



UNIVERZITA  
KOMENSKÉHO  
V BRATISLAVE

# **Internal Regulations of Comenius University Bratislava**

Internal Regulation No. 32/2023

Directive of the Rector  
of Comenius University Bratislava

**on the essential elements of final theses, rigorous theses  
and habilitation theses, checking their originality,  
checking their originality, archiving and making them  
accessible  
Comenius University Bratislava**

**2023 Edition**

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The Rector of Comenius University Bratislava (hereinafter referred to as "CU" or "the University") issues, in accordance with Article 56(9) of Internal Regulation No. 23/2021 Internal Quality Assurance System for Higher Education of the Comenius University (hereinafter referred to as "the Internal Quality System") and in accordance with Article 65(2) of the Statute of the Comenius University, the Directive of the Rector of the Comenius University on the essential elements of final theses, rigorous theses and habilitation theses, checking their originality, archiving and making them accessible at the Comenius University (hereinafter referred to as "the Directive").

## **Art. 1**

### **Subject of the Regulation**

- (1) The Directive regulates a unified procedure for the processing of final theses, rigorous theses and habilitation theses, checking their originality checking, registration, archiving and making them accessible through the central register of final theses, rigorous theses and habilitation theses (hereinafter also referred to as "the Central Register") and the Library and Information System of CU.
- (2) This Directive shall apply to the final theses of students studying the first, second and third levels of higher education in accredited study programmes. The provisions of this Directive shall apply mutatis mutandis to rigorous theses and habilitation theses, unless otherwise specified below.

## **Art. 2**

### **Basic terms and definitions**

- (1) Studying according to every study programme includes a final thesis, which, together with its defence, constitutes one subject; the defence of the final thesis is one of the state examinations.<sup>1</sup> The final thesis is a piece of academic work created by a student in order to fulfil study obligations arising from his/her legal relationship with CU.<sup>2</sup>
- (2) The final thesis for studies of the bachelor degree programme is the bachelor thesis.<sup>3</sup> It is the simplest type of the final thesis.
- (3) The final thesis for studies of the second-level or combined first- and second-level programmes is the master thesis.<sup>4</sup> The master thesis differs from the bachelor thesis by its larger scope and higher degree of difficulty in processing the topic.
- (4) The final thesis for studies of the doctoral study programme is the dissertation or licentiate thesis,<sup>5</sup> the defence of which is one of the conditions for the proper completion of the doctoral studies.

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<sup>1</sup> Section 51 (3) of 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").

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

- (5) The training workplace is a workplace of CU or its part (e.g. a department or institute) that creates material and technical conditions for the author to obtain information and to carry out the work that will enable the final thesis to be written. The doctoral student's training workplace may also be an external entity (private company, state or public organisation, etc.) on the basis of a written agreement with CU.

### **Art. 3**

#### **Content of the final thesis**

- (1) The bachelor 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 is to demonstrate adequate knowledge of the subject matter and apply his/her skills in collecting, interpreting and processing basic professional literature, which may also include its application in practice or solving a sub-task related to the student's future specialisation. If hypotheses are included in the thesis, they must be verifiable.
- (2) The student's master thesis treats the chosen topic at the level of a scientific study with a representative selection of professional literature, with appropriately chosen scientific procedures and hypotheses that can be verified. The master thesis is intended to be a contribution in a particular field.
- (3) With the dissertation or licentiate thesis the student demonstrates the ability and readiness for independent scientific and creative activity in the field of research or development or for independent theoretical and creative artistic activity. It must be characterised by a high degree of analysis and synthesis of knowledge, as well as a sufficient overview of the existing scientific literature.
- (4) The final thesis must be original, created by the author as a result of his/her creative activity while observing the rules of working with information sources. The final thesis must not be in the nature of plagiarism, must not infringe the copyright of other authors. The author is obliged to consistently cite the information sources used, to mention by name and specifically the research results of other authors or author teams by citing the relevant source, to accurately describe the methods and working procedures used by other authors or author teams, to document the laboratory results and field investigations of other authors or author teams. The author may not resubmit his/her own identical or slightly modified thesis, which he/she has already defended once as a final thesis, rigorous thesis or habilitation thesis.

