



UNIVERZITA  
KOMENSKÉHO  
V BRATISLAVE

Internal Regulations  
of Comenius University Bratislava

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**Internal Regulation 7/2018**

Directive of the Rector  
of Comenius University Bratislava

**Full text of Internal Regulation 12/2013 of the Directive  
of the Rector of Comenius University Bratislava  
on the Basic Requirements of Final Theses, Rigorous Theses  
and Habilitation Theses, Originality Check, Storing and  
Accessibility at Comenius University Bratislava,  
as amended by Appendix 1 and Appendix 2**

**Volume 2018**

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The Rector of Comenius University Bratislava (hereinafter only "CU" or the "University"), pursuant to Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (the "Higher Education Act") and in accordance with Art. 10 (6) of the Organisational Rules of CU, the full wording of Internal Regulation 12/2013 Directive of the Rector of CU on the Basic Requirements for Final Theses, Rigorous Theses and Habilitation Theses, Originality Check, Storing and Accessibility at CU (hereinafter only the "Directive"), as set out in the amendments made by Internal Regulation 7/2017 Addendum 1 and Internal Regulation 6/2018 Addendum 2.

## **Art. I Subject of the Regulation**

- (1) The Directive regulates the unified procedure for the processing of final theses, rigorous theses and habilitation theses, originality check, registration, storing and accessibility to these theses through the Central Registry of Final Theses, Rigorous Theses and Habilitation Theses (hereinafter also the "Central Registry") and the Library Information System of CU.
- (2) This Directive refers to the final theses of students of first, second and third degree of university study in accredited study programmes. The provisions of this Directive refer to rigorous theses and habilitation theses *mutatis mutandis*, unless otherwise specified below.

## **Art. II Basic Terms and Definitions**

- (1) The final thesis, together with its defence, forms part of the studies under each study programme and constitutes a single subject; the defence of the final thesis is a part of the state exams.<sup>1</sup> The final thesis is a scholarly work created by a student in order to fulfil the study obligations arising from his/her legal relationship with CU.<sup>2</sup>
- (2) The final thesis in the study according to the bachelor's degree study programme is a bachelor's thesis.<sup>3</sup> It is the simplest type of final thesis.
- (3) The final thesis in the study according to the master's degree study programme or combined first and second degree programme is a master's thesis.<sup>4</sup> A master's thesis differs from a bachelor's thesis in its wider extent and higher degree of subject processing.
- (4) The final thesis in the study according to the doctoral study programme is a dissertation and/or the licentiate thesis<sup>5</sup>, the defence of which is one of the conditions of proper completion of doctoral studies.

The training workplace is a workplace of CU or its parts (e.g. a department or institute), which creates material and technical conditions for the author to obtain information and carry out the work that will allow the creation of the final thesis. The training workplace of

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<sup>1</sup> Section 51(3) of the Higher Education Act.

<sup>2</sup> Section 93 of Act No. 185/2015 Coll. on Copyright, as amended.

<sup>3</sup> Section 52(4) of the Higher Education Act.

<sup>4</sup> Section 53(5) of the Higher Education Act.

<sup>5</sup> Section 54(3) of the Higher Education Act.

a doctoral student may also be an external entity (private company, state or public organisation, etc.) based on a written agreement with CU.

