



## **COLLECTION OF DECISIONS AND ORDINANCES OF THE FACULTY OF AGRICULTURE AND TECHNOLOGY UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE**

Number: 15/2024

November 1, 2024

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### **Dean's Ordinance on the submission of qualification work and on qualification, formal and methodological requirements for qualification work of students of bachelor's and follow-up master's degree programmes in the academic year 2024/2025**

#### Article 1

##### **General provisions**

1. This ordinance implements the provisions of § 47b and § 75(4) of Act No. 111/1998 Coll., on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), 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 and Technology of the University of South Bohemia in České Budějovice (hereinafter referred to as "FAT USB"), pursuant to Article 42 of the Study and Examination Regulations of the University of South Bohemia.
3. This measure follows on from the Rector's Ordinance R 452 on the publication of bachelor's, diploma, dissertation, rigorous theses and habilitation theses.

#### Article 2

##### **Formal and methodological requirements for qualification theses**

1. The student works out qualification thesis under the methodological guidance of the supervisor in accordance with its assignment. The elaboration of the qualification thesis is the student's responsibility. The supervisor helps the student to resolve basic methodological and conceptual issues, and he/she can point out formal shortcomings in the thesis. Together with the student, the supervisor determines the schedule of individual stages of the theses.
2. By elaborating qualification thesis, the student demonstrates the ability to independently and creatively process a professional topic at an appropriate content and methodological level, as well as the ability to independently work with professional literature, search for and sort information and process it into a coherent form using the knowledge acquired during the study.
3. A diploma thesis can follow up on and significantly expand a previous bachelor's thesis. A qualification thesis that was defended within one study program cannot be used to fulfill the student's obligation to defend a qualifying work within another study program.



4. The recommended structure of the qualification thesis is as follows:
  - a) Introductory page in accordance with the template,
  - b) Declaration of the author of the qualification thesis,
  - c) Possible acknowledgements of the author,
  - d) Content of the qualification thesis with references to page numbers,
  - e) Introduction,
  - f) Literature review of the problem solved,
  - g) Objectives of the qualification thesis,
  - h) Methodology,
  - i) Results section,
  - j) Discussion,
  - k) Conclusion and assessment of the contribution of the thesis,
  - l) Overview of the literature and other sources used,
  - m) Annexes.
5. The student may deviate from the structure of the thesis mentioned in point 4, if the supervisor of the qualification thesis gives his approval. This situation occurs especially in research-based theses.
6. The parts of the literature review, methodology, results section and discussion can be divided into multiple chapters to increase the clarity of the text, or conversely, it is possible to merge, for example, the results section and discussion. The student can formulate the chapter titles specifically with regard to the content and needs of the qualification thesis, general headings (literary research, results, etc.) can be omitted.
7. The minimum extent of a bachelor's thesis is 25 standard pages of text without annexes (one standard page contains 1 800 characters including spaces).
8. The minimum extent of a master's thesis is 40 standard pages of text without annexes.
9. Work of a smaller scope can only be completed based on the prior written consent of the supervisor in cases worthy of special consideration.
10. The maximum scope of the qualification work is not specified.
11. When processing the qualification work, the student will use a binding template, which is available on the FAT USB website. The template defines the basic formal arrangements, such as the size of the margins, page numbering, font type and its size, line spacing, etc. The student respects typographical and spelling rules and other usual standards and recommendations.
12. The student may deviate from the template if the circumstances require it and if the supervisor agrees with such a procedure.
13. In accordance with the template, the student will include this statement in the qualification thesis:

*„I declare that I am the author of this qualification thesis, and I drew it up using only the sources and literature indicated in the list of sources used.“*

The student shall add the date, his/her name and surname to the above-mentioned declaration. In the printed copy of the qualification thesis, the student will also add a handwritten signature to the name and surname.



#### Article 3

##### Submission of qualification theses

1. Students of all bachelor's and follow-up master's degree programs who meet all the conditions for the state final examination in the academic year 2024/2025 and who have submitted a written application for the state final examination by the specified deadline are obliged to:
  - a) submit one **hard-bound printed copy** of the qualification thesis with an **inserted free sheet copy of the qualification work assignment to the supervisor** or an authorized employee of the workplace where it is conducted, no later than **April 11, 2025**,
  - b) submit **six copies of bachelor's or master's thesis to the study department** of FAT USB, no later than **April 11, 2025**,
  - 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. The printed version of the qualification thesis, according to point 1a) is submitted by the student in one version, printed on one side, bound in hard boards and with a handwritten signature next to the statement of the author of the qualification thesis.
4. After the defense, a copy of the qualification thesis is returned to the student.

#### Article 4

##### Check of plagiarism

1. The supervisor of the qualification thesis is, already before the defense, obliged to check whether the work shows signs of plagiarism, according to the following procedure:
  - a) The student uploads the qualification thesis into IS STAG and informs the supervisor and the secretary of the workplace where the thesis is conducted.
  - b) The workplace secretary enters the date of submission of the thesis into IS STAG without undue delay, thus closing the system.
  - c) The supervisor will perform a mandatory plagiarism check in the "Plagiarism Check" section, no earlier than the second day after entering the date of submission of the thesis and no later than before submitting the assessment for the qualification thesis to the Study Department of FAT USB.
  - d) The supervisor confirms that he has assessed the thesis by ticking the appropriate box in the system. At the same time, he/she states in the assessment whether he/she considers the qualification thesis to be plagiarism or whether the degree of similarity of the thesis compared to other works is acceptable.
  - e) The supervisor prints the protocol generated by the system.
2. If the supervisor considers the thesis to be plagiarism, it will not be recommended for defense and the student is required to rework it.
3. Plagiarism is a disciplinary offense according to § 64 of the Act and will be assessed by the disciplinary committee of FAT USB. In accordance with § 65 of the Act, it is possible to exclude a student from studying for a disciplinary offence.
4. If the **supervisor** decides that the degree of similarity of the qualifying thesis with other thesis is not such that it would constitute plagiarism, he will **print out a protocol of similarity** (the first sheet only) and attach it to the assessment. Any above-standard similarity will be commented on in his/her assessment. In general, a similarity of up to 15% can be considered acceptable (especially in the relationship between a diploma and bachelor's work by the same author). When assessing the degree of similarity, it is therefore necessary to proceed individually. It is also necessary to consider the number of works with which similarity was found.
5. The decision whether the qualification thesis is plagiarized or not is entirely within the competence of the supervisor of the qualification thesis.