### **Art. 4**

#### **Final thesis assignment**

- (1) Draft topics are published by the training workplaces via the Academic Information System (hereinafter referred to as "AIS") within the timeframe set by the study timetable. The head of the training workplace or his/her delegate shall be responsible for the publication of the topics.
- (2) The student chooses the topic of the thesis in agreement with the thesis supervisor or supervisor, who prepares the assignment of the final thesis (hereinafter referred to as

"the assignment"). The assignment shall be approved by an authorised person.

- (3) The assignment must be delivered to the student no later than the beginning of the academic year, in which the defence is to take place.
- (4) If the final thesis is to be written in a language other than the state language, the assignment shall be prepared in both the state language and the language in which the final thesis will be written.
- (5) In justified cases, after the consent of all involved persons (author, thesis supervisor, or supervisor, person authorized to approve the assignment) it is possible to change the content of individual points of the assignment. The data in the assignment at the time of submission of the final thesis are binding and must be identical to the data in the final thesis.
- (6) The assignment is a document by which the CU or the faculty determines the author's study obligations in connection with the preparation of the final thesis. The assignment shall usually include:
  - a) name and surname of the student,
  - b) study programme,
  - c) field of study,
  - d) designation of the final thesis (bachelor thesis, master thesis, dissertation, or licentiate thesis),
  - e) language of the final thesis,
  - f) name of the final thesis,
  - g) thesis annotation,
  - h) name, surname of the thesis supervisor or supervisor,
  - i) training workplace,
  - j) name, surname of the head of the training workplace,
  - k) assignment date,
  - l) date of approval,
  - m) signature of the head of the department, or guarantor, thesis supervisor or supervisor, author.

#### **Art. 5**

#### **Structure of the final thesis**

- (1) The final thesis contains the following main parts:
  - a) introductory part,
  - b) main text part,
  - c) final part,
  - d) annexes and other supplementary materials (optional).
- (2) The introductory part of the final thesis contains the following items in the given order:
  - a) cover,
  - b) cover sheet,

- c) assignment,
- d) acknowledgements (optional),
- e) abstract in the state language (if the final thesis is written in a language other than the state language, the abstract in the state language is a compulsory part of the final thesis)<sup>6</sup>,
- f) abstract in English, 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 of the final thesis (Annex No. 1) contains:

- a) name of the higher education institution,
- b) name of the faculty,
- c) registration number, if any
- d) title of the work,
- e) the subtitle of the work (if used),
- f) designation of the final thesis (bachelor thesis, master thesis, dissertation, or licentiate thesis),
- g) name, surname and academic degrees of the author,
- h) year of submission.<sup>7</sup>

(4) The data referred to in paragraph 3(a), (c), (d), (f) and (g) shall appear on the cover of the rigorous thesis and the habilitation thesis. The cover of these theses shall also indicate whether the thesis is a rigorous thesis or a habilitation thesis and, if the rigorous procedure or habilitation procedure is carried out at a faculty, the name of the faculty shall also be indicated.<sup>8</sup>

(5) The following information shall appear on the title page (Annex No. 2):

- a) name of the higher education institution,
- b) name of the faculty,
- c) title and subtitle (if any subtitle was used),
- d) designation of the final thesis (bachelor thesis, master thesis, dissertation, or licentiate thesis),
- e) name, surname and academic degrees 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 or supervisor (in the

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

<sup>7</sup> Section 1 (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 Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as "the Decree No. 233/2011 Coll.").

<sup>8</sup> Section 1(2) of Decree No. 233/2011.