### **Art. III Content of a Final Thesis**

- (1) The bachelor's thesis should demonstrate the student's ability to work creatively in the field of study in which he/she has completed the study programme. The student should demonstrate adequate knowledge of the subject and apply his/her skills in the collecting, interpreting and processing of basic literature. This may include a compilation, a synthetic summary of the literature, or its application in practice, or the solution of a sub-task related to the student's future specialisation. If hypotheses are presented in the thesis, they must be verifiable.
- (2) With the master's thesis, a student deals with the chosen subject at a level of an academic study, including a representative selection of literature, with appropriately chosen academic methods and hypotheses that must be verifiable. The master's thesis should be a contribution to the field in question.
- (3) A student demonstrates by the dissertation and/or licentiate thesis the ability and readiness for independent scholarly and creative activity in the field of research or development or for independent theoretical and creative artistic activity. It should be characterised by a high degree of analysis and synthesis of knowledge, as well as with a sufficient overview of the existing scientific literature.
- (4) The final thesis must be original, created by an author in compliance with the rules of working with information resources. The final thesis must not be plagiarised and must not infringe the copyright of other authors. An author is obligated to quote thoroughly the information sources used, to mention by name and specifically the research results of other authors or author collectives by quoting a particular source, to describe precisely the methods and working procedures used by other authors or author collectives, to document the laboratory results and field investigations of other authors or author collectives. An author must not repeatedly submit his/her own final thesis, rigorous or habilitation thesis, which is the same or slightly modified from a thesis, rigorous or habilitation thesis that he/she has already submitted.

### **Art. IV Final Thesis Assignment**

- (1) Subject proposals shall be published by training workplace using the Academic Information System ("AIS") within the period determined by the schedule for the academic year in question. The head of the training workplace or a person authorised by him/her shall be responsible for the publication of topics.
- (2) The student selects a topic of the thesis based on the agreement with the thesis supervisor and/or advisor who prepares the final thesis assignment (hereinafter only the "assignment"). The assignment is approved by an authorised person.
- (3) An assignment must be delivered to a student at the latest at the beginning of the academic year in which the defence will take place.

- (4) If the final thesis is to be written in a language other than the state language, the assignment shall be compiled in both the state language and the language in which the final thesis is written.
- (5) In justified cases, upon approval of all the involved persons (author, thesis supervisor and/or advisor, person authorised to approve the assignment), the content of individual articles of the assignment may be changed. Data listed in the assignment at the time of submission of the thesis are binding and must correspond with the data listed in the final thesis.
- (6) The assignment is a document by which CU or the faculty determines the author's study obligations in connection with the preparation of the thesis. As a rule, the assignment contains the following:
  - a) Student's name and surname,
  - b) Study programme,
  - c) Field of study,
  - d) Identification of the final thesis (bachelor's thesis, master's thesis, dissertation, and/or licentiate thesis),
  - e) Language of the final thesis,
  - f) Title of the final thesis,
  - g) Annotation of the final thesis,
  - h) Name and surname of the thesis supervisor and/or advisor,
  - i) Training workplace,
  - j) Name and surname of the head of the training workplace,
  - k) Date of assignment,
  - l) Date of approval,
  - m) Signature of the head of a department and/or sponsor, thesis supervisor and/or advisor, author.

#### **Art. V Structure of a Final Thesis**

- (1) A final thesis includes the following main parts:
  - a) Introductory part;
  - b) Main text;
  - c) Conclusion;
  - d) Annexes and other additional materials (optional).
- (2) The Introductory part of the final thesis contains the following items, respectively:
  - a) Cover page;
  - b) Title page;
  - c) Assignment;
  - d) Acknowledgement (optional);
  - e) Abstract in the state language (if the final thesis in question is written in a language other than the state language, the abstract in the state language is a compulsory

- part of the thesis)<sup>6</sup>;
- f) Abstract in English and/or another foreign language;
- g) Foreword;
- h) Table of contents
- i) List of illustrations and list of tables (optional);
- j) List of abbreviations and symbols (optional);
- k) Glossary (optional).

(3) The cover page of the final thesis (Annex 1) includes the following items:

- a) Name of the university;
- b) Name of the faculty;
- c) Title of the work;
- d) Subtitle of the work (if used);
- e) Identification of the final thesis (bachelor's thesis, master's thesis, dissertation, and/or licentiate thesis),
- f) Name, surname and academic degree of the author;
- g) Year of submission.

