



COLLECTION OF DECISIONS AND ORDINANCE OF THE FACULTY OF AGRICULTURE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number: 4/2021

January 28, 2021

Dean's Ordinance on the submission of qualification theses and on qualification, formal and methodological requirements for the qualification theses of students of bachelor's and follow-up master's study programs in the academic year 2020/2021

Article 1

Introductory provisions

1. This ordinance implements the provisions in § 47b and § 75, Paragraph 4 of Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as the "Act").
2. This ordinance sets out the details for the publication of bachelor's and master's theses (hereinafter referred to as "qualification theses") defended at the Faculty of Agriculture of the University of South Bohemia in České Budějovice, according to Article 42 para. 4 of the Study and Examination Code of the University of South Bohemia (hereinafter referred to as the SEC).
3. This ordinance follows the Rector's Ordinance R 452 on the publication of bachelor's, master's, dissertation, rigorous and habilitation theses.

Article 2

Formal requirements for qualification theses

1. The student works out a qualification thesis under the methodical guidance of the supervisor in accordance with its assignment. The elaboration of the qualification thesis is a matter for the student. The supervisor helps the student to solve basic methodological and conceptual issues, he/she can alert him to the formal shortcomings of the thesis. Together with the student, he/she determines the schedule of individual stages of the thesis.
2. By elaborating the qualification thesis, the student demonstrates the ability to independently and creatively process a professional topic at the appropriate content and methodological level, as well as the ability to work independently with the professional literature, search and sort information, and process it into a comprehensive form using knowledge gained during the study.
3. The master's thesis can follow up and significantly expand the previous bachelor's thesis. A qualification thesis that has been defended within one study cannot be used to fulfil the student's obligation to defend a qualification thesis within another study.
4. The recommended structure of the qualification thesis is as follows:
 - a) Title page in accordance with the template,
 - b) Statement of the author of the qualification thesis,
 - c) Abstract and keywords (Czech and English),
 - d) Eventual thanks of the author,
 - e) Content of the thesis with links to page numbers,
 - f) Preface,
 - g) Introduction,
 - h) Aim of the qualification thesis,
 - i) Methodology,
 - j) Result part,



- k) Discussion,
 - l) Conclusion and evaluation of the contribution of the thesis,
 - m) References,
 - n) Annexes.
5. The student may deviate from the structure of the thesis mentioned in the previous point if the supervisor of the qualification thesis gives his/her consent. This happens especially in the thesis of the introduction character.
 6. The parts of the introduction, methodology, results, and discussion can be divided into several chapters to increase the clarity of the text, or, or vice versa, it is possible to combine, for example, the results and discussion. The student can formulate the titles of the chapters specifically with regards to the content and the needs of the qualification thesis, general headings (introduction, results, etc.) can be omitted.
 7. The minimum extent of the bachelor's thesis is 25 standard pages of text without annexes (one standard page contains 1800 characters including spaces).
 8. The minimum extent of the master's thesis is 40 standard pages of text without annexes.
 9. The thesis of a lesser extent can be done only with the prior written consent of the supervisor in cases worthy of special consideration.
 10. The maximum extent of the qualification thesis is not specified.
 11. The student will use an obligated template, which is available on the website of the faculty. The template defines the basic formal arrangement, such as margin size, page numbering, font type and size, line spacing, etc. The student respects the typographic rules, spelling rules, and other common standards and recommendations.
 12. The student can deviate from the template if the circumstances require it and the supervisor agrees with such a procedure.
 13. In accordance with the template, the student shall state the following statement in the qualification thesis:
„I declare that I am the author of the thesis, and I drew it up using only the sources and literature included in the list of sources.“

If the qualification thesis is written in a language other than Czech, the student will state the appropriate wording of the statement in the relevant language. The student attaches the date, name and surname to the statement. In the printed copy of the qualification thesis, which the student submits for the defence, the name and surname shall also be accompanied by a handwritten signature.

Article 3

Submission of qualification theses

1. Students of all bachelor's and follow-up master's study programs who meet all the conditions for the state final examination in the academic year 2020/2021 and who have submitted a written application for the state final examination at the Study department of the Faculty of Agriculture within the set deadline are obliged to:
 - a) submit the qualification thesis in printed form to the supervisor or authorized employee of the department where it is conducted, no later than April 9, 2021.
 - b) submit the theses of a bachelor's or master's thesis in six copies to the Study department of the Faculty of Agriculture no later than April 9, 2021,
 - c) upload the qualification thesis in electronic form into the STAG information system.
2. The electronic and printed versions of the thesis must be identical to each other, i.e. the printed version of the qualification thesis will be created by printing from the electronic version.
3. Students submit printed versions of the qualification thesis according to point 1a) in one copy, bound in hardcover (printed on one side) and with a handwritten signature at the statement of the author of the qualification thesis.
4. After a successful defence, a copy of the qualification thesis is returned to the student. In case of an unsuccessful defence, the copy is archived at the Study department of the Faculty of Agriculture.