- case of rigorous theses, he/she is indicated if he/she has been appointed),
- i) name, surname and academic degrees of the consultant, if appointed (not specified for rigorous theses and habilitation theses),
  - j) training workplace (if designated),
  - k) place and year of submission.<sup>9</sup>
- (6) The assignment is the document referred to in Article 4.
  - (7) Acknowledgements include thanks to the thesis supervisor or supervisor and other persons, workplaces or institutions for their help and support in the preparation of the thesis. Acknowledgements can be part of the foreword.
  - (8) The abstract contains concise information about the aims of the final thesis, content, results and significance of the final thesis. The abstract should include 3–5 keywords. The abstract is written continuously as a single paragraph and its length is usually 100 to 500 words. Language versions of the abstracts are provided on separate pages.
  - (9) The foreword is general information about the thesis, contains the main characteristics of the thesis and the circumstances of its creation. The author justifies the choice of the topic, briefly informs about the aims and significance of the thesis, mentions the domestic and foreign context, for whom the thesis is intended, the methods used, the state of knowledge; the author briefly characterises his/her approach and his/her point of view.
  - (10) The table of contents is an overview of the 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 glossary are optional parts of the final thesis. The lists are provided in cases where they contribute to the clarity, unambiguousness of interpretation and comprehensibility of the final thesis.
  - (12) The main text part of the final thesis consists of:
    - a) introduction,
    - b) core,
    - c) conclusion,
    - d) list of literature used.
  - (13) The introduction is the first comprehensive information about the thesis, its aim, content and structure. The introduction relates to the elaborated topic specifically, contains a brief and concise description of the issues, characterises the state of knowledge or practice in the field that is the subject of the final thesis, and introduces the significance, aims and objectives of the final thesis. In the introduction, the author emphasizes why the thesis is important and why he/she has decided to work on the topic. The introduction as the title of the chapter is not numbered and its length is usually 1 to 2 pages.

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<sup>9</sup> Section 2 of Decree No. 233/2011.

- (14) The core is the main part of the final thesis and is divided into chapters, subchapters, paragraphs, etc., which are numbered in ascending order.
- (15) The breakdown of the core of the final thesis is determined by the type of final thesis. In scientific and professional theses, the core usually has the following main parts:
  - a) current state of the problems addressed at home and abroad,
  - b) aim of the thesis,
  - c) methodology of the thesis and methods of research,
  - d) results of the thesis,
  - e) discussion.
- (16) In the "Current state of the problems addressed at home and abroad" section the author presents the available information and knowledge on the topic. The sources for the processing are currently published works of domestic and foreign authors. The proportion of this part of the thesis is to be approximately 30% of the thesis.
- (17) The "Aim of the thesis" section of the final thesis clearly, concisely, and accurately characterises the subject matter. It also includes elaborated sub-aims that are conditional upon the achievement of the main aim.
- (18) The "Methodology of the thesis and methods of research" section usually contains:
  - a) characteristics of the object of research,
  - b) working procedures,
  - c) how the data are collected and their sources,
  - d) methods used to evaluate and interpret the results,
  - e) statistical methods.
- (19) The "Results of the thesis" and "Discussion" sections are the most significant parts of the final thesis. The results (own attitudes or own solutions) arrived at by the author must be logically organized and sufficiently assessed when describing them. At the same time, all the facts and findings are commented on in juxtaposition with the results of other authors. The "thesis results" and the "discussion" may also form one separate section and together they usually make up 30 to 40% of the final thesis.
- (20) In the conclusion, it is necessary to briefly summarise the results achieved in relation to the aims set. The length of the conclusion shall be a minimum of two pages. The conclusion as a chapter is not numbered.
- (21) The list of literature used contains a complete list of bibliographical 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.
- (22) The optional part "Annexes" contains material that has not been included directly in the text. Each annex starts on a new page. The list of annexes is included in the table of contents.
- (23) The optional final part of the final thesis may include an index, author's curriculum vitae and other supplementary materials.



- (24) The final thesis template, as a model document that can help unify the formal aspects of the final thesis, is published on the website of the Central Register: <https://crzp.cvtisr.sk/>.

