Palacký University
Olomouc

UP INTERNAL STANDARD

R-B-17/08-ÚZ01

Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, and How They Are Made Accessible to the Public (1st complete version)

Guarantor:	Vice-Rector for Education
In force:	February 22, 2022
In effect:	September 1, 2022

Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, and How They Are Made Accessible to the Public (1st complete version)

Article 1
Introductory Provisions

1. The Inner Norm Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, and How They Are Made Accessible to the Public determines the method of assigning the topic, submission and registration of data on the bachelor's, master diploma theses, dissertation, and rigorous theses (hereinafter referred to as "theses") in accordance with Act No. 111/1998 Coll. On Higher Education and on Amendments and Supplements to Other Acts (Higher Education Act) (hereinafter referred to as "Higher Education Act").
2. This norm "Assigning Topics, Submission and Registration of Data on the Bachelor's, Master's Diploma Theses, Dissertations and Rigorous Theses, and How They Are Made Accessible to the Public" must be applied in accordance with the provisions of Section 47b of the Universities Act without prejudice to:
   a) the protection of data protected by law,
   b) the protection of trade secrets,
   c) the protection of the legitimate interests of third parties worthy of special consideration,
   d) the protection of data that UP can use to obtain the legal protection of industrial property rights in accordance with applicable legal regulations (e.g. application for a patent under Act No. 527/1990 Coll. on inventions and rationalization proposals, as amended).
3. The parts of the thesis which contain such information do not have to be made accessible to the public if this fact and the extent of the unpublished parts of the thesis have been specified upon its assignment or if the supervisor has stipulated so during work on the thesis or upon its submission, always subject to the respective Vice-Dean's approval, for the duration of the obstacle to publication, but for no longer than 3 years following Section 47b(4) of the Higher Education Act. The information on the postponement of these parts of the thesis must be published together with the justification on the UP Study Agenda portal (http://stag.upol.cz) in the "Browsing" and "Final Thesis" sections. Without undue delay after the defence of the thesis to which the deferral of publication relates, the authorized officer of the relevant faculty shall send one copy to the Ministry of Education, Youth and Sport via the authorized officer of the Department for Education of the Rector's office of UP.
4. The student is responsible for the thesis design and structure so that its public part gives complete information on the thesis objectives and the results achieved. With the consent of the relevant Vice-Dean, the thesis supervisor also determines the date on which the reason for non-publication will ceases and the thesis will be published in its entirety.
5. In the event of a postponement of the deadline for the publication of the thesis based on the existence of a legal regulation preventing its publication, the supervisor shall prepare a written report, which shall be submitted to a relevant student affairs office or department for science and research, and shall be responsible for the provability and relevance of this legal regulation.
6. If the final thesis contains personal or sensitive information within the meaning of Act No. 101/2000 Coll. on the Protection of Personal Data, as amended, the supervisor shall ensure that the data is anonymized before the electronic form of the thesis is uploaded into the IS/STAG electronic system of study registration (hereinafter referred to as "IS/STAG"). The student is obliged to allow the thesis supervisor to verify this fact before the final thesis is uploaded into the IS/STAG. The supervisor will inform the student of this obligation.

Article 2
Assigning Topics for Final Thesis

1. The student is obliged to choose a topic of the final thesis. The dissertation topics are determined by the subject-area board for the respective doctoral study programme, and the student chooses the dissertation topic mainly during the admission procedure. In addition, he/she must fulfil all formal requirements for the assignment of the thesis topic in the respective years and forms of study according to the requirements and by the deadline set by the relevant faculty, usually during the winter semester of the penultimate year of study.
2. The study is fully responsible for the accuracy and completeness of all data contained in the form "Document for Registration Bachelor/Master Diploma Thesis", which he/she is obliged to upload through portal Study Agenda UP (http://stag.upol.cz) to IS/STAG, according to the instruction specified in Appendix No. 1. A candidate for study who submitted the application for state rigorous examination, does not submit the "Document for Registration of Bachelor/Master Diploma/Dissertation Thesis" in STAG.
3. The student in the form "Document for Registration of Bachelor/Master Diploma/Dissertation Thesis" completes the information about the assigned topic of his/her final thesis in the study agenda system IS STAG in the following points:
   a) Title of the topic in Czech.
   b) Title of the topic in English.
   c) Thesis supervisor.

d) The principles for the preparation, in collaboration with the thesis supervisor.
e) List of recommended readings, in collaboration with the thesis supervisor.

4. The student prints the completed form "Document for Registration Bachelor/Master Diploma/Dissertation Thesis" in three copies and submits those copies signed by the respective thesis supervisor to the department where the thesis is assigned and will be defended.
5. The department assigning the final thesis, i.e. usually a department or institute (hereinafter referred to as "department"), checks the data on the final thesis in IS/STAG and also in the printed form "Document for Registration of Bachelor/Master Diploma/ Dissertation Thesis", which is completed with the signature of the head of the department.
6. The department registers the assignment and files the checked and signed form "Document for Registration of Bachelor/Master Diploma/ Dissertation Thesis". The second copy of this form with all its requisites is forwarded to the faculty's Student Affairs Office or to the department designated by the Dean, and the third copy with all its requisites is given to the student.
7. The faculty's Student Affairs Office or the designated department registers the thesis assignment and files the form "Document for Registration of Bachelor /Master Diploma/ Dissertation Thesis" to the student's study file and copies the data from this form to IS STAG following the procedure specified in Appendix No. 2.
8. The Dean may determine a different method of entering the final thesis topic to IS/STAG.

Article 3

Final Thesis Submission

1. Final theses are at UP prepared following the legal regulation, especially the Act No. 121/200 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, and ethical principles. Their violation (plagiarism, etc.) will be considered a disciplinary offence for which the sanction of expulsion from studies may be imposed under according to Section 65 of the Higher Education Act. All submitted theses are checked in the theses.cz system for plagiarism. The thesis supervisor will evaluate the result of the check for plagiarism and marks the result in IS/STAG. An authorized faculty office will enter the record of the check in the protocol of the thesis defence.

2. The student must enter the final thesis in the electronic version, unless its nature prevents it, e.g. a concert performance, through the portal Study Agenda UP (http://stag. upol.cz) to IS/STAG, in accordance with the procedure specified in Appendix No. 3, and complete the following mandatory data about his/her final thesis:
a) Title of the thesis in the language in which it is written.
b) Title in English.
c) Concurrent title and Subtitle (if given on the title page).
d) Annotation in the language in which the thesis is written.
e) Keywords in the language in which the thesis is written.
f) Annotation in English.
g) English keywords.
h) Enclosed appendices not bound to the thesis (if any).
i) Appendices bound in the thesis.
j) Length of the thesis.
k) Language of the thesis.

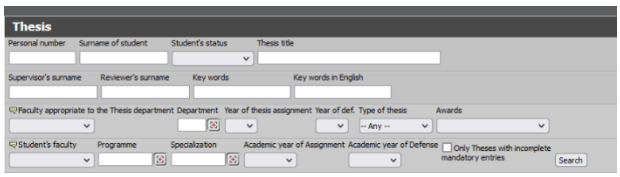
3. In the case of a dissertation thesis, the student must also submit an equivalent printed version of the thesis in a minimum of two copies by the deadline, in the specified number of copies and to the office specified by the relevant faculty.
4. The candidate who applied for the State Rigorous Examination shall submit the rigorous thesis in printed and equivalent electronic form. The rigorous thesis includes all information a) – k) listed in paragraph 2 on special sheet placed at the end of the thesis.
5. The student is responsible for the accuracy and completeness of all data contained in the form "Data About the Final Thesis" in the IS/STAG.
6. The faculty Student Affairs Office or a designated department must formally check the data included in the copy of the document entitled "Data About the Final Thesis", if the faculty requires this document, register the final thesis and file the checked document in the student's study file.
7. The faculty Student Affairs Office or a designated department will enter the deadline of the final thesis submission to IS/STAG, section "Graduate". After the final registration in the Student Affairs Office or the Centre for Science and Research, changes to the data can no longer be made; only viewing is possible.
8. The Dean may determine a different method of entering the electronic version of the final thesis and the mandatory data into IS/STAG.