(4) The cover page of the rigorous and a habilitation thesis contains data according to par. 3 letter a), c), d), f) and g). The cover page of these theses also indicates whether it is a rigorous thesis or a habilitation thesis, and if the rigorous procedure or habilitation procedure takes place at the faculty, the name of the faculty is also indicated.

(5) The title page shall contain the following data (Annex 2):

- a) Name of the university;
- b) Name of the faculty;
- c) Title and subtitle (if a subtitle has been used);
- d) Identification of the final thesis (bachelor's thesis, master's thesis, dissertation, and/or licentiate thesis),
- e) Name, surname and academic degree of the author;
- f) Name of the study programme (not specified for rigorous theses and habilitation theses);
- g) Name of the field of study;
- h) Name, surname and academic degrees of the thesis supervisor and/or advisor ((in case of rigorous theses, this is included only if an advisor has been appointed);
- i) Name, surname and academic degrees of the consultant, if appointed (in case of rigorous and habilitation theses, such data is not included));
- j) Training workplace (if assigned);
- k) Place and year of submission.

(6) The assignment is a document referred to in Article 4.

(7) Acknowledgements shall include thanks to the thesis supervisor and/or advisor and other persons, workplaces or institutions for their assistance and support connected with the compilation of the thesis. The Acknowledgement may be a part of the foreword.

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<sup>6</sup> Section 51(3) of the Higher Education Act.

- (8) The Abstract contains concise information on the aims of the final thesis, its content, results and importance. The Abstract should include 3 – 5 key words. The Abstract should be written coherently as a single paragraph and its extent is usually 100 to 500 words in length. Language versions of abstracts should be written on separate pages.
- (9) The Foreword is general information about the final thesis; it contains the main characteristics of the final thesis and the circumstances of its origin. The author justifies the selection of subject, briefly informs about the thesis aims and importance, mentions the domestic and foreign context, the target group, the methods used, the state of recognition, and characterises his/her attitude and point of view.
- (10) The Table of Contents is a summary of unnumbered and numbered parts (chapters) of the final thesis.
- (11) The list of illustrations, list of tables, appendices, list of abbreviations and symbols, as well as the glossary are optional parts of a final thesis. Lists are provided if they contribute to the improvement of transparency, explicitness and clarity of final thesis interpretation.
- (12) The main text part of final thesis consists of:
  - a) Introduction;
  - b) Body;
  - c) Conclusion;
  - d) List of literature used.
- (13) The Introduction is the first comprehensive information about the final thesis, its aim, content and structure. It refers particularly to the final thesis subject, contains a brief and concise description of the subject, characterises the state of knowledge or practice in the field of question, and familiarises the reader with the importance, aims and intentions of the final thesis. In the Introduction, the author emphasises why the thesis is important and why he/she has decided to work on the subject in question. The Introduction as a chapter title is not numbered and is usually 1 to 2 pages in length.
- (14) The body is the main part of the thesis and is divided into chapters, subchapters, paragraphs, etc., which are numbered in ascending order.
- (15) Segmentation of the final thesis body is determined by the type of thesis. In scientific and technical theses, the body usually includes the following main sections:
  - a) Current state of dealt problems addressed at home and abroad;
  - b) Aim of the final thesis;
  - c) Methodology of the work and the research methods;
  - d) Thesis results;
  - e) Discussion.
- (16) In the section "Current state of the problem being addressed at home and abroad" the author presents the available information and knowledge on the subject in question. The sources used for compilation include the current published works of domestic and foreign authors. This part of the thesis should comprise approximately 30% of the thesis.