#### **Art. 6**

#### **Citations and bibliographical references**

- (1) When citing, both ethics and citation technique are important. The ethics of citation determines the way in which ethical standards are observed in relation to other people's ideas and results that are contained in other documents and in the literature used. The citation technique is to clearly indicate what is being taken, from whom it is being taken, and to accurately identify the source from which it is being taken.
- (2) The citation technique follows the conventions of the scientific discipline, respecting relevant standards and norms. The same citation technique should be used throughout the final thesis.
- (3) If the scientific discipline does not have a specified citation technique, it is recommended to follow ISO 690.<sup>10</sup>

#### **Art. 7**

#### **Formal layout of the final thesis**

- (1) The final thesis is usually written in the state (Slovak) language and usually in the first person plural in the past tense. With the consent of the dean of the faculty, the final thesis may also be written and defended in a language other than the state language.
- (2) The recommended font type is Times New Roman, size 12. The recommended page settings - 1.5 lines, left margins 3.5 cm, right margins 2 cm, top and bottom margins 2.5 cm, portrait orientation, A4 format.
- (3) The recommended length of a bachelor thesis is usually at least 30 to 40 standard pages (54,000 to 72,000 characters including spaces), a master thesis 50 to 70 standard pages (90,000 to 126,000 characters), a dissertation or licentiate thesis 80 to 120 standard pages (144,000 to 216,000 characters) and a habilitation thesis up to 150 pages. The adequacy of the scope of thesis shall be assessed by the thesis supervisor or supervisor.
- (4) The final thesis must be written according to the valid rules of the Slovak language (or the foreign language used).
- (5) The final thesis has a standard layout and must respect formal and citation criteria as well as the principles of referencing to primary and secondary literature.
- (6) The final thesis is prepared in printed form, bound in hardcover, usually printed double-

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<sup>10</sup> STN ISO 690:2010(E) Information and documentation - Guidelines for bibliographic references and citations to information resources; examples of notation of literature used - see [http://stella.uniba.sk/texty/690-2010\\_priklady.pdf](http://stella.uniba.sk/texty/690-2010_priklady.pdf)

sided so that the individual sheets cannot be removed.

## **Art. 8**

### **Submission of the final thesis, licence agreement and originality checking**

- (1) The author submits the final thesis according to the set schedule in electronic form (PDF file with the possibility of conversion to plain text) via AIS<sup>11</sup>; the deadline for submission of the final thesis must be at least 21 calendar days, but no more than 90 calendar days, before the date of the defence. The faculty may determine by an internal regulation that the author submits the final thesis in printed form within the specified deadlines.
- (2) AIS will automatically generate a draft licence agreement (Annex No. 4) between the author and the Slovak Republic and a draft licence agreement (Annex No. 5) between the author and the CU. The licence agreements are concluded through the AIS. The licence agreement shall be concluded within 30 days from the date of delivery of its proposal to the higher education institution.<sup>12</sup> The license agreement shall be signed electronically.<sup>13</sup> The faculty may determine by an internal regulation that licence agreements shall be concluded in paper form, signed by the dean or a person authorised by him/her within 30 days from the date 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 dean's office of the faculty.
- (3) If, in the draft licence agreements, the author requests a grace period longer than 12 months from the date of defence of the final thesis, he/she shall also provide a justification for the requested extension of the grace period. The dean must comment on the extension of the grace period within 10 calendar days. The grace period may be a maximum of 24 months.
- (4) If there are data in the final thesis, the disclosure of which is excluded mainly due to the protection of trade secrets of a third party, classified information or personal data, the student may include these data in special non-public documentation, which is not part of the published final thesis and is intended exclusively for the thesis supervisor or supervisor, external examiner and examining board.<sup>14</sup> This part of the thesis is sent neither to the Central Register nor any other originality checking system.
- (5) The AIS will ensure that the final thesis with the relevant identification data is sent to the Central Register or other originality checking system as decided by the faculty for verification of originality. It is the responsibility of the thesis supervisor or supervisor to obtain the protocols of the final thesis originality from the Central Register and other originality checking system, if used by the faculty.
- (6) The opinion of the thesis supervisor or supervisor includes comments on the results of

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<sup>11</sup> Section 8(3) of Decree No. 233/2011.

