOV, for habilitation theses the registration must be completed*

Name of the field of study: *the name of the parent field of study, in case of a combination of 2 fields of study, indicate the names of both fields of study separated by a comma in the order in which they are registered in the UIS (SC\_KVALIFIKACNI\_OBORY.NAZEVS\_SK)*

Thesis reference number generated by the university information system: *ID for CRZP*

**Art. 3**  
**Method of use of the work and scope of the license**

- (1) The author consents to the publication of the work and grants the user permission to make the digital reproduction of the work available to the public in a manner allowing mass access<sup>2</sup>, only through the central register of theses, rigorous and habilitation theses (hereinafter referred to as "the register").
- (2) The user is entitled to make the work available to the public after its inclusion in the register
  - no earlier than the expiration of months<sup>3</sup> from the date of registration of the work,
  - without a grace period
- (3) The user is entitled to make the work available to the public only
  - with the use of
  - even without usingsuch technological measures as will prevent the public from permanently storing or printing the work on a memory medium.
- (4) The license granted by the author to the user under this agreement is non-exclusive and unlimited in territory.
- (5) The author grants the user a license for a period of 70 years from the date of registration of the work in the register.

---

<sup>1</sup> The first four-digit code according to the Slovak Statistical Office of the Slovak Republic Decree No. 114/2011 Coll. issuing the Statistical Classification of Fields of Education

<sup>2</sup> § 4(2) of Act No. 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts (Freedom of Information Act), as amended

<sup>3</sup> Integer from 1 to 12, with the approval of the Rector or Dean up to 36

**Art. 4  
Reward**

The author grants the license a royalty-free licence.

**Art. 5  
Final provisions**

(1) This contract is in writing and executed

- in two paper copies, one for each contracting party
- in electronic form in the information system of the university.

(2) This Agreement shall enter into force and effect on the date of signature by both parties; signature shall be understood to include the substitution of a mechanical means of signature. This contract shall cease to have effect on the date on which the operator of the register permanently ceases to make the work available to the public pursuant to § 63 (12) of the Act. If any provision of this contract becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the other contractual arrangements shall not be affected.

(3) The Parties declare that they have entered into the Contract freely and in good faith, have not acted in error or under duress, understand its contents and sign it as a sign of their consent

- by hand
- by mechanical means <sup>4)</sup>.

In ....., on .....

In ....., on .....

.....  
author

.....  
the user/acquirer represented by the rector,  
or by a person authorised by him/her



**Annex 7** Example of an author's request for extension of the grace period for making the thesis available

**THE AUTHOR'S REQUEST FOR AN EXTENSION OF THE GRACE PERIOD FOR MAKING THE THESIS AVAILABLE**

(§ 63 (10) of Act No. 131/2002 Coll., amending Act No. 131/2002 Coll. on higher education and on amendment and supplementation of certain acts as amended).

In ..... on.....

Title, first and last name:	
Date and place of birth:	
Permanent residence:	
Student of the Faculty:	
Title of thesis:	
Code (thesis reference number):	
Type of thesis:	
Date of submission to the CRZP:	
Thesis supervisor:	

I, the undersigned author of the thesis, reserve a grace period more than 12 months from the date of registration of the thesis in the central thesis register, during which time consent to make the thesis available to the public is not effective.

Indicate the number of months: .....

(According to the above-mentioned law, the grace period can be extended for a maximum of 24 months).

■ **Justification:**

\_\_\_\_\_  
author's  
signature

■ **Recommendation of the thesis supervisor:**

- I agree
- I disagree, I suggest a grace period of ..... months

Date: .....

\_\_\_\_\_  
signature of the  
supervisor

■ **Statement of the Dean/Rector:**

- I agree
- I disagree, I suggest a grace period ..... months

Date: .....

\_\_\_\_\_  
signature of the dean/rector

**Annex 8** Example of the affidavit of publication of the final and habilitation thesis  
under non-periodical or periodical publication

**AFFIDAVIT OF THESIS PUBLICATION/  
HABILITATION THESIS  
WITHIN A PERIODICAL OR NON-PERIODICAL PUBLICATIONS**

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

I hereby solemnly declare that the bachelor's thesis/ diploma thesis/ dissertation/ rigorous thesis/ habilitation thesis  
entitled:

of which I am the author, was

- before sending
- after sending

to the central register of final, rigorous and habilitation theses published

- in its entirety
- in part

Like

- periodical publication

entitled:

publisher:

ISSN:

the issue of the series under which the work was published:

- non-periodical publication

publisher:

year of publication:

edition cost:

ISBN:

If only part of the work has been published, please indicate the page numbers of the PDF document submitted to of the university information system that have been published:

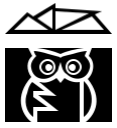
.....

In ....., on .....