- (17) The section "Aim of final thesis" clearly, concisely and accurately characterises the subject of the thesis. It also includes partial aims in progress, determining the achievement of the main aim.
- (18) The part "Methodology and research methods" usually includes the following main sections:
- a) Characteristics of the examined object;
  - b) Working methods;
  - c) Method of obtaining data and the sources used;
  - d) Methods used for evaluation and interpretation of the results;
  - e) Statistical methods.
- (19) The sections "Thesis results" and "Discussion" are the most important parts of the final thesis. The results (author's attitudes or solutions) are to be logically organised and sufficiently evaluated during their description. At the same time, all the facts and knowledge are commented on and confronted with the results of other authors.
- The sections "Thesis results" and "Discussion" can represent one separate section, as well, and together they usually make up 30 to 40% of the final thesis.
- (20) The section "Conclusion" should include a brief summary of the obtained results achieved in relation to the determined aims. The length of the Conclusion shall be at least two pages. The Conclusion is not numbered as a chapter.
- (21) The List of literature used shall include a full list of bibliographic resources. The length of this section is determined by the number of literature sources used, which must correspond with the quotations used in the text.
- (22) An optional part of the final thesis, appendices include materials that have not been included directly within the text. Each appendix begins on a new page. A List of Appendices is included in the Table of Contents.
- (23) An optional final section of a final thesis can include the register, the author's curriculum vitae and other additional materials.
- (24) A final thesis template, as a model document that can be helpful with the unification of the formal aspects of a final thesis, is published on the website of the Central Registry: <http://www.crzp.sk/>.

## **Art. VI**

### **Quotations and Bibliographic References**

- (1) Ethics and the method of quoting are both important when quoting. The ethics of quoting determines the way that ethical standards concerning other people's ideas and the results of other people being included in other documents and literature used are fulfilled. "Method of quoting" means the clear designation of facts taken over, their source and the specification of the source from which the fact is being taken from.
- (2) The method of quoting follows the conventions of the field of science in question,



respecting relevant standards and norms. The same method of quoting should be used throughout the whole thesis.

- (3) If the academic discipline in question does not have a specified method of quoting, it is recommended to follow standard ISO 690<sup>7</sup>.

#### **Art. VII Formal Arrangement of a Final Thesis**

- (1) As a rule, the final thesis is compiled in the state (Slovak) language and usually in the first person plural using the past tense. With the consent of the faculty dean, the thesis may also be written and presented in another language other than the state language.
- (2) Recommended font style is Times New Roman, size 12. Recommended page settings – interline spacing 1.5; margins: left 3.5 cm, right 2 cm, top and bottom 2.5 cm, portrait orientation, A4 format.
- (3) The recommended length of a bachelor's thesis is usually at least 30 to 40 standard pages (54,000 to 72,000 characters, including spaces), a master's thesis from 50 to 70 standard pages (90,000 to 126,000 characters), a dissertation and/or licentiate thesis from 80 to 120 standard pages (144,000 to 216,000 characters) and a habilitation thesis up to 150 pages. The adequacy of the thesis scope will be assessed by the thesis supervisor and/or advisor.
- (4) The final thesis must be written according to the applicable rules of the Slovak language (or the foreign language used).
- (5) The final thesis has a standard arrangement and must respect formal and quotation criteria as well as the principles of references to primary and secondary literature.
- (6) The final thesis shall be completed in printed form hardbound (hardcover) and printed, as a rule, on both sides so that the individual pages cannot be taken out.

#### **Art. VIII Submitting a Final Thesis, Licence Agreement and Originality Check**

- (1) The final thesis shall be submitted according to a set schedule in both electronic and hard copy form; this deadline must be at least 21 calendar days, but no more than 90 calendar days, prior to the defence date.
- (2) The electronic version of a final thesis (a PDF file with the possibility of conversion to plain text) shall be submitted by the author via AIS.
- (3) AIS automatically generates a draft licence agreement (Annex 4) between an author and the Slovak Republic and generates a draft licence agreement (Annex 5) between the author and CU.
- (4) No later than on the third calendar day after sending the thesis to AIS, the author shall

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<sup>7</sup> STN ISO 690:2010(E) Information and documentation – Guidelines for bibliographic references and citations to information resources; for examples of notation of literature used, see [http://stella.uniba.sk/texty/690-2010\\_prikklady.pdf](http://stella.uniba.sk/texty/690-2010_prikklady.pdf)

submit one copy of the bachelor's thesis, master's thesis or rigorous thesis and three copies of the dissertation thesis and habilitation thesis in printed form and two copies of the draft licence agreement with the Slovak Republic and two copies of a draft licence agreement with CU, generated from AIS and signed by an author. The exact procedure, method and place of submission shall be determined by the individual faculties.