<sup>12</sup> Section 3(5) of Decree No. 233/2011.

<sup>13</sup> Sections 3(6) and 8(8) of Decree No. 233/2011.

<sup>14</sup> Section 62a(2) of the Higher Education Act.

the originality protocols. In the case of external examiners, the workplace (department, institute or other organisational unit within the faculty) will provide the protocols of the final thesis originality to the external examiner at the same time as the submission of the final thesis for the purpose of drawing up the external examiner's opinion, as well as ensure the insertion of the opinion into the AIS.

- (7) The opinions shall be sent in bulk via the AIS to the Central Register within 90 days from the date of submission of the relevant works. The opinions are not published through the Central Register.
- (8) The student has the right to get acquainted with the opinions at least three working days before the defence.
- (9) In the case of rigorous theses, protocols of originality will be ensured by the staff member who has been entrusted with agreeing the topic of the rigorous thesis.<sup>15</sup> The protocols of the habilitation thesis originality will be ensured by one of the external examiners authorized by the Chairman of the Scientific Board.

#### **Art. 9**

#### **Defence of the final thesis and making it accessible**

- (1) The condition for admission to the defence is the student's written consent to publish and make the final thesis available 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 entitlement to remuneration,<sup>16</sup> i.e. submission of signed licence agreements pursuant to Article 8(2).
- (2) As part of the defence, the examining board for state examinations evaluates the content and formal level of the final thesis as well as its originality.
- (3) The chairman of the board is responsible for recording the course and result of the defence into the AIS.
- (4) After a successful defence, the AIS will ensure the transfer of information about the defence of the final thesis to the Central Register and to the CU Library and Information System, through which the final thesis will be made available.
- (5) On the basis of the licence agreement pursuant to Article 8(2), CU is entitled to make the electronic version of the final thesis available on its website via the Academic Library's comprehensive online catalogue. On the basis of the opinion of the examining board, the CU may also restrict such disclosure; in such a case, only the annotation of the final thesis will be made available. A reasoned proposal to restrict access to the final thesis shall be submitted in particular by the final thesis supervisor or supervisor.
- (6) The operator of the Central Register shall publish the final thesis in a mass manner in

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<sup>15</sup> Internal Regulation No. 22/2018, Principles of the Rigorous Procedure at Comenius University.

<sup>16</sup> Section 51(3) and Section 63(9) of the Higher Education Act.

accordance with a special regulation,<sup>17</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 final thesis defence. Immediately after the defence of the final thesis, the CU shall deliver to the operator of the Central Register full information on the conclusion of the relevant licence agreement and on the defence date.

## **Art. 10**

### **Written information**

- (1) If the subject of the final thesis is the creation of a work of art in a form other than literary or the submission of an artistic performance, the author shall prepare written information that includes<sup>18</sup>:
  - a) the data referred to in Article 5(5),
  - b) the type of work of art or artistic performance (work of fine art, work of applied art, architectural work in three-dimensional design, three-dimensional cartographic work, photographic work, musical work in musical notation, choreographic work in choreographic notation, audiovisual work, artistic performance, etc.),
  - c) the technical parameters of the work or artistic performance, in particular the dimensions of the work, the type of work, the technique and material used, the format of the image, the method of recording and reproduction of the sound and the data on the medium on which the work is originally recorded, if it is an audiovisual work, the musical instrument, if it is a musical artistic performance, the duration of the audiovisual work, in particular if it is a performance by an actor, director, cinematographer, musician, the date of the artistic performance.
- (2) The essential elements of the written information referred to in paragraph 1 shall be completed by the author in the AIS. A licence agreement is not required to make them available.
- (3) The author may supplement the written information referred to in paragraph 1 with an art-historical background and a statement about the topic and processing of the work by uploading the document to the AIS. The disclosure of this part of the written information requires the conclusion of a licence agreement.

