

Internal Regulations
of Comenius University in Bratislava

Internal Regulation No. 7/2018

Guideline of the Rector
of Comenius University in Bratislava

**The full text of Internal Regulation No. 12/2013
of the Guideline of the Rector
of Comenius University in Bratislava
on the Basic Requirements of Final Theses, Rigorous
Theses, and Habilitation Theses, Originality Check,
Storing and Accessibility at
Comenius University in Bratislava
as amended by Appendix No. 1 and Appendix No. 2**



Volume 2018

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The Rector of Comenius University in Bratislava (hereinafter referred to as "CU" or "university") issues, based on Act No. 131/2002 Coll. on universities and on the amendment of some of the laws as amended (hereinafter referred to as the "Higher Education Act") and following Art. 10 par. 6 of the Organizational Rules of CU, the full wording of the Internal Regulation No. 12/2013 Guideline of the Rector of CU on the basic requirements for final theses, rigorous theses, and habilitation theses originality check, storing and accessibility at the CU (hereinafter referred to as "Guideline"), as set out in the amendments made by Internal Regulation No 7/2017 Appendix No. 1 and Internal Regulation No. 6/2018 Appendix No. 2.

Article 1 **Subject of Regulation**

- (1) This guideline regulates the unified procedure of processing of final theses, rigorous theses, and habilitation theses, originality check, registration, storing, and accessibility in the Central Registry of Final Theses, Rigorous Theses and Habilitation Theses (hereinafter referred to as "Central Registry") and the Library-Information System of Comenius University.
- (2) This guideline refers to the final theses of students of first, second, and third degree of university study in accredited study programmes. Provisions of this guideline refer to rigorous theses and habilitation theses unless stated otherwise.

Article 2 **Basic Terms and Definitions**

- (1) According to each study programme, a study also includes the final thesis, which together with its defence forms one subject; the defence of the final thesis is a part of the state exams.¹ The final thesis is a scholarly work created by a student to complete his (her) study obligations based on their legal relationship with the CU.²
- (2) The final thesis in the study according to the bachelor's degree study programme is a bachelor's thesis.³ It is the simplest type of final thesis.
- (3) The final thesis in the study according to the of the master's degree study programme or combined first and second degree is a master's thesis.⁴ A Master's thesis differs from a bachelor's thesis in wider extent and higher degree of subject processing.
- (4) The final thesis in the study according to the doctoral study programme is a dissertation thesis or licentiate thesis.⁵ Its defence is one of the conditions of proper completion of doctoral studies.
- (5) The training facility is the workplace of CU or its parts (e. g. department or institute), which creates material and technical conditions for the author to obtain information and carry out work that will allow the creation of the final thesis.

Based on a written agreement with the CU, the doctoral student's training facility may also be an external entity (private company, state, or public organization, etc.).

Article 3 **Content of Final Thesis**

- (1) In a bachelor's thesis, a student should prove his (her) ability to work creatively in the field of study, in which he (she) has completed the study programme. The student should prove adequate knowledge of the subject and apply his (her) skills during collecting, interpretation, and processing of basic

¹ Paragraph 51 section 3 of the Higher Education Act.

² § 93 of Act No. 185/2015 Coll. Copyright Act as amended.

³ Paragraph 52 section 4 of the Higher Education Act.

⁴ Paragraph 53 section 5 of the Higher Education Act.

⁵ Paragraph 54 section 3 of the Higher Education Act.

literature. Bachelor's thesis can also be a compilation, synthetic summary of literature or its practical application or solution of partial task related to a student's future specialization. If there are any hypotheses presented in a work, they must be verifiable.

- (2) In a master's thesis, a student deals with his (her) chosen subject at a level of scientific study, including a representative selection of literature, and adequately chosen scientific methods and hypotheses, which must be verifiable. A master's thesis should be a contribution to the field in question.
- (3) In a dissertation thesis or licentiate thesis, a student proves his (her) 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 should be characterized with a high degree of analysis and synthesis of knowledge, as well as with a sufficient overview of the existing scientific literature.
- (4) A final thesis must be original, created by an author following the rules of working with information resources; it must not be plagiaristic or impair the rights of other authors. An author is obliged to quote thoroughly the sources of information used, present namely and specifically the results of research of other author or author collectives through quoting a particular source, describe precisely the methods and working procedures used by other author or authors, and document laboratory results and field researches of other author and author collectives. An author must not repeatedly submit the same or slightly modified work that he (she) has already submitted as a thesis, rigorous thesis, or habilitation thesis.