Article 4

Publication of Final Thesis, Thesis Report, and Record of the Course and Result of the Defence

1. The final thesis submitted by the candidate for defence is published at least 5 working days before the defence in the portal Study Agenda UP (http://stag.upol.cz), unless it is in conflict with the legal obligation preventing the thesis publication according to the introductory provision. This does not apply to a final thesis published in another way.

2. By submitting the thesis, the author agrees to publish his/her thesis according to paragraph 1, regardless the outcome of the defence.
3. An authorized employee of a relevant department is responsible for ensuring the insertion and publication of the final thesis reports in the electronic version into IS/STAG, section "Graduate", section "Final Thesis", section "Files", according to the procedure specified in Appendix 4 or via the portal Study Agenda UP (http://stag.upol.cz), section "My study", section „Thesis Evaluation", and inform the student about the publication of the assessment of his/her thesis. In the case of a dissertation, Centre for Science and Research shall send the student a copy of the thesis report. At least one reviewer's report shall be drawn up for the bachelor's thesis, the report of the thesis supervisor and the reviewer shall be drawn up for the master's thesis, and two reviewer's reports shall be drawn up for the rigorous thesis. A dissertation shall be assessed by at least two reviewers appointed by the Dean of a relevant faculty. After the thesis defence, the chairman of the examination committee shall ensure that the record on the course and result of the defence is entered into IS/STAG, either in the form of a digital record, i.e. scanning the record of the course and results of the defence and converting it into a .pdf format following the procedure described in Appendix 5, or by inserting or editing the text in IS/STAG following the procedure described in Appendix 6. The defence results and questions are an integral part of the record of the course and outcome of the defence entered into IS/STAG.
4. When entering the thesis reports and the record of the course and outcome of the defence into IS/STAG, the UP employees are obliged to refrain from scanning the signatures of any persons. In case of entering the record of the course and outcome of the defence into IS/STAG in the form of a digital record according to the procedure described in Appendix 5, the UP employees are obliged to scan only the record of the course and outcome of the defence. Final theses are published in a non-profit manner, including the evaluation reports and outcome of the defence, through the Final Theses database, which is available on the portal Study Agenda UP (http://stag.upol.cz) in section "Browsing" and "Final Theses" (see paragraph 1). The information can be filtered mainly according to the following criteria:



Article 5
Concluding provisions
(standards in the original version)

1. This internal standard cancels the order of the Rector of Palacký University No. B3-09/3-PR The Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, and How They Are Made Accessible to the Public dated November 3, 2009, including its Appendix No. 1 and Appendix No. 2.
2. This internal standard comes into force and effect on the day of its publication on the official UP bulletin board.

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As amended by Amendment No. 1 effective from September 1, 2022.

This full text is created as of the effective date of Amendment No. 1 of Assigning Topics, Submission and Registration of Data on the Bachelor's, Master's Diploma Theses, Dissertations and Rigorous Theses, and How They Are Made Accessible to the Public, i.e. as of September 1, 2022, by Eva Stehlíková, Assistant of the UP, Law Department.

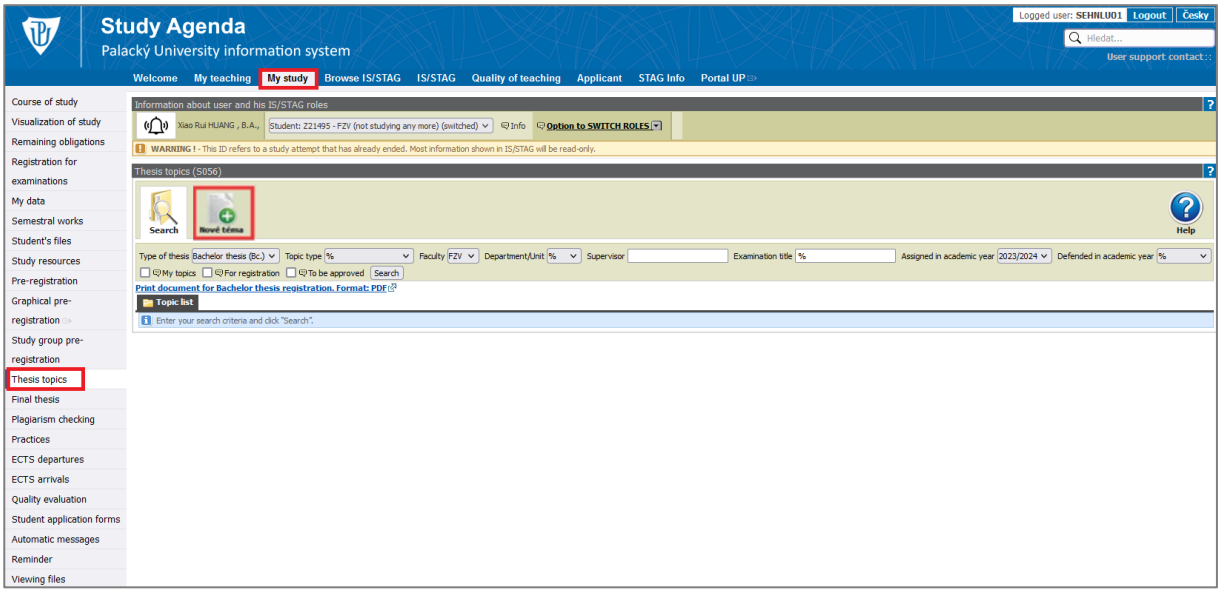
JUDr. Zdenka Papoušková, Ph.D.
Vice-Rector for Legislation and Organization

Appendix No. 1

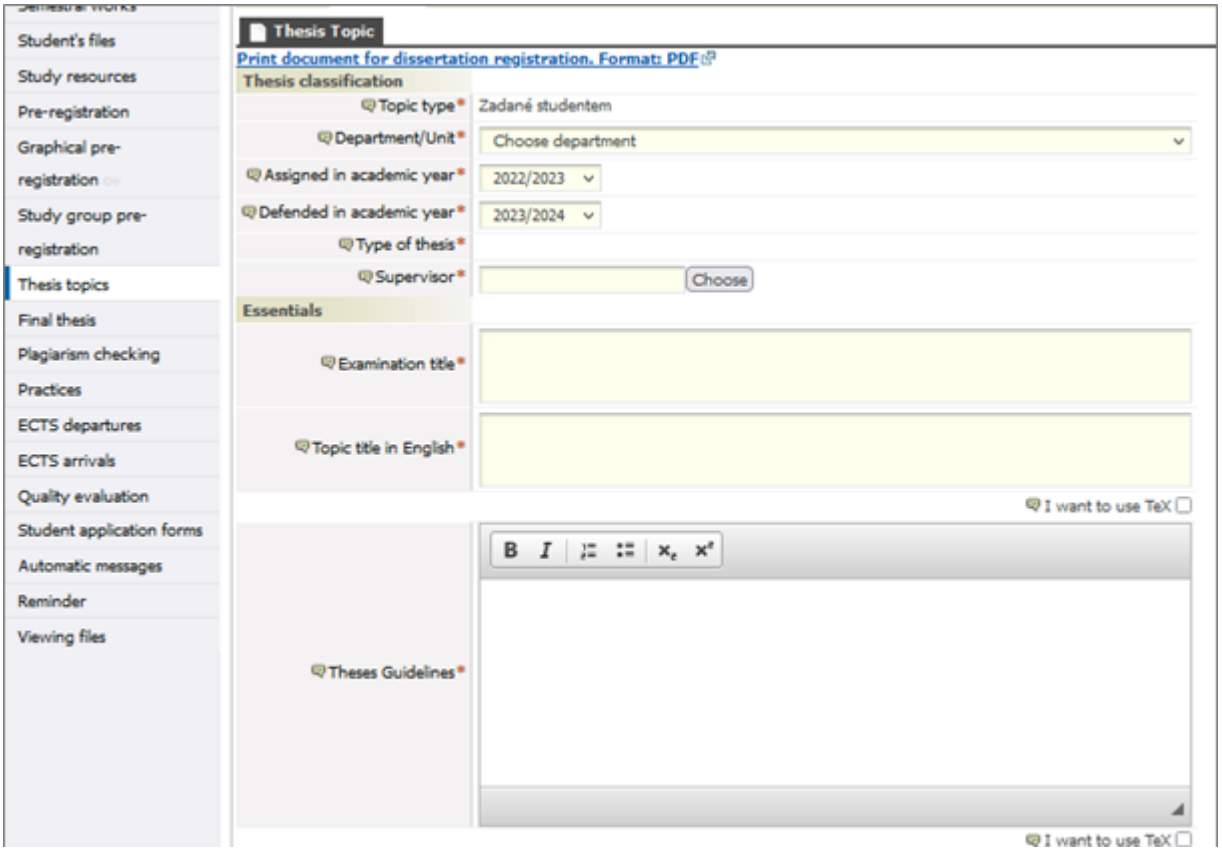
How to register the final thesis into IS/STAG