## **Art. 11**

### **Statutory declaration, discontinuation of public disclosure**

- (1) If the author has published the final thesis or part of it in a periodical publication or as a non-periodical publication, he/she proves this by the statutory declaration (Annex No. 3). The statutory declaration may include information on all published parts and all publications.
- (2) If the author is in a legal relationship with the Comenius University (as a student, candidate in the rigorous procedure, candidate in the habilitation procedure or

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<sup>17</sup> Section 4(2) of Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Supplements to Certain Acts (Freedom of Information Act), as amended.

<sup>18</sup> Section 4(1) of Decree No. 233/2011 Coll.

employee), he/she fills in the statutory declaration in the AIS. The completed statutory declaration shall be delivered by the author to the register operator via the AIS. The statutory declaration shall be signed electronically.<sup>19</sup> If the author is not in a legal relationship with the CU, the statutory declaration shall be delivered by the author to the operator of the Central Register in paper form or by electronic submission to the electronic mailbox of the operator of the register.<sup>20</sup>

- (3) In the case of publication of the final thesis or part thereof, the author may request to stop public access through the Central Register. If the author is in a legal relationship with the CU under paragraph 2, he/she shall submit the request together with the statutory declaration via the AIS. If the author is not in a legal relationship with the CU, he/she submits the request and the statutory declaration to the operator of the Central Register in paper form. The request for discontinuation of access through the Central Register shall include the data referred to in Article 5(3), the correspondence address of the applicant, the scope and the reasons for the discontinuation of access.

## **Art. 12**

### **Final provisions**

- (1) The final thesis must be the original result of the student's own and independent activity, a participant in the rigorous procedure or a participant in the habilitation procedure. The final thesis shall not unlawfully interfere with the rights or legally protected interests of third parties, in particular it shall not infringe the intellectual property rights of a third party or unlawfully dispose of classified information or the personal data, confidential information or trade secrets of a third party.<sup>21</sup>
- (2) Whoever, as a student, a participant in the rigorous procedure or a participant in the habilitation procedure, submits a final, rigorous or habilitation thesis which, as a result of his/her fault, is not at least partly the result of his/her own and independent activity commits academic fraud<sup>22</sup>; this does not affect the right of the student, the participant in the rigorous procedure or the participant in the habilitation procedure to make use of the information, materials and other items whose origin or source he/she identifies in the thesis in question.
- (3) In the event of discovery of copyright infringement by the author of the final thesis, committing academic fraud as well as other misconduct, action will be taken in accordance with the relevant legislation and internal regulations of the CU.<sup>23</sup>
- (4) Internal Regulation No. 12/2013 Directive of the Rector of CU on the basic requirements of final theses, rigorous theses and habilitation theses, checking their originality, archiving and making them accessible to them at CU, as amended, is repealed.
- (5) The Annexes to this Directive are:

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<sup>19</sup> Sections 5(2) and 8(8) of Decree No. 233/2011.

<sup>20</sup> Section 5(3) of Decree No. 233/2011.

<sup>21</sup> Section 62a (1) of the Higher Education Act.

<sup>22</sup> Section 62b of the Higher Education Act and Article 76 of the Internal Quality System.

<sup>23</sup> E.g. Section 108f et seq. of the Higher Education Act, CU Disciplinary Regulations for Students.

Annex No. 1 Cover

Annex No. 2 Title page

Annex No. 3 Statutory declaration

Annex No. 4 Licence agreement between the author and the Slovak Republic

Annex No. 5 Licence agreement between the author and Comenius University  
Bratislava

(6) This Directive shall enter into force and take effect on the date of its signature.

In Bratislava, on 3 October 2023

Prof. (professor) JUDr. Marek  
Števček, DrSc.

Rector of Comenius  
University