Article 4 Final Thesis Assignment

- (1) Subject proposals are published by training workplaces using the academic information system (hereinafter referred to as "AIS") within the period determined by the schedule for the academic year in question. The head of a training workplace or a person authorized by the head of a training workplace is responsible for the publication of topics.
- (2) The student selects a topic of his (her) thesis based on the agreement with his (her) thesis supervisor or an advisor, who prepares an assignment of the final thesis. The assignment is approved by an authorized person.
- (3) An assignment must be delivered to a student at the latest at the beginning of the academic year in which he (she) will present the work.

- (4) If a student writes his (her) final thesis using a language different from the state language, the assignment is compiled using the state language, as well as the language in which the final thesis is written.
- (5) In reasonable cases, upon approval of all the involved persons (author, advisor, or consultant, a person authorized to approve the assignment) it is possible to change the contents of particular articles of the assignment. Data listed in the assignment at the time of final thesis defence are obligatory and must correspond with the data listed in the final thesis.
- (6) Assignment usually includes the following items:
 - 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 thesis, or licentiate thesis);
 - e) Language in which the final thesis is written;
 - f) Title of the final thesis;
 - g) Annotation of the final thesis;
 - h) Name and surname of the advisor or the consultant;
 - 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 or a supervising teacher, advisor or consultant, and author.

Article 5 Structure of Final Thesis

- (1) A final thesis includes the following items:
 - a) Introductory clause;
 - b) Main text;
 - c) Conclusion;
 - d) Appendixes and other additional materials (optional).
- (2) The introductory clause of a final thesis includes the following items, respectively:
 - a) Cover;
 - b) Title page;
 - c) Assignment;
 - d) Acknowledgement (optional);
 - e) Abstract in state language (if a final thesis in question is written using other than the state language, it must include an abstract written using the state language)⁶;
 - 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);

⁶ Paragraph 51 section 3 of the Higher Education Act.

- k) Vocabulary (optional).
- (3) Cover of the final thesis (Appendix No. 1) includes the following items:
- a) Name of the university;
 - b) Name of faculty;
 - c) Title of the work;
 - d) Subtitle (if used);
 - e) Designation of the final thesis (bachelor's thesis, master's thesis, dissertation thesis, or licentiate thesis);
 - f) Author's name, surname, and academic degrees;
 - g) Year in which the thesis is presented.
- (4) The cover of the rigorous thesis and the habilitation thesis contains data according to Art. 3 letter a), c), d), f) and g). The cover of these works also indicates whether it is a rigorous thesis, or habilitation thesis, and if a rigorous procedure or habilitation procedure takes place at the faculty, the name of the faculty is also stated.
- (5) The title page must include the following items (Appendix No. 2):
- a) Name of university;
 - b) Name of faculty;
 - c) Title and subtitle (if used);
 - d) Designation of the final thesis (bachelor's thesis, master's thesis, dissertation thesis, or licentiate thesis);
 - e) Author's name, surname, and academic degrees;
 - f) Name of study programme (not included in the case of rigorous theses and habilitation theses);
 - g) Field of study;
 - h) Advisor's name, surname, and academic degrees (in case of rigorous theses, this is included only if an advisor has been appointed);
 - i) Consultant's name, surname, and academic degrees, if a consultant has been appointed (in case of rigorous and habilitation theses, such data is not included);
 - j) Training workplace if assigned;
 - k) Place and year in which the thesis is presented.
- (6) The assignment is a document according to Article 4.
- (7) Acknowledgement includes thanks to the advisor or consultant and other persons, workplaces, or institutions for their assistance and support connected with the compilation of the thesis. Acknowledgement can be a part of the foreword.
- (8) Abstract includes apposite information on the aims of the final thesis, its content, results, and importance. Abstract also includes 3-5 keywords and should be written coherently, as a whole, and its extent is usually 100-500 words. Versions in various languages should be written on separate pages.
- (9) Foreword is general information about the final thesis; it includes the main characteristic of the final thesis and the circumstances of its origin. The author justifies the selection of subject, briefly informs about thesis aims and importance, mentions domestic and foreign context, target group, methods used, state of recognition, and characterizes his (her) attitude and point of view.