Article 4 Plagiarism control

1. Before the defence, the supervisor of the qualification thesis is obliged to check whether the thesis does not show signs of plagiarism, according to the following procedure.
 - a) The student uploads the qualification thesis into the IS STAG, submits a printed version of the thesis and informs the supervisor of the qualification thesis and the secretary of the department where the thesis is conducted.
 - b) The secretary of the department enters promptly the date of submission of the thesis into IS STAG, thus closing the system.
 - c) The thesis supervisor will perform the mandatory plagiarism control in the section "Plagiarism control", no earlier than the second day after entering the date of submission of the thesis and no later than submitting the report on the qualification thesis to the Study department of the Faculty of Agriculture.
 - d) By checking the box in the system, the thesis supervisor confirms that he has assessed the qualification thesis. He also indicates whether the qualification thesis is considered plagiarism or whether the degree of conformity thesis is acceptable in comparison with other thesis.
 - e) If the qualification thesis is evaluated by the plagiarism control system as plagiarism, the thesis supervisor prints out the generated report and prepares his/her opinion on the level of compliance, which he/she attaches to the assessment.
2. If the thesis supervisor considers the qualification thesis to be plagiarism, the thesis will not be recommended for defence and the student is obliged to rework it.
3. Plagiarism is a disciplinary offence under § 64 of the Act and will be assessed by the disciplinary committee of the Faculty of Agriculture. In accordance with § 65 of the Act, a student can be expelled from studies for a disciplinary offence.
4. If the thesis supervisor decides that the degree of conformity of the qualification thesis with other qualification theses is not so high that it would be plagiarism, he/she prints a report of conformity (only the first sheet) and attaches it to the assessment. Any above-standard conformity is commented on by the supervisor in his/her report. In general, the conformity of up to 15% can be considered acceptable (especially with the master's and bachelor thesis of the same author). It is, therefore, necessary to proceed individually when assessing the degree of conformity.

Article 5 Reviews of the qualification theses

1. Departments will ensure the elaboration of assessments for qualification theses. The review must be drawn up by the supervisor of the qualification thesis and by an independent opponent who is not a conflict of interest. It is completely out of the question for the opponent of the qualification thesis to be proposed by the student whose thesis is being assessed.
2. The departments will submit the qualification theses bound in hardcover together with the reviews to the Study department of the Faculty of Agriculture no later than **April 30, 2021**.
3. Theses reviews shall be made on the original forms, which are available on the websites of the faculty. The proposal of the classification of the qualification thesis is implemented according to the SEC of the University of South Bohemia in České Budějovice, art. 17, par. 6.
4. Reviews will be published in accordance with Section 47b of the Act. The authorized staff of the departments shall upload them in electronic form in the IS STAG no later than **30 April 2021**.
5. Students are acquainted with the reviews no later than 5 days before the date of the final state examination. To fulfil this obligation, it is sufficient to put the reviews into IS STAG. It is the student's responsibility to familiarize themselves with the reviews and all other related materials before the defence.
6. The authors of the qualification theses will prepare written answers to the comments and questions contained in the reviews of the supervisor and the opponent and on the day of the state final examinations, they submit them to the examination commission.
- 7.



Article 6

Publication of qualification theses

1. By submitting the qualification thesis, the student agrees to the publication of the thesis in the database of qualification theses according to § 47b, par. 1 of the Act, regardless of the result of the defence. The function of the database of qualification theses at our university is performed by IS STAG.
2. The qualification thesis submitted for defence must be published in IS STAG at least five working days before the defence so that before the defence of the qualification thesis, the text could be checked using a system for detecting intentional unauthorized use of the thesis and the results of this control could be taken into account during the defence.
3. The qualification thesis can be published in IS STAG at the earliest after the student has been awarded the last credit related to the solution of the thesis, or after the supervisor of the qualification thesis has otherwise confirmed that he agrees to submit the qualification thesis for defence (see Rector's Ordinance R 452, art. 6).
4. The student is fully responsible for uploading the electronic version of the qualification thesis into IS STAG. If the uploading of the qualification thesis or its part in the IS STAG database is problematic for technical reasons (e.g. exceeding the maximum allowed limit of file size, file format, etc.), the student is obliged to solve this with the department where he submits the qualification thesis.
5. Through the IS STAG, reviews and the record of the course and results of the defence are published without undue delay.
6. According to the provisions of § 47b of the Act, also qualification theses that have not been defended are published in the IS STAG.

Article 7

The theses of qualification thesis

1. The theses of the qualification thesis serve to the quick acquaintance of the examination commission with the qualification thesis.
2. The template of the thesis that the student is obliged to use is published on the faculty's website.
3. The structure of the thesis is based on the structure of the qualification thesis. The expected extent of the document is limited to 4 to 6 pages.

Article 8

Other organizational matters

1. For students of all bachelor's and follow-up master's study programs who meet all the conditions for the state final examination in the academic year 2020/2021 and who have applied for the state final examination in the summer term (June) of the academic year 2020/2021, the deadline for obtaining credits and exams is set for **14 May 2021**.
2. The staff of the departments responsible for inserting the results of credits and exams into the IS STAG is obliged to enter all decisive data for ending students into the IS STAG no later than May 17, 2021, by noon.
3. For students in the final year who have not applied for the state final examination in the academic year 2020/2021 (or do not meet all the conditions for the state final examination by the set deadline, i.e. by 14 May 2021), the deadline for obtaining credits and exams for a summer semester in the academic year 2020/2021 is set for **August 31, 2021**.
4. In situations that are not regulated by this ordinance or other regulations, the further action will be decided by the Vice-dean for pedagogical activities, or the Dean of the Faculty of Agriculture, based on an inquiry or request from the student or the supervisor of the qualification thesis.

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