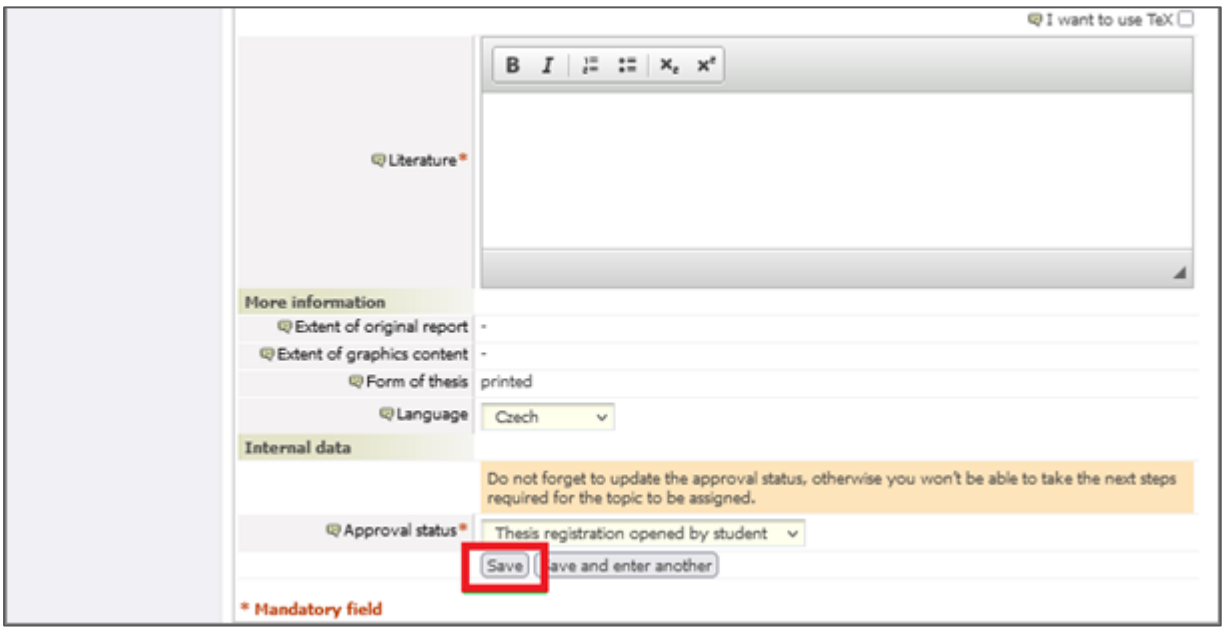
1. Log in to Portal, IS/STAG.
2. Choose the tab “My Study” in the main menu.
3. Choose the tab “Thesis Topic”.
4. Click on the “New Topic” option.
5. Fill in the information and click on “save”.
6. Choose the link “Print Document for Bachelor Thesis Registration in the format of .pdf.
7. Please print the form in 3 copies, sign all copies, give them to the thesis supervisor for signature and submit to the secretary of your department.

Step 2 to 4

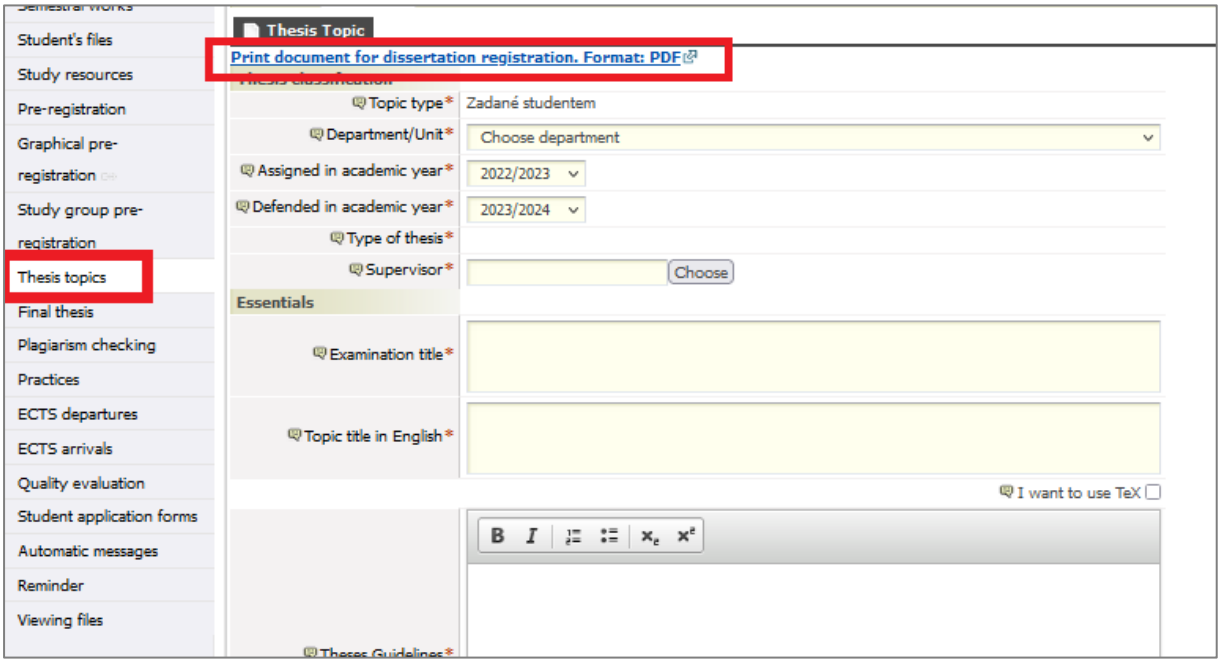


Step 5




I want to use TeX
Literature*
More information
Extent of original report
Extent of graphics content
Form of thesis
printed
Language
Czech
Internal data
Do not forget to update the approval status, otherwise you won't be able to take the next steps required for the topic to be assigned.
Approval status*
Thesis registration opened by student
Save
Save and enter another
* Mandatory field