- (10) Table of contents is a summary of unnumbered and numbered parts (chapters) of the final thesis;
- (11) List of illustrations, list of tables, appendixes, list of abbreviations and symbols, as well as vocabulary is an optional part of a thesis. Lists are mentioned if they contribute to the improvement of transparency, explicitness, and clarity of final thesis interpretation.
- (12) Main section (text) of a final thesis consists of the following items:
- a) Introduction;
 - b) Body;
 - c) Conclusion;
 - d) List of literature used.
- (13) Introduction is the first complex information about the final thesis, its aim, content, and structure. Introduction refers particularly to the final thesis subject, includes a brief and apposite description of the subject, characterizes the state of recognition or praxis in the field in question, and familiarizes with final thesis importance, aims and intentions. In the introduction, author accentuates the reasons why the final thesis is important, and why he (she) decided to deal with the subject in question. Introduction as a chapter title is not numbered and its extent is usually 1-2 pages.
- (14) Body is the main part of the thesis and is divided into chapters, subchapters, paragraphs, etc., being numbered in ascending order.
- (15) Segmentation of a final thesis body is determined by the type of thesis. In scientific and technical works, a body usually includes the following main sections:
- a) Current state of dealt problems inland and abroad;
 - b) Aim of the final thesis ;
 - c) Methodology and research methods;
 - d) Thesis results;
 - e) Discussion.
- (16) In the section "Current state of dealt problems in inland and abroad" the author lists accessible information and knowledge concerning the subject in question. The sources used for compilation include current published works of domestic as well as foreign authors.
- (17) Section "Aim of final thesis " clearly, concisely, and accurately characterizes the subject of the solution and includes also 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 data obtaining, and sources used;
 - d) Used methods of evaluation and interpretation of results;
 - e) Statistical methods.
- (19) Sections "Thesis results" and "Discussion" are the most important parts of a final thesis. Results (author's attitude or solutions) must be logically ordered and sufficiently evaluated during description. At the same time, all the facts and knowledge are commented on and confronted with the results of other authors.

Sections "Thesis results" and "Discussion" can represent one separate section as well and together they usually form 30 to 40 % of the final thesis.

- (20) Section "Conclusion" must include a brief summary of obtained results concerning the determined aims. Conclusion extent is a minimum of two pages. Conclusion as a chapter is not numbered.
- (21) List of literature used includes a full list of bibliographic references. The extent of this section is determined by the number of used literary sources, which must correspond with the quotations used in the text.
- (22) Optional part of the final thesis named "Appendix" includes materials, which haven't been included directly within the text. Each Appendix begins on a new page. List of Appendixes is a part of the table of contents.
- (23) Optional final section of a final thesis can include register, author's curriculum vitae, and other additional materials.
- (24) Final thesis template as a model document that can be helpful with the unification of the formal structure of a final thesis is published on the Central Registry web page: <http://www.crzp.sk/>.

Article 6 **Quotations and Bibliographic References**

- (1) Ethics and method of quoting are important factors of quoting. Ethics of quoting determines the way of fulfilment of ethical standards concerning other people's ideas and results of other people being included in other documents and literature used. "Method of quoting" means the clear designation of facts taken over, their source, and the specification of the source from which they are taken over.
- (2) Method of quoting follows the practice in the field of science in question, respecting relevant standards. The same method of quoting must be used in the whole thesis.
- (3) If the scientific discipline in question has no specified method of quoting, it is recommended to follow the standard ISO 690.⁷

Article 7 **Formal Arrangement of Final Thesis**

- (1) The final thesis is usually compiled using the state language (Slovak) and in the first-person-plural using past tense. With the approval of the faculty dean, it is written and presented also using other languages than the state one.
- (2) Recommended font style is Times New Roman, size 12. Recommended page adjustment: interline spacing 1.5, left margin 3.5cm, right margin 2cm, top and bottom margin 2.5 cm, orientation to portrait (height of the page is greater than its width), A4 template.