- (5) If the author requests in the draft licence agreements a grace period longer than 12 months from the date of defence of the final thesis, he/she shall also submit a justification for the requested extension of the grace period. Extending of the grace period must be assessed by the dean within 10 calendar days. The grace period may be a maximum of 36 months.
- (6) If a final thesis includes data that must not be disclosed, in particular because of the protection of a third party's trade secrets, classified information or personal data, the student may include these data in special non-public documentation which is not part of the final thesis to be published and is intended exclusively for the thesis supervisor and/or advisor, opponent and examination board<sup>8</sup>. This part of the thesis is not sent to the Central Registry nor the Theses system.
- (7) The electronic and printed form of a final thesis must be identical in terms of content, except for assignment, as in the electronic version the assignment is published without the signatures of the persons involved.
- (8) Licence agreements pursuant to paragraph 3 (Annexes 4 and 5) shall be signed by the dean or his/her delegate within 30 days of delivery. One copy of each licence agreement shall be given to the author; the other shall be placed in the student's personal file at the faculty dean's office.
- (9) The AIS ensures the sending of final thesis with appropriate identification data to the Central Registry and to the Theses system to check its originality. It is the responsibility of the thesis supervisor and/or advisor to obtain the thesis originality protocols from the Central Registry and the Theses system.
- (10) The supervisor's and/or advisor's review includes a statement concerning the result of the protocol of originality. In the case of external opponents, the workplace in question (department, institute or other organisational unit within the faculty) shall provide the opponent with protocols on the originality of the final thesis concurrently with the submission of the final thesis in question, so that the opponent's review can be compiled and also ensuring the entering of the review to the AIS.
- (11) Reports shall be sent in bulk via the AIS to the Central Registry within 90 days of the date of submission of the theses concerned. Reviews shall not be published using the Central Registry.
- (12) A student is entitled to consult the reports at least three working days before the thesis defence.

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<sup>8</sup> Section 62a(2) of the Higher Education Act.

- (13) In the case of rigorous theses, protocols of originality shall be ensured by an employee who was authorised to stipulate the subject of the rigorous thesis<sup>9</sup>. The originality protocols of a habilitation thesis shall be ensured by one of the opponents authorised by a chairman of the scientific board.

**Art. IX**  
**Defence of a Final Thesis and its Accessibility**

- (1) A condition for admission to the thesis defence is the written consent of the student to the publication and making the final thesis accessible to the public pursuant to Section 63(9) of the Higher Education Act for the period of its retention pursuant to Section 63(7) of the Higher Education Act without remuneration<sup>10</sup>, i.e. submission of signed licence agreements pursuant to Article 8(4).
- (2) The examination board appointed for state examinations in the framework of the defence assesses the content and formal level of a final thesis, as well as its originality.
- (3) The Chairman of the board shall be responsible for recording the course and result of the defence in the AIS.
- (4) After a successful defence, the AIS shall ensure the transfer of information on the defence of the final thesis to the Central Registry and to the Library Information System of CU, through which the final thesis will be made available. The printed version of a final thesis is submitted to the respective faculty library.
- (5) Under the licence agreement pursuant to Article 8(4), CU is authorised to make an electronic version of the final thesis available on its website via a comprehensive online catalogue of the academic library. Based on the opinion of the commission, CU may restrict the accessibility; in such a case, only the annotation of the final thesis shall be made accessible. A reasoned proposal to restrict access to the final thesis shall be submitted mainly by the thesis supervisor or advisor.
- (6) The operator of the Central Registry shall publish the final thesis in a bulk manner in accordance with a special regulation<sup>11</sup> within 30 days after the expiry of the grace period, if agreed in the relevant licence agreement, otherwise within 30 days from the date of the defence of the final thesis. Immediately after the defence of the final thesis, CU shall provide the operator of the Central Registry with full information on the conclusion of the relevant licence agreement and on the date of the defence.