Step 6


Student's files
Study resources
Pre-registration
Graphical pre-registration
Study group pre-registration
Thesis topics
Final thesis
Plagiarism checking
Practices
ECTS departures
ECTS arrivals
Quality evaluation
Student application forms
Automatic messages
Reminder
Viewing files
Thesis Topic
Print document for dissertation registration. Format: PDF
Topic type*
Zadané studentem
Department/Unit*
Choose department
Assigned in academic year*
2022/2023
Defended in academic year*
2023/2024
Type of thesis*
Supervisor*
Choose
Essentials
Examination title*
Topic title in English*
I want to use TeX

This is how the final document should look like:

Palacký University Olomouc
Faculty of Health Sciences
Academic year: 2023/2024

Study programme: Physiotherapy
Form of study: Full-time

Document for registration BACHELOR THESIS

Name and surname:	**Jan NOVÁK**
Personal number:	**Z20452**
Address:	Domamyslická 422/49a, Prostějov – Domamyslice, 79604 Prostějov 4, Česká republika
Work topic:	Fyzioterapie u křehkých jedinců
Work topic in English:	Physiotherapy in Frail Individuals
Work language:	English
Supervisor:	Mgr. Petra Gaul Aláčová, Ph.D. Department of Clinical Rehabilitation

Thesis guidelines:

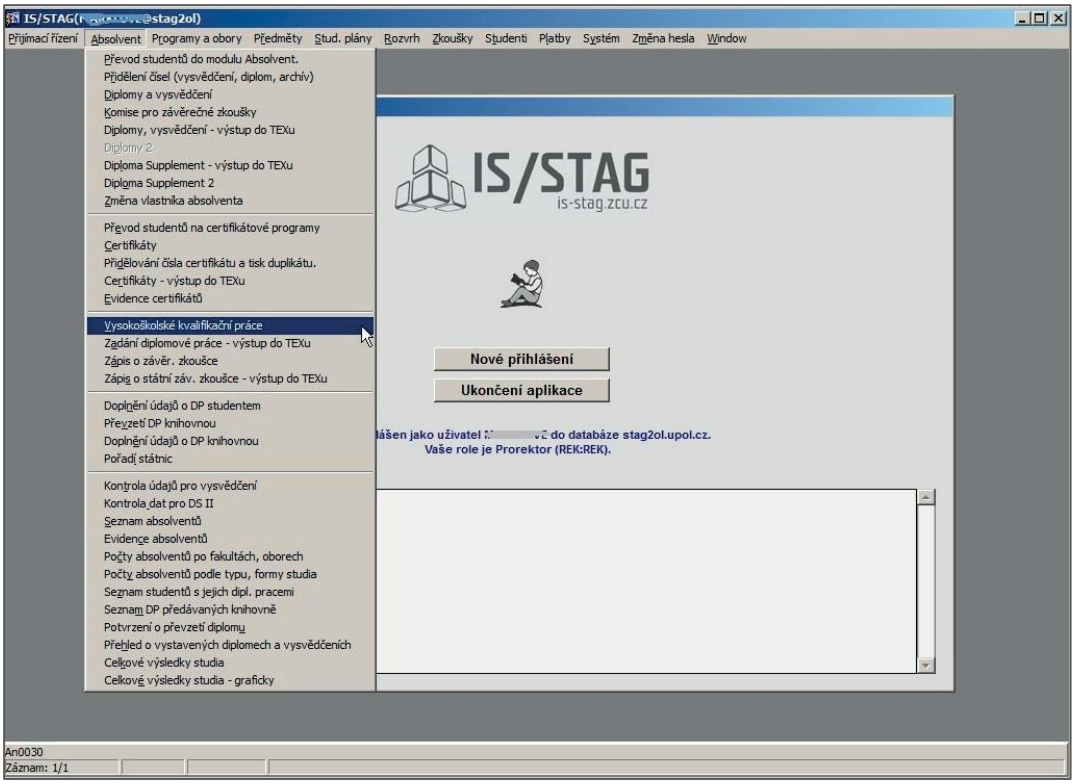
- Choice of supervisor and topic
- Goal setting
- Study of literature
- Theoretical part creating
- Final text edits
- Submission of bachelor´s thesis

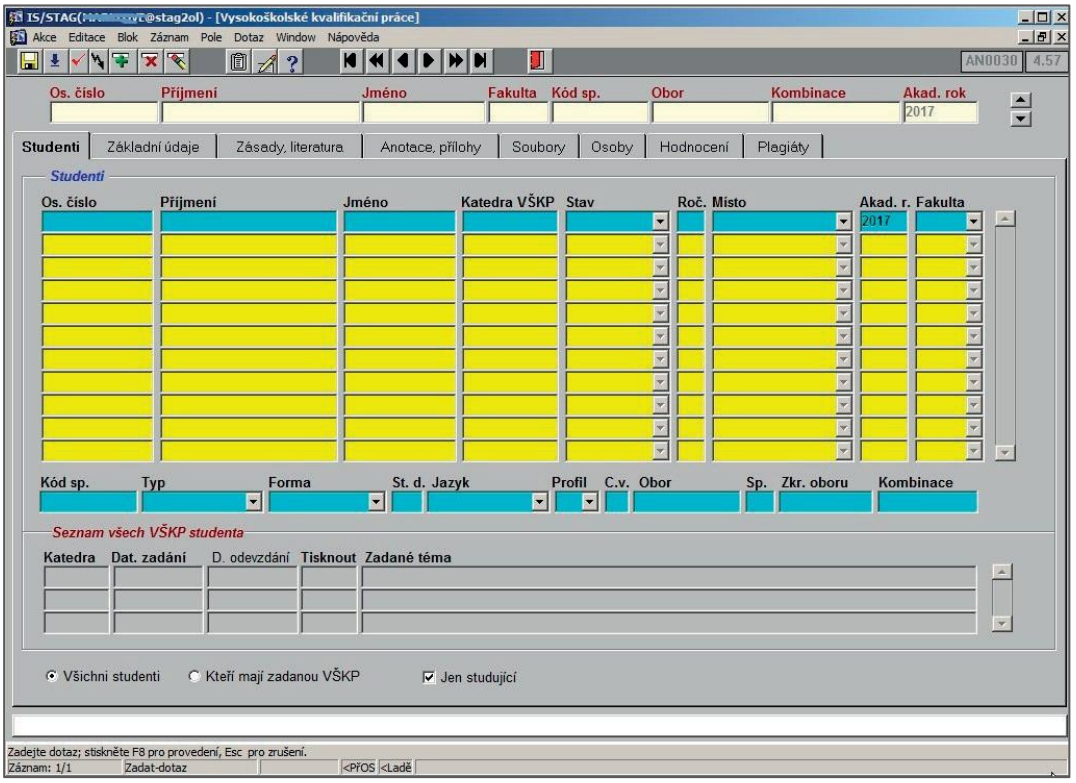
Recommended resources:

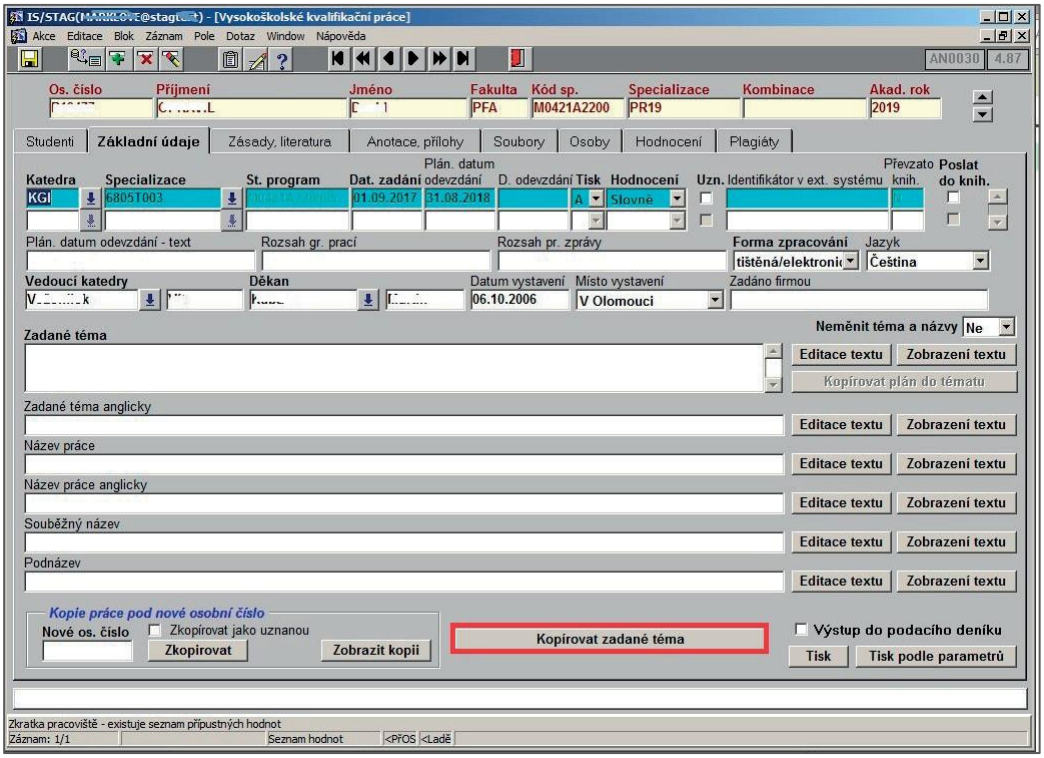
Langhammer, B., Bergland, A., Rydwik, E., *The Importance of Physical Activity Exercise among Older People.* [online] Oslo Metropolitan University, Faculty of Health Sciences, Oslo, Norway, 2018. [cit. 21. 11. 2023]. Avaible at: https://downloads.hindawi.com/journals/bmri/2018/7856823.pdf?_gl=1*oypfmy*_ga*MTE4NjkwOTk3Mi4xNzAwNDEyNjY5*_ga_NF5QFMJT5V*MTcwMDQxMjY2OC4xLjEuMTcwMDQxMjY2OC4wLjAuM

Appendix No. 2

Procedure for the Student Affairs Office or an authorized department for copying data from the form "Document for Bachelor's Thesis Registration" into IS/STAG






IS/STAG
Akce Editace Blok Záznam Pole Dotaz Window Nápověda
AN0030 4.87
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PFA M0421A2200 PR19 2019
Studenti Základní údaje Zásady, literatura Anotace, přílohy Soubory Osoby Hodnocení Plagiáty
Katedra Specializace St. program Dat. zadání Plán. datum odevzdání D. odevzdání Tisk Hodnocení Uzn. Identifikátor v ext. systému Převzato knih. Poslat do knih.
KGI 6805T003 01.09.2017 31.08.2018 A Slovně
Plán. datum odevzdání - text Rozsah gr. prací Rozsah pr. zprávy Forma zpracování Jazyk
tištěná/elektroni Čeština
Vedoucí katedry Děkan Datum vystavení Místo vystavení Zadáno firmou
06.10.2006 V Olomouci
Neměnit téma a názvy Ne
Zadané téma
Editace textu Zobrazení textu
Kopírovat plán do tématu
Zadané téma anglicky
Název práce
Název práce anglicky
Souběžný název
Podnázev
Kopie práce pod nové osobní číslo
Nové os. číslo
Zkopírovat jako uznanou
Zkopírovat
Zobrazit kopii
Kopírovat zadané téma
Výstup do podacího deníku
Tisk
Tisk podle parametrů
Zkratka pracoviště - existuje seznam přípustných hodnot
Záznam: 1/1
Seznam hodnot
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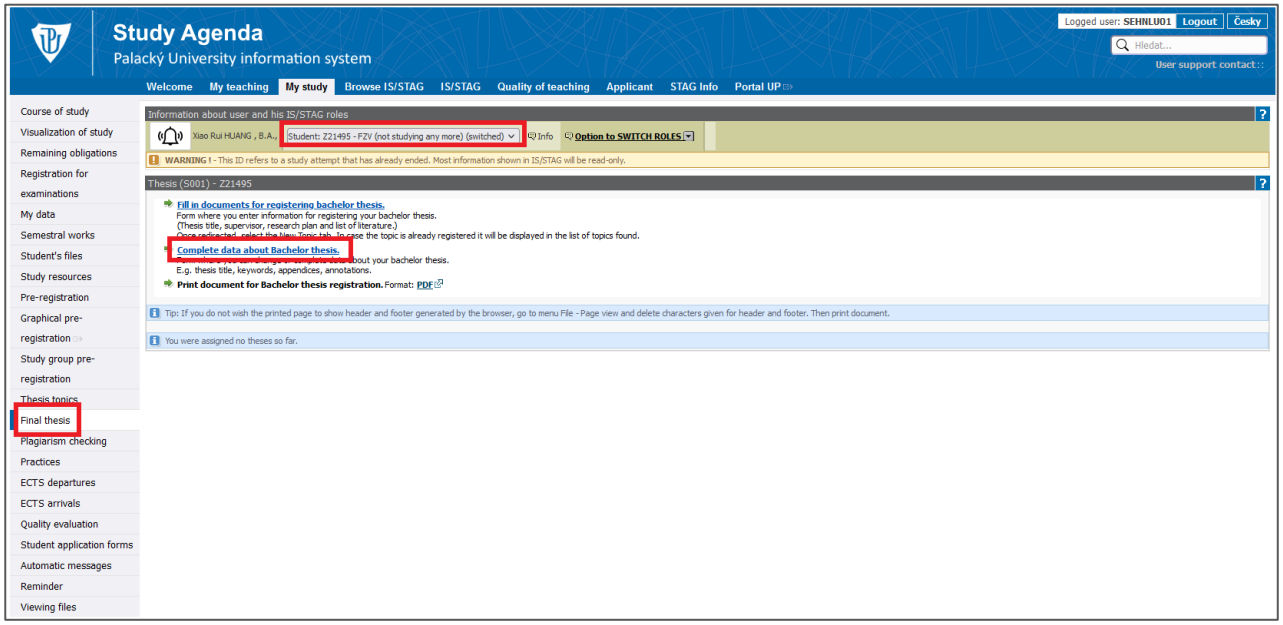
Appendix No. 3

How to enter the final thesis into STAG

The final thesis must be uploaded into STAG by the same deadline as for submitting of the printed form of the final thesis, determined by the relevant faculty.

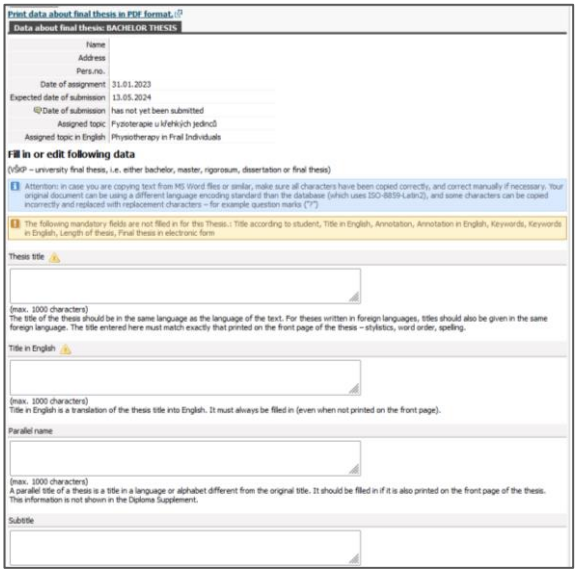
1. Log in to IS/STAG.
2. Choose the “My Study” tab.
3. Go to the “Final Thesis” section.
4. Choose the option “Complete data about Bachelor Thesis”.
5. Fill in the final thesis details and click “Save data”.
6. In the “Final thesis in electronic form” section of the form, click “Electronic Thesis Submission Form” and upload the electronic version of your thesis. The maximum size of the file is 60 MB (to upload the document smoothly, we recommend using the UP net).
7. Choose a format for the final thesis and upload the file.
8. Save the final thesis file by clicking on “Attach File”.
9. Print the document “Data about Final Thesis in the PDF format”, sign it and submit it to the secretary office of your department.