⁷ 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_prikklady.pdf

- (3) The recommended extent of a bachelor's thesis is usually a minimum of 30 – 40 standard pages (54,000 – 72,000 signs, including spaces), the recommended extent of a master's thesis is 50 – 70 standard pages (90,000 – 126,000 characters, including spaces) and recommended extent of a dissertation thesis or licentiate thesis is 80 – 120 standard pages (144,000 – 216,000 characters, including spaces). Adequacy of thesis extent is considered by advisor or consultant.
- (4) Final thesis must be written following the current linguistic rules of the Slovak language (also the current linguistic rules of the foreign language used).
- (5) Final thesis has a standard arrangement and must respect formal and quotation criteria and principles concerning references to primary and secondary literature.
- (6) Final thesis is compiled in printed form, hardbound (hardcover). It is usually printed on both sides and in such a manner that single sheets cannot be taken out.

Article 8

Submitting of Final Thesis, Licence Agreement, and Originality Check

- (1) Final thesis is submitted by official schedule, in electronic, as well as printed form; the date of submission must be a minimum of 21 calendar days, but maximum of 90 calendar days before the date of defence.
- (2) Electronic version of a final thesis (file in PDF format that can be converted to text) is submitted by an author through AIS.
- (3) AIS automatically generates a draft licence agreement (Appendix No. 4) between an author and the Slovak Republic and generates a draft licence agreement (Appendix No. 5) between an author and the CU.
- (4) At the latest on the third calendar day after sending the thesis to AIS, an author submits one copy of the bachelor's thesis, master's thesis or rigorous thesis, and three copies of a dissertation thesis and a habilitation thesis in printed form, and two copies of a 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. Exact procedure, method, and place of submission are determined by individual faculties.
- (5) If the author requests a standstill period of more than 12 months in the draft licence agreements from the day of the defence of the final thesis, he (she) also submits a foundation of requested standstill period prolongation. Standstill period prolongation must be assessed by the dean within 10 calendar days. The standstill period must be a maximum of 36 months.
- (6) If a final thesis includes data, which must not be disclosed (mainly for the reason of protection of business secret of a third person, a fact kept secret or personal data), an author can mention such data in special non-public documentation, which is not part of the published final thesis and intended only for the advisor or consultant, opponent and examination board.⁸ Such part of the thesis is not sent to the Central Registry nor the Thesis system.

⁸ § 62a par. 2 of the Higher Education Act

- (7) Electronic and printed form of a final thesis (except for assignment) must be identical in terms of content, as in the electronic version the assignment is published without the signatures of persons involved.
- (8) Licence agreements according to § 3 (Appendixes No. 4 and 5) are signed by the dean or a person authorized by the dean within 30 days from the day of delivery. One copy of each licence agreement is for an author and the second is filed to a student's personal file at the faculty dean's office.
- (9) AIS ensures the sending of a final thesis with appropriate identification data to the Central Registry and to the Theses system to check its originality. An advisor or consultant must obtain protocols of final thesis originality from the Central Registry and the Theses system.
- (10) Advisor's or consultant'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 another organizational unit within the faculty) provides the opponent with a protocol of final thesis originality concurrently with the submission of the final thesis in question so the opponent's review can be compiled and also ensures the entering of review to AIS.
- (11) Reviews are sent collectively to the Central Registry through AIS within 90 days since the day of sending of the corresponding thesis. Reviews are not published using the Central Registry.
- (12) A student is entitled to acquaint himself (herself) with reviews at the latest three working days before thesis defence.
- (13) In the case of a rigorous thesis, a protocol of originality is ensured by an employee being authorized to stipulate the subject of the rigorous thesis⁹ Protocol of originality of a habilitation thesis is ensured by one of the opponents authorized by a chairman of the scientific council.