**Art. X**  
**Written Information**

- (1) If the subject of the final thesis is the creation of a work of art in other than literary form or the submission of an artistic performance, the author shall provide written information

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<sup>9</sup> Internal Regulation 13/2013 Principles of rigorous proceedings at CU.

<sup>10</sup> Section 51(3) and Section 63(9) of the Higher Education Act.

<sup>11</sup> Section 4(2) of Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Supplements to Certain Acts (the Freedom of Information Act), as amended.

which shall include<sup>12</sup>:

- a) data according to Article 5(5);
  - b) type of work of art or artistic performance (work of fine arts, work of applied art, architectural work in three-dimensional design, three-dimensional cartographic work, photographic work, musical work in music recording, choreographic work in choreographic notation, audio-visual work, artistic performance, etc.),
  - c) the technical parameters of the work or artistic performance, in particular the dimensions of the work, type of work, technique and material used, image format, method of recording and reproduction of the sound and the medium on which the work is originally recorded, if it is an audio-visual work, musical instrument, if it is a musical artistic performance, the duration of the audio-visual work, in particular if it is a performance of an actor, director, cameraman or musician, the date on which the artistic performance was given.
- (2) The author fills in the essentials of written information according to Section 1 in the AIS. Their accessing requires no licence agreement.
  - (3) The author may supplement the written information according to paragraph 1 with an artistic and historical basis and with a declaration concerning the subject and compilation of the final thesis through the document insertion to the AIS. Accessing this part of the written information requires the concluding of a licence agreement.

#### **Art. XI Affidavit, Discontinuation of Public Access**

- (1) If the author has published the thesis or a part of it in a periodical publication or as a non-periodical publication, he/she shall prove this fact by means of an affidavit (Annex 3). One the affidavit can include information on all published parts and all publications.
- (2) If the author is in a legal relationship with CU (as a student, candidate in the rigorous proceedings, a candidate in habilitation proceedings or an employee), he/she fills in the affidavit in the AIS. If the author is not in a legal relationship with CU, he/she shall deliver the affidavit in paper form to the operator of the Central Registry.
- (3) In the case of publication of the final thesis, and/or a part of it, its author can ask for stopping public access using the Central Registry. If the author is in a legal relationship with CU, pursuant to paragraph 2, he/she shall submit the request together with the affidavit via the AIS. If the author is not in a legal relationship with CU, he/she shall submit the request and the affidavit to the operator of the Central Registry in paper form. The request for stopping access through the Central Registry shall include the data referred to in Article 5(3), the applicant's correspondence address, as well as the extent and reasons for stopping access.

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<sup>12</sup> Section 4(1) of the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Coll., implementing certain provisions of the Higher Education Act.

**Art. XII**  
**Final Provisions**

- (1) In the event of a finding of copyright infringement by the author of the final thesis, as well as other misconduct, the chairman of the examination board shall propose to the dean to take disciplinary action against such a student.
- (2) Internal Regulation 7/2011 Directive of the Rector of CU on Essentials of Final Theses, Rigorous Theses and Habilitation Theses, Originality Check, Storage and Accessibility at CU is hereby cancelled.
- (3) The annexes to this Directive are:  
  

Annex 1	Cover page
Annex 2	Title page
Annex 3	Affidavit
Annex 4	Licence Agreement between the author and the Slovak Republic
Annex 5	Licence agreement between the author and Comenius University in Bratislava
- (4) This Directive entered into force on the date of signature and became effective on 1. September 2013.
- (5) Amendment 1 to the Directive entered into force and became effective on 28 March 2017.
- (6) Amendment 2 to the Directive entered into force and became effective on 20 March 2018.