Step 1-4

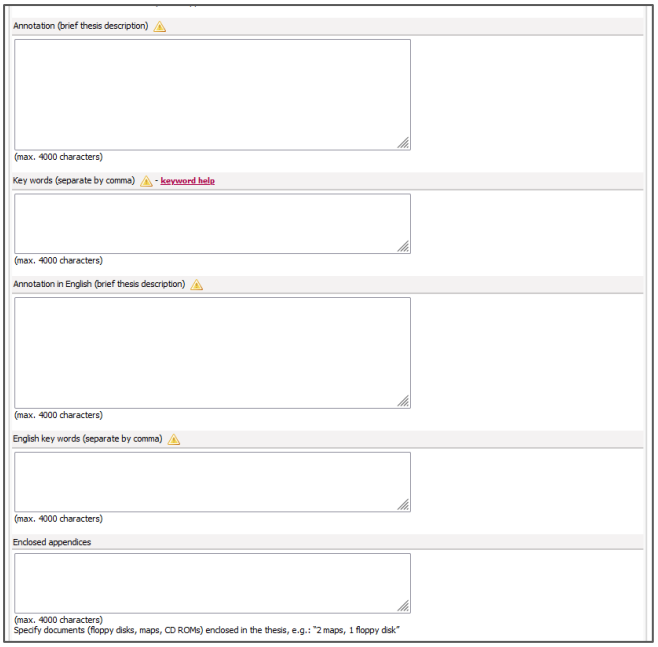


Step 5-8

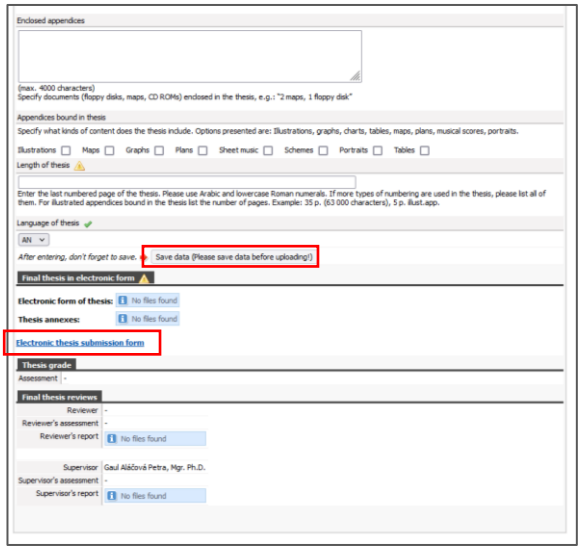
part 1



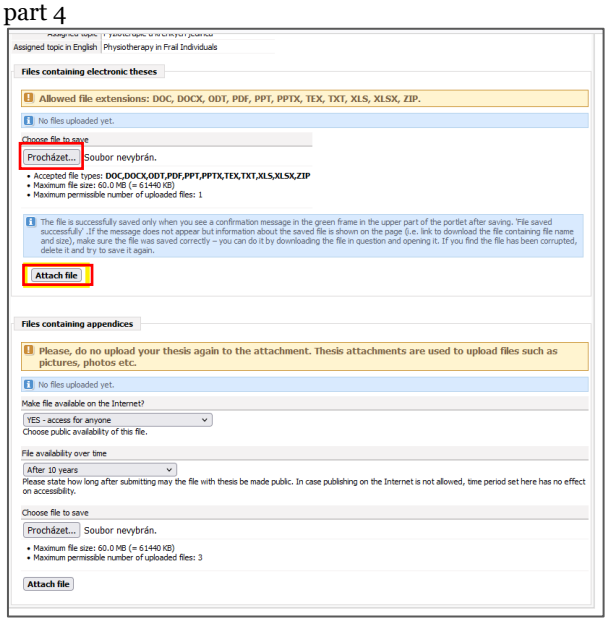
part 2



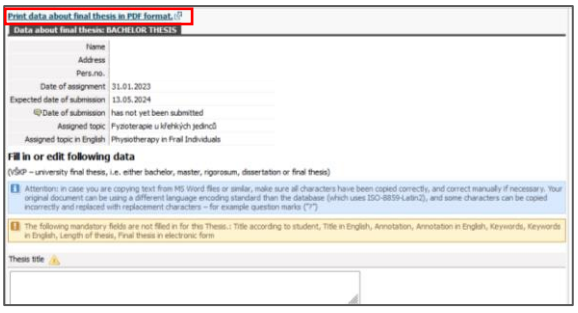
part 3



part 4



Step 9



How the printed document should look like:

Palacký University Olomouc
Faculty of Health Sciences
Academic year: 2020/2021

Study programme: Specialization in Health Care
Form of study: Full-time

Document for registration BACHELOR THESIS

Name and surname:
Personal number:
Address:

Work topic: Lymfedém v dětském věku
Work topic in English: Lymphedema in childhood
Work language: Czech

Supervisor: Mgr. Jana Slováková
Department of Clinical Rehabilitation

Thesis guidelines:

1. Diskuze s vedoucím práce.
2. Studium problematiky lymfedému.
3. Vypracování obsahu práce.
4. Anatomie, fyziologie a patologická fyziologie lymfatického systému.
5. Diferenciální diagnostika a vyšetření lymfedému.
6. Onemocnění spojená s lymfedémem.
7. Možnosti terapie lymfedému.
8. Závěr práce.

Recommended resources:

1. RESLIN, Jerome W., YANG, Ying, SCALLAN, Joshua P., SWEAT, Richard S., ADDERLEY, Shaquira P., MURFEE, Walter L. 2018. Lymphatic Vessel Network Structure and Physiology. *Comprehensive Physiology* [online]. 9(1), 207–299, [cit. 2020-11-11]. ISSN: 30549020. Dostupné z: doi:10.1002/cphy.c180015.
2. AZHAR, Syaza Hazwany, LIM, Hwee Ying, TAN, Bien-Keem, ANGELI, Veronique. 2020. The Unresolved Pathophysiology of Lymphedema. *Frontiers in Physiology* [online]. 11(137), 1–11, [cit. 2020-11-12]. ISSN 32256375. Dostupné z: doi:10.3389/fphys.2020.00137.
3. JIANG, Xinguo, NICOLLS, Mark R., TIAN Wen, ROCKSON Stanley G. 2018. Lymphatic Dysfunction, Leukotrienes, and Lymphedema. *Annual Review of Physiology* [online]. 80(1), 49–70, [cit. 2020-11-11]. ISSN: 29029593. Dostupné z: doi:10.1146/annurev-physiol-022516-034008.
4. BURKE, Edmund, DATAR Sanjeev A. 2018. Lymphatic dysfunction in critical illness. *Current Opinion in Pediatrics* [online]. 30(3), 332–337, [cit. 2020-11-12]. ISSN 29538048. Dostupné z: doi:10.1097/MOP.0000000000000623.
5. BORMAN, Pinar. 2018. Lymphedema diagnosis, treatment, and follow-up from the view point of physical medicine and rehabilitation specialists. *Turkish Journal of Physical Medicine and Rehabilitation* [online]. 64(3), 179–197, [cit. 2020-04-29]. ISSN 31453511. Dostupné z: doi:10.5606/tftrd.2018.3539.