.....

author

**Annex 9** Example of the thesis supervisor's report



Faculty  
 Technical University in Zvolen  
 Department

**Evaluation by the supervisor of the bachelor or diploma thesis**

Author of the thesis:

Study programme:

Thesis title:

Thesis supervisor:

Academic year:

	Evaluation criteria	Grade rating
1.	Topicality of the topic	
2.	Difficulty of the topic	
3.	Abstract level	
4.	Analysis of the issue	
5.	Processing methods	
6.	Evaluation of results	
7.	Meeting the target	
8.	The balance of the different parts of the work	
9.	Usability of BT/DT results	
10.	Formal quality	
<b>Comments on the thesis and questions from the evaluator:</b>		
<b>Final grade</b> <sup>x)</sup>		
<b>Conclusions:</b>		recommended for defence / not recommended for defence
<b>Statement of the thesis supervisor to the Protocol of verification of the degree of originality of the thesis:</b>		

Date:

Thesis supervisor

**License agreement for the use of the review report for the final or habilitation thesis**

concluded pursuant to § 40 et seq. of Act No. 618/2003 Coll. on Copyright and Rights Related to Copyright (Copyright Act) and § 63 (9) of Act No. 131/2002 Coll. on Universities and on Amendments and Additions to Certain Acts, as amended

between

title, first and last name:

date and place of birth:

permanent residence:

relationship to the thesis: opponent/ supervisor

(Hereinafter referred to as 'the author of the review report')

and

the Slovak Republic represented by

university, faculty: *name of the university in the 1st case, name of the faculty in the 1st case (if the study/habilitation is at the faculty)*

address of the faculty where the author of the thesis is enrolled for studies or is a candidate in the rigorous or habilitation procedure, otherwise of the university:

ID: *university*

part of the university represented by the dean/rector: *name of the dean/rector (for programmes provided by university)*

(Hereinafter referred to as "user" or "acquirer"):

**Art. 1**

**Subject of the contract**

The object of this agreement is to grant the consent of the author of the testimonial to the user to use the work specified in Article 2 of this agreement (hereinafter referred to as the "license") under the terms and conditions agreed upon in this agreement.

**Art. 2**

**Work specification**

Evaluation of the bachelor thesis/ diploma thesis/ dissertation/ rigorous thesis/ habilitation thesis.

entitled:

Name and surname of the author of the thesis:

Name of the field of study: *the name of the parent field of study, in case of a combination of 2 fields of study give the names of both fields separated by a comma in the order they are registered in the UIS (SC\_KVALIFIKACNI\_OBORY.NAZEVS\_SK)*

Number of the field of study<sup>1)</sup>: *first 4 digits from the item SC\_PROGRAMS.KKOV, for habilitation theses the registration must be completed*

The thesis reference number generated by the university's information system:

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<sup>1)</sup> the first four-digit code according to the Slovak Statistical Office of the Slovak Republic Decree No. 161/2010 Coll. issuing the Statistical Classification of Fields of Education

### Art. 3

#### Method of use of the work and scope of the licence

- (1) The author of the review agrees to the publication of the work and grants the user permission to make available a digital reproduction of the work in a manner allowing mass access<sup>2)</sup>, through the central register of theses, rigor and habilitation theses (hereinafter referred to as "the register").
- (2) The user is entitled, after the inclusion of the work in the register, to make the work available to the public at the earliest on the day on which the thesis, rigor thesis or habilitation thesis to which the work relates is made available to the public.
- (3) The user is entitled to make the work available to the public
  - only using
  - even without usingsuch technological measures as will prevent the public from permanently storing or printing the work on a storage medium.
- (4) The licence granted by the author of the report to the user under this agreement is non-exclusive and unlimited in territory.
- (5) The author of the review grants the user a licence for a period of 70 years from the date of registration of the work to which the work relates in the central register of thesis, rigorous and habilitation works.

### Art. 4

#### Reward

The author of the review report grants the license to the acquirer free of charge.

### Art. 5

#### Final provisions

- (1) This contract is made in writing and executed in two paper copies, one for each contracting party in electronic form in the information system of the university.
- (2) This Agreement shall enter into force and effect on the date of signature by both parties; signature shall be understood to include the substitution of a mechanical means of signature. If any provision of this contract becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the remaining contractual arrangements shall not be affected.
- (3) The Parties declare that they have entered into the Contract freely and in good faith, have not acted in error or under duress, understand its contents and sign it as a sign of their consent
  - by hand
  - by mechanical means <sup>3)</sup>.

In ....., on .....

In ....., on .....

.....  
author of the review report

.....  
user/assignee represented  
by the Rector or a person authorised by him/her

<sup>2)</sup> § 4(2) of Act No. 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts (Freedom of Information Act), as amended

<sup>3)</sup> § 40(3) of the Civil Code