Done in Bratislava, 9 April 2018.

prof. RNDr. Karol Mičieta, PhD.  
Rector of CU

COMENIUS UNIVERSITY BRATISLAVA FACULTY  
XXXXXXXXXXXXXXXXXX

TITLE OF THESIS  
SUBTITLE OF  
THESIS

Thesis designation

Year of submission

author's name, surname, academic degrees and scientific and pedagogical degrees

COMENIUS UNIVERSITY BRATISLAVA FACULTY  
XXXXXXXXXXXXXXXXXX

**TITLE OF THESIS**  
**SUBTITLE OF THESIS**  
Thesis designation

Study programme: name

Field of study: name

Training workplace: name

Advisor: name, surname, academic degrees and scientific-pedagogical degrees

Consultant: name, surname, academic degrees and scientific-pedagogical degrees

**Place and year of submission**

**author's name, surname, academic degrees and scientific and pedagogical degrees**

**Affidavit on Publishing of a Final Thesis, Rigorous Thesis or Habilitation Thesis<sup>13</sup> within Periodical or Non-Periodical Publication**

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

I hereby declare that the final thesis

- thesis
- bachelor's
- master's
- dissertation
- rigorous thesis
- habilitation thesis

entitled:

of which I am the author, was

- before or
- after sending

to the Central Registry of final, rigorous and habilitation theses published

- in its entirety
- in part

as

- periodical publication

named:

publisher:

ISSN:

Number of series in which the thesis was published:

- non-periodical publication

publisher:

year of publication:

Edition:

ISBN:

If only a part of the thesis was published, please indicate the page numbers of the PDF document uploaded to the AIS that was published:

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

.....

author

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<sup>13</sup> Strike out what does not apply



**Licence Agreement on Use of Final Rigorous, Habilitation Thesis<sup>14</sup>**

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

between

title, name and surname:

date and place of birth:

permanent residence:

(hereinafter only the "Author")

and

the Slovak Republic represented by the university:

address of the faculty at which the Author studies or at which he/she is a candidate in a rigorous or habilitation procedure, otherwise of the university:

Company ID:

(the "User" or the "Acquirer"):

**Art. I**

**Subject of the Agreement**

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 only the "License") under the terms and conditions agreed upon in this Agreement.

**Art. II**

**Specification of the Work**

The title of the work:

Type of work:

- final thesis
- rigorous thesis
- habilitation thesis

If it is a final thesis, its type:

- bachelor's thesis
- master's thesis
- dissertation thesis

Name of the field of study:

Thesis identification number generated by the university information system:

**Art. III**

**Nature of thesis use and the Licence Extent**

- (1) The Author consents to the publication of the work and grants the user his/her permission to make a digital copy of the work available to the public in a way that allows mass access<sup>15</sup>, and only through the; Central Registry of Final, Rigorous and Habilitation Theses (hereinafter only the "Registry").

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<sup>14</sup> Strike out what does not apply.

<sup>15</sup> Section 4(2) of Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Supplements to Certain Acts (the Freedom of Information Act), as amended.

**Annex 4 to Internal Regulation 12/2013 Licence Agreement Between the Author and Slovak Republic**

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- (2) The user shall be entitled to make the work available to the public after its  
 inclusion in the Registry after  a period of one month (at the earliest)<sup>16</sup>  
from the date of registration of the work  
 without a grace period
- (3) The user shall be entitled to make the work  
 available to the public only with the use of  
 without use of  
such technological measures as to prevent the public from permanently storing  
the work on a storage medium or printing it.
- (4) The Licence granted by the Author to the User under this Agreement shall be non-exclusive and territorially unlimited.
- (5) The Author grants the User a Licence for a period of 70 years from the date of registration of the work in the Registry.

**Art. IV  
Remuneration**

The Author grants the Licensee as a royalty-free Licence.