#### Article 5

##### Qualification thesis assessments

1. The departments will ensure the processing of assessments of qualification theses. The assessment will be made by the supervisor and an opponent who does not have a conflict of interest. It is completely excluded that the opponent of the qualification thesis is proposed by the student whose work is being assessed.
2. The evaluations of bachelor's and master's theses will be carried out primarily by employees of the University of South Bohemia in České Budějovice in the course of fulfilling their work duties. The assessment can also be drawn up by a suitable expert in the subject area approved by the head of the department in which the qualification thesis is conducted, on a volunteer basis without entitlement to remuneration. If the situation requires it, the head of the department in which the diploma thesis is conducted may request an evaluation from an opponent who is not an employee of the University of South Bohemia. In such a case, the opponent is entitled to remuneration according to the valid price list of the University of South Bohemia (usually paid on the basis of a work contract).
3. The overall assessment of the qualification thesis proposed by the opponent and the supervisor respects the evaluation in the sub-criteria of the assessment.
4. If the opponent or the supervisor of the thesis evaluated the qualification thesis with grade F in any of the sub-criteria, he will justify his assessment in detail in the report. Rating one of the aspects with a grade of F does not automatically mean that the thesis is classified as failed overall.
5. Departments will submit the qualification thesis bound in hardcovers, together with the assessments and the plagiarism report, to the FAT USB Study Department **no later than May 5, 2025**.
6. Assessments of the qualification thesis will be made on forms that are available on the website of the FAT USB. The proposal for the classification of the qualification theses is implemented in accordance with the Study and Examination Regulations of the University of South Bohemia in České Budějovice, Article 17, Paragraph 6.
7. The assessments will be published in accordance with Section 47b of Act No. 111/1998 Coll. Authorized staff of the departments will enter them in electronic form in IS STAG **no later than May 5, 2025**.
8. Students are informed of the assessments no later than 5 days before the date of the state final examination. To fulfill this obligation, it is sufficient to enter the assessments into IS STAG. It is the student's responsibility to familiarize himself with the assessments and all other related materials before the defense.
9. The authors of the qualification theses will prepare written answers to the comments and questions contained in the assessments of the supervisor and the opponent and submit them to the examination board for the state final examinations on the day of its holding.

#### Article 6

##### Publication of qualification theses

1. By submitting the qualification thesis, the student agrees to the publication of his thesis in the qualification thesis database according to § 47b par. 1 of the Act, regardless of the outcome of the defense. The function of the qualification thesis database on USB is performed by IS STAG.
2. The qualification thesis submitted for defense must be published in IS STAG at least five working days before the defense so that the text is checked using a system for detecting intentional unauthorized use of the work before the defense of the qualification thesis and so that the results of this check can be considered during the defense.



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 work, or after the supervisor has confirmed in another way that he/she agrees to submit the qualification theses for defense (see Rector's Regulation R 452, Article 6).
4. The responsibility for uploading the electronic version of the qualification thesis to IS STAGT lies fully with the student. If uploading the qualification thesis or part of it to the IS STAG database is problematic (e.g. for technical reasons, exceeding the maximum permitted file size limit, file format, etc.), the student is obliged to resolve this with the workplace where the qualification thesis is being submitted.
5. Assessments and a record of the course and result of the defense are published via IS STAG without undue delay.
6. According to the provisions of § 47b of the Act, qualification theses that have not been defended are also published in IS STAG.

#### Article 7

##### **The theses of the qualification thesis**

1. The theses of the qualification thesis serves to quickly familiarize the members of the examination committee with the qualification thesis.
2. The thesis template, which the student is obliged to use, is published on the website of the FAT USB.
3. The structure of the theses is based on the structure of the qualification thesis. The expected scope of the document is limited to 4 to 6 pages.

#### Article 8

##### **Other organizational issues**

1. For students of all bachelor's and follow-up master's degree programs who meet all the conditions for taking the state final exam in the academic year 2024/2025 and who have applied to the FAT USB Study Department for the state final exam in the summer term (June) of the academic year 2024/2025, the deadline for obtaining credits and exams is set for **May 17, 2025**.
2. Department staff responsible for entering credit and exam results into IS STAG are required to enter all relevant data for graduating students into IS STAG no later than **May 19, 2025, at 12 noon**.
3. For students in their final years who have not applied for the state final exam in the 2024/2025 academic year (or who do not meet all the conditions for the state final exam by the specified date, i.e. by **May 17, 2025**), the deadline for credits for the summer semester and exams for the 2024/2025 academic year is set for **August 30, 2025**.
4. In situations that are not regulated by this ordinance or other regulations, the vice-dean for student affairs, or the dean of the faculty, will decide on the next course of action, based on a question or request from the student or the supervisor of the qualification thesis.

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dean of the faculty