Article 9 **Defence of Final Thesis and its Accessing**

- (1) The condition for admission to the defence is the written consent of the student to the publication and making the final thesis accessible to the public according to § 63 par. 9 of the Higher Education Act for the period of its preservation according to § 63 par. 7 of the Higher Education Act without entitlement to remuneration¹⁰, that is submission of signed licence agreements according to Art. 8 par. 4.
- (2) Examination board appointed for state exams within the frame of defence assesses the contents and formal level of a final thesis, as well as its originality.
- (3) The Chairman of the examination board is responsible for recording the course of defence and its result to AIS.
- (4) After a successful defence, AIS ensures the transfer of information about the final thesis defence to the Central Registry and the CU Library-Information system; in which the final thesis will be accessible. The printed version of a final thesis is submitted to the respective faculty library.

⁹ Internal Regulation No. 13/2013 Principles of rigorous proceedings at CU.

¹⁰ § 51 par. 3 and § 63 par. 9 of the Higher Education Act.

- (5) CU is, based on a licence agreement under Art. 8 par. 4, authorized to make an electronic version of the final thesis accessible 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 that case, the only annotation of the final thesis shall be made accessible. Reasonable proposal to restrict access to the final thesis is submitted mainly by the supervising teacher or the advisor.
- (6) The operator of the Central Registry shall publish the final thesis in a bulk manner according to a special regulation,¹¹ within 30 days after the expiry of the standstill period, if any agreed in the relevant licence agreement, otherwise within 30 days from the date of the final defence work. CU will deliver to the operator immediately after the defence of the final thesis Central Registry complete information on the conclusion of the relevant licence agreement and the date of the defence.

Article 10 **Written Information**

- (1) If the subject of the final thesis is the creation of a work of art in other than literary form or presentation of an artistic performance, an author compiles written information including the following items:¹²
 - a) data according to Article 5 par. 5;
 - b) type of the 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 recordings, choreographic work in choreographic notation, audio-visual work, artistic performance, etc.);
 - c) 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 any of audio-visual work, musical instrument, in case of a musical artistic performance, minutes of the audio-visual work, in particular as regards the performance of an actor, director, cinematographer, musician, the day of submission of the artistic performance.
- (2) An author fills in the essentials of written information according to § 1 in AIS. Their accessing requires no licence agreement.
- (3) Written information according to § 1 can be completed with its artistic and historical basis and with a declaration concerning the subject and compilation of the final thesis through the document insertion to AIS. Accessing this part of written information requires concluding the licence agreement.

Article 11 **Affidavit, Stoppage of Public Accessing**

- (1) If an author published his (her) final thesis or a part of it in a periodical publication or as a non-periodical publication, he (she) proves this fact with the affidavit (Appendix No. 3).

¹¹ § 4 par. 2 of Act No. 211/2000 Coll. on free access to information and amending certain laws (Freedom of Information Act) as amended.

¹² § 4 par. 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.

One affidavit can include information on all the parts published and about all the publications.

- (2) If an author is in a legal relationship with CU (as a student, candidate in rigorous proceedings, a candidate in habilitation proceedings, or an employee), he (she) fills in an affidavit in AIS. If an author is not in a legal relationship with CU, he (she) delivers his (her) affidavit to the Central Registry operator in written form.
- (3) If a final thesis (or some parts of such work) has been published, its author can ask for stopping public access using the Central Registry. If an author is in a legal relationship with CU according to § 2, he (she) submits his (her) application using AIS along with the affidavit. If the author is not in a legal relationship with CU, he (she) submits his (her) application and affidavit to the Central Registry operator in written form. Application for stopping access filed through the Central Registry includes data according to § 5 section 3, applicant's correspondence address, as well as the extent and reasons for access stoppage.

Article 12 Final Provisions

- (1) If it is ascertained that an author of a final thesis infringed the copyright or committed any other serious offence, the chairman of the examination board shall propose to the dean to take disciplinary action against such student.
- (2) The Internal Regulation No. 7/2011 Guideline of the Rector of CU on essentials of final theses, rigorous theses and habilitation theses, originality check, storing and accessibility in the CU is cancelled.
- (3) The Appendixes to this Guideline are:
 - Appendix No. 1 Cover
 - Appendix No. 2 Title page
 - Appendix No. 3 Affidavit
 - Appendix No. 4 Licence agreement between the author and the Slovak Republic
 - Appendix No. 5 Licence agreement between the author and Comenius University in Bratislava
- (4) This Guideline became valid on the date of signature and entered into force on September 1, 2013.
- (5) Appendix No. 1 of the Guideline entered into force and effect on March 28, 2017.
- (6) Appendix No. 2 to the Guideline entered into force and effect on March 20, 2018.