**Art. V  
Final Provisions**

- (1) This Agreement is concluded in writing and is drawn up  
 in two paper copies, one for each contracting party, in electronic form  
 in the university information system.
- (2) This Agreement shall enter into force and effect on the date of signature by both parties; signature shall be understood to include the substitution of a signature by mechanical means. This Agreement shall expire on the date on which the Registry operator permanently stops accessibility of the work to the public pursuant to Section 63(12) of the Act. If any provision of this Agreement becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the remaining contractual arrangements shall not be affected.
- (3) Parties hereby declare that they have entered into the contract freely and in good faith, have not acted in error or under distress, have understood its contents and sign it as a sign of their agreement  
 by their own hand,  
 by mechanical means<sup>16a</sup>

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

.....  
author

.....  
Dean or his/her delegate

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<sup>16</sup> Whole number from 1 to 12, with the approval of the Rector or Dean, as appropriate, up to 36.

<sup>16a</sup> Section 40(3) of the Civil Code.

**Licence Agreement for the Use of Final Thesis, Rigorous Thesis,  
Habilitation Thesis<sup>17</sup>**

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

between

academic degree, name and surname:

date and place of birth:

permanent residence:

(hereinafter only the "Author")

and

University: Comenius University Bratislava

address of the faculty at which the Author studies or at which he/she is a candidate in a rigorous or habilitation procedure, otherwise of the university:

Company ID:

(hereinafter only the "User" or the "Acquirer"):

**Art. I**

**Subject of the Agreement**

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 (the "License") under the terms and conditions agreed upon in this Agreement.

**Art. II**

**Specification of the Work**

Title of the work:

Type of Work:

- final thesis  
 rigorous thesis  
 habilitation thesis

If it is a final thesis, its type:

- bachelor's thesis  
 master's thesis  
 dissertation thesis

Name of the field of study:

Thesis identification number generated by the university information system:

**Art. III**

**Nature of thesis use and Licence Extent**

- (1) The Author agrees with the publication of the work and grants the User permission to make a digital copy of the work available to the public in a way that allows mass access<sup>18</sup>, and only through the Acquirer's library and information system.

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<sup>17</sup> Strike out what does not apply.

<sup>18</sup> Section 4(2) of Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Supplements to Certain Acts (the Freedom of Information Act), as amended

- (2) The User is entitled to make the work available to the public after its inclusion in the library-information system
- not earlier than \_\_\_\_\_ months<sup>19</sup> from the date of registration of the work,
- without a grace period.
- (3) The User shall be entitled to make the work
- available to the public only with the use of
- without use of such technological measures as to prevent the public from permanently storing the work on a storage medium or printing it.
- (4) The Licence granted by the Author to the User under this Agreement shall be non-exclusive and territorially unlimited.
- (5) The Author grants the User a Licence for a period of 70 years from the date of registration of the work in the library-information system.

**Art. IV  
Remuneration**

The Author grants the Licensee as a royalty-free Licence.

**Art. V  
Final Provisions**

- (1) This Agreement is concluded in writing and is drawn up
- in two paper copies, one for each contracting party, in electronic form
- in the university information system.
- (2) This Agreement shall enter into force and effect on the date of signature by both parties; signature shall be understood to include the substitution of a signature by mechanical means. This Agreement shall expire on the date on which the Registry operator permanently stops accessibility of the work to the public pursuant to Section 63(12) of the Act. If any provision of this Agreement becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the remaining contractual arrangements shall not be affected.
- (3) Parties hereby declare that they have entered into the contract freely and in good faith, have not acted in error or under distress, have understood its contents and sign it as a sign of their agreement
- by their own hand,
- by mechanical means<sup>20</sup>

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

.....  
author

.....  
Dean or his/her delegate

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<sup>19</sup> Whole number from 1 to 12, with the approval of the Rector or Dean, as appropriate, up to 36.

<sup>20</sup> Section 40(3) of the Civil Code.