prof. RNDr. Karol Mičieta, PhD.
Rector of the Comenius University

**COMENIUS UNIVERSITY IN BRATISLAVA
FACULTY XXXXXXXXXX**

**TITLE OF THESIS
SUBTITLE OF THESIS**

Thesis Designation

Year of submission

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

**COMENIUS UNIVERSITY IN BRATISLAVA
FACULTY XXXXXXXXXX**

**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 and pedagogic degrees

Consultant: Name, surname, academic degrees, and scientific and pedagogic degrees

Place and year of submission

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

Affidavit on Publishing of a Final, Rigorous or Habilitation Thesis¹³ within the Periodical or a Non-Periodical Publication

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

Herewith I declare, that

- Thesis
 - Bachelor's thesis
 - Master's thesis
 - Dissertation thesis
- Rigorous thesis
- Habilitation thesis

named:

of which I am author

was published

- before sending
- after sending

to the Central Registry of Final Theses, Rigorous Theses of Habilitation Theses

- in the full extent
- partially

as

- Periodical publication
 - Named:
 - Publisher:
 - ISSN:
 - Number of series, in which the thesis was issued:
- Non-periodical publication
 - Publisher:
 - Year of issue:
 - Edition:
 - ISBN:

If only a part of the thesis was published, I list only the numbers of pages of a document in PDF format handed over to AIS, which was published:

In, on

.....

¹³ Strike out what does not apply.

author

Licence Agreement on Use of Thesis, Rigorous Thesis, Habilitation Thesis¹⁴

concluded according to § 65 to 76 of Act No. 185/2015 Coll. Copyright Act and § 63 of Act No. 131/2002 of Higher Education Act and on Amendments to Certain Acts, as amended (hereinafter referred to as "the law")

between

Author's academic degree, name, and surname:

Date and place of birth:

Permanent residence:

(hereinafter referred to as "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 procedure or habilitation procedure, otherwise the address of the university:

Company Identification Number (IČO):

(hereinafter referred to as "User" or "Acquirer"):

Article 1 Subject of Agreement

The subject of this agreement is the author's approval for the user to use the final thesis specified in Article 2 of this agreement (hereinafter referred to as "Licence"), according to the conditions agreed in this agreement.

Article 2 Assignment of Thesis

Title of the thesis:

Type of the thesis:

- Final thesis
- Rigorous thesis
- Habilitation thesis

In the case of the final thesis, the type of the thesis:

- Bachelor's thesis
- Master's thesis
- Dissertation thesis

Name of the field of study:

Thesis identification number generated by the university information system:

Article 3 Nature of Final Thesis Use and Licence Extent

¹⁴ Strike out what does not apply.

- (1) The author agrees with the publication of the work and gives approval for the user to access digital copies of the work to the public in a manner allowing mass access¹⁵ and only

¹⁵ § 4 par. 2 of Act No. 211/2000 Coll. on free access to information and amending certain laws (Freedom of Information Act) as amended.

through the Central Registry of Final Theses, Rigorous Theses, and Habilitation Theses (hereinafter referred to as "Registry").

- (2) The user is entitled to make the final thesis accessible to the public after uploading it to the Registry
 - o at first after the expiration of months¹⁶ since the date of thesis registration;
 - o without a standstill period.
- (3) The user is entitled to access the final thesis to the public
 - o only with using;
 - o also, without using technological measures preventing the public from saving the thesis permanently to a storage medium or to print it.
- (4) Licence granted by the author to be a user under this agreement is non-exclusive and isn't limited to a certain territory.
- (5) The author grants the licence for 70 years since the date of the final thesis registration in the register.

Article 4
Reward

The author grants the licence to the acquirer of a licence without any payment.

Article 5
Final Provisions

- (1) This contract is concluded in writing and made
 - o in two paper copies, one for each contracting party,
 - o in electronic form in the information system of the university.
- (2) This agreement comes into force and effect on the date of its signing by both contracting parties; the term "signing" also means the substitution of signature with a mechanic tool. This agreement expires on the day the register operator permanently stops accessing the final thesis to the public, according to § 63 section 12 of the Act. If some of the provisions of this agreement become invalid, inefficient, or inexecutable, the validity, efficiency, and executability of the other provisions shall not be affected.
- (3) The contracting parties declare that they conclude this agreement as a free act and deed, they don't act in error or under pressure, understand the contents thereof, and in witness of their approval they sign it
 - o by hand,
 - o by mechanical means¹⁷

In, on

In, on

.....
Author

.....
Dean or a person authorized by dean

¹⁶ Integer from 1 to 12, with the consent of the Rector or Dean until 36.

¹⁷ § 40 par. 3 of the Civil Code.

Licence Agreement on the Use of Final Thesis, Rigorous Thesis, Habilitation Thesis¹⁸

Concluded following § 40 and the following paragraphs of Act No. 618/2003 Coll. On Copyright and Rights Related to Copyright (the Copyright Act) and § 63 of Act No. 131/2002 Coll. on Universities and amending some acts, as amended (hereinafter referred to as "Act").

between

Academic degree, name, and surname:

Date and place of birth:

Permanent residence:

(hereinafter referred to as "Author")

and

Comenius University in Bratislava address of the faculty, at which the author studies or at which he (she) is a candidate in a rigorous procedure or habilitation procedure, otherwise the address of university: Company Identification Number (IČO): (hereinafter referred to as "User" or "Acquirer"):

Article 1 Subject of Agreement

The subject of this agreement is the author's approval for the user to use the final thesis specified in Article 2 of this agreement (hereinafter referred to as "Licence") according to the conditions agreed in this agreement.

Article 2 Thesis Assignment

Title of thesis:

Type of the final thesis:

- Thesis
- Rigorous thesis
- Habilitation thesis

In the case of the thesis, the type of thesis:

- Bachelor's thesis
- Master's thesis
- Doctoral thesis

Name of the field of study:

Thesis identification number generated by the university information system:

Article 3 Nature of Thesis Use and Licence Extent

¹⁸ Strike out what does not apply.

- (1) The author agrees with the publication of the final thesis and approves the user to access digital copies of the final thesis to the public in a manner allowing mass access¹⁹ and only through the Central Registry of Final Theses, Rigorous Theses, and Habilitation Theses (hereinafter referred to as "Resigstry").

¹⁹ § 4 par. 2 of Act No. 211/2000 Coll. on free access to information and amending certain laws (Freedom of Information Act) as amended.

- (2) The user is entitled to access the final thesis in question to the public after its insertion into the Registry
 - o at first after the expiration of months ²⁰ since the date of thesis registration;
 - o without a standstill period.
- (3) The user is entitled to access the final thesis in question to the public
 - o only with using;
 - o also, without using technological measures preventing the public from saving the thesis permanently to a storage medium or to print it.
- (4) Licence granted by the author to be used under this agreement is non-exclusive and isn't limited to a certain territory.
- (5) The author grants the licence for 70 years since the date of registration of the final thesis in the register.

**Article 4
Reward**

The author grants the licence to the acquirer of a licence without any payment.

**Article 5
Final Provisions**

- (1) This agreement is concluded
 - o in two paper copies, one for each contracting party,
 - o in electronic form in the information system of the university.
- (2) This agreement comes into force and effect on the date of its signing by both contracting parties; the term "signing" also means the substitution of signature with a mechanic tool. This agreement shall be terminated the day on which the registry operator permanently ceases making the work accessible to the public following § 63 par. 12 of the Act. If any provision of this agreement becomes invalid or unenforceable, the validity, effectiveness, or enforceability of other contractual arrangements shall not be affected.
- (3) The contracting parties declare that they conclude this agreement as a free act and deed, they don't act in error or under pressure, understand the contents thereof, and in witness of their approval they sign it
 - o by hand,
 - o by mechanical means²¹

In, on

In, on

.....
Author

.....
Dean or a person authorized by dean

²⁰ An integer (1-12) upon the rector's or dean's approval up to 36.
²¹ § 40 par. 3 of the Civil Code.