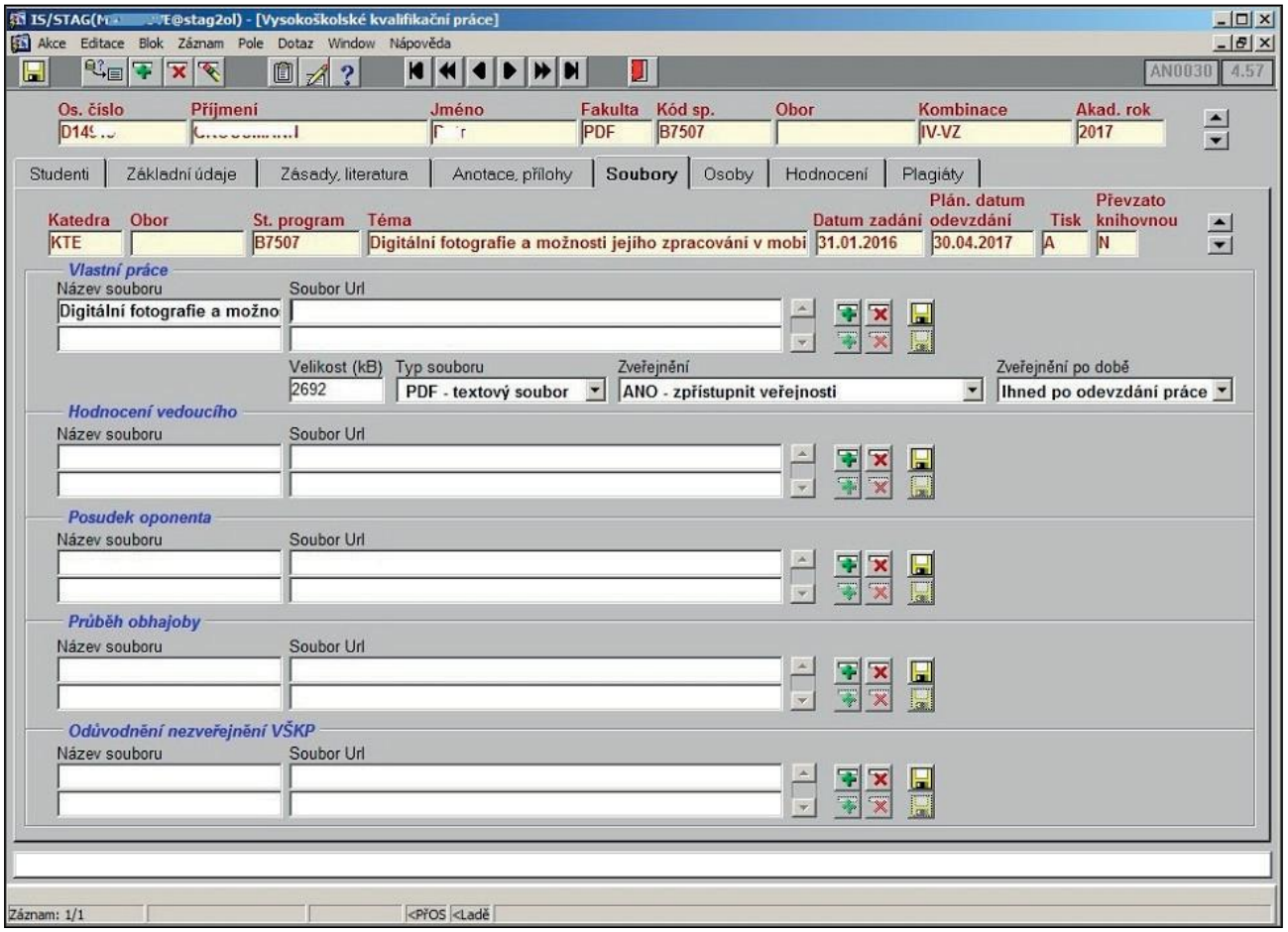
Student's signature: Date:

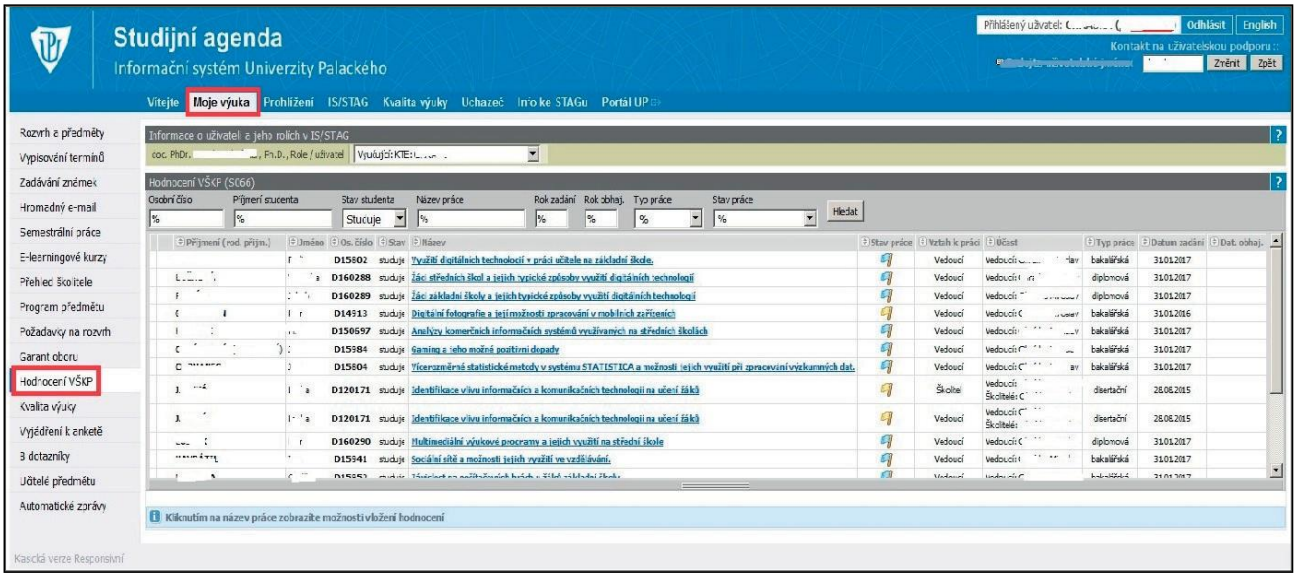
Supervisor's signature: Date:

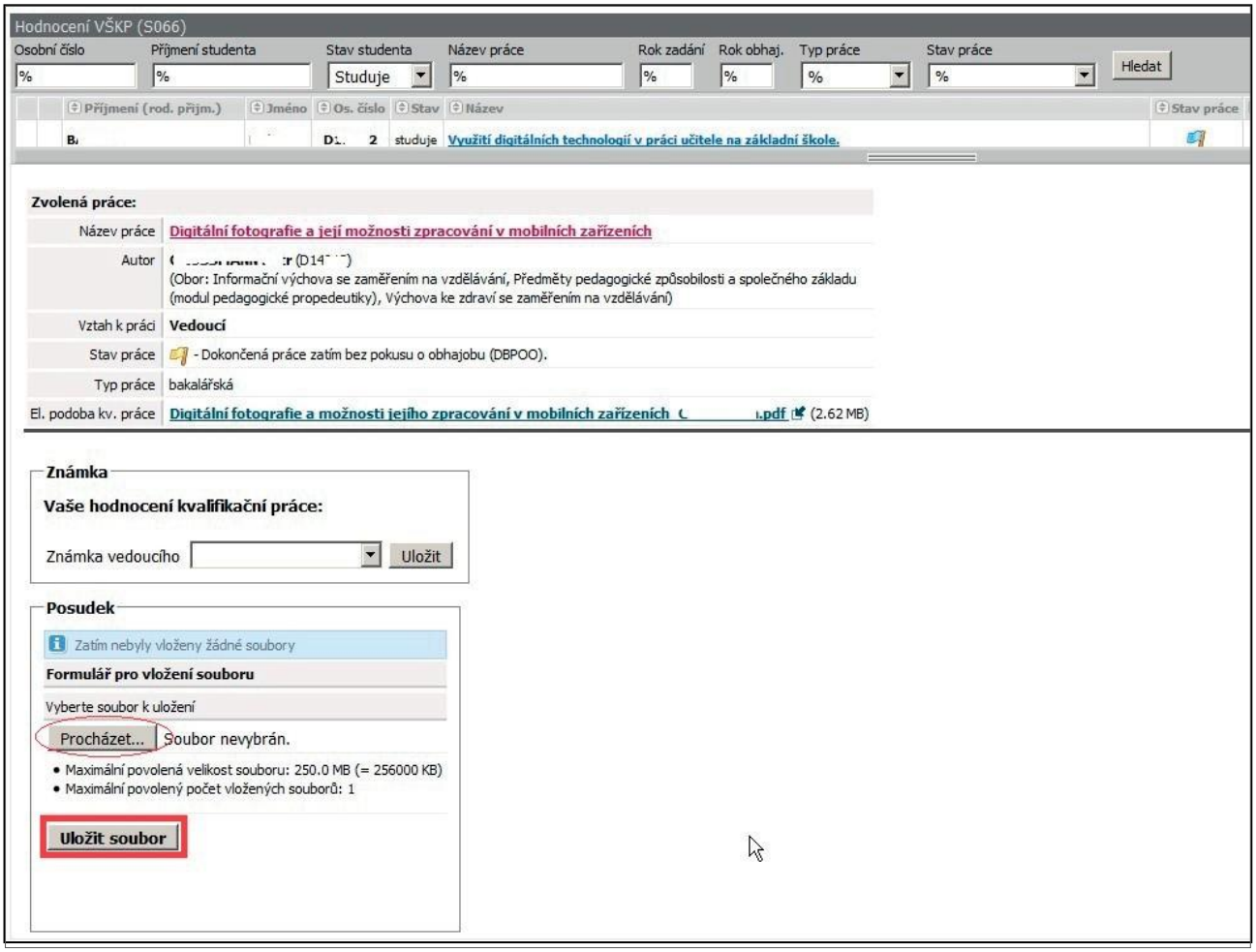
© IS/STAG, Portal – Final thesis details , Z18125, January 24, 2024 1:59pm

Appendix No. 4

Procedure for Student Affairs Office or an authorized department for entering and publishing the final thesis reviews in the electronic version into IS/STAG

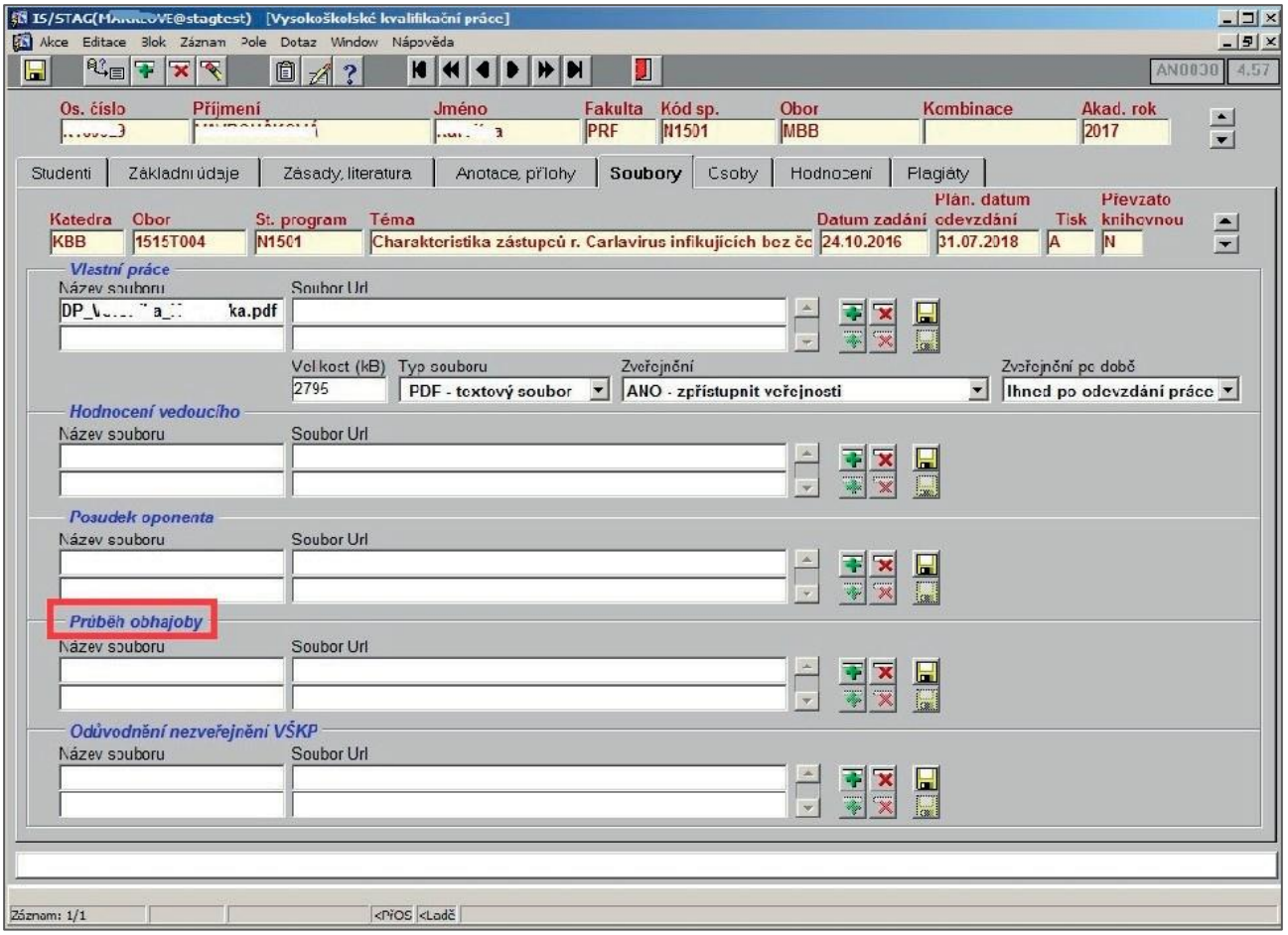





Hodnocení VŠKP (S066)
Osobní číslo
Příjmení studenta
Stav studenta
Studuje
Název práce
Rok zadání
Rok obhaj.
Typ práce
Stav práce
Hledat
Příjmení (rod. příjm.)
Jméno
Os. číslo
Stav
Název
Stav práce
studuje
Využití digitálních technologií v práci učitele na základní škole.
Zvolená práce:
Název práce
Digitální fotografie a její možnosti zpracování v mobilních zařízeních
Autor
(Obor: Informační výchova se zaměřením na vzdělávání, Předměty pedagogické způsobilosti a společného základu (modul pedagogické propedeutiky), Výchova ke zdraví se zaměřením na vzdělávání)
Vztah k práci
Vedoucí
Stav práce
- Dokončená práce zatím bez pokusu o obhajobu (DBPOO).
Typ práce
bakalářská
El. podoba kv. práce
(2.62 MB)
Známka
Vaše hodnocení kvalifikační práce:
Známka vedoucího
Uložit
Posudek
Zatím nebyly vloženy žádné soubory
Formulář pro vložení souboru
Vyberte soubor k uložení
Procházet...
Soubor nevybrán.
• Maximální povolená velikost souboru: 250.0 MB (= 256000 KB)
• Maximální povolený počet vložených souborů: 1
Uložit soubor

Appendix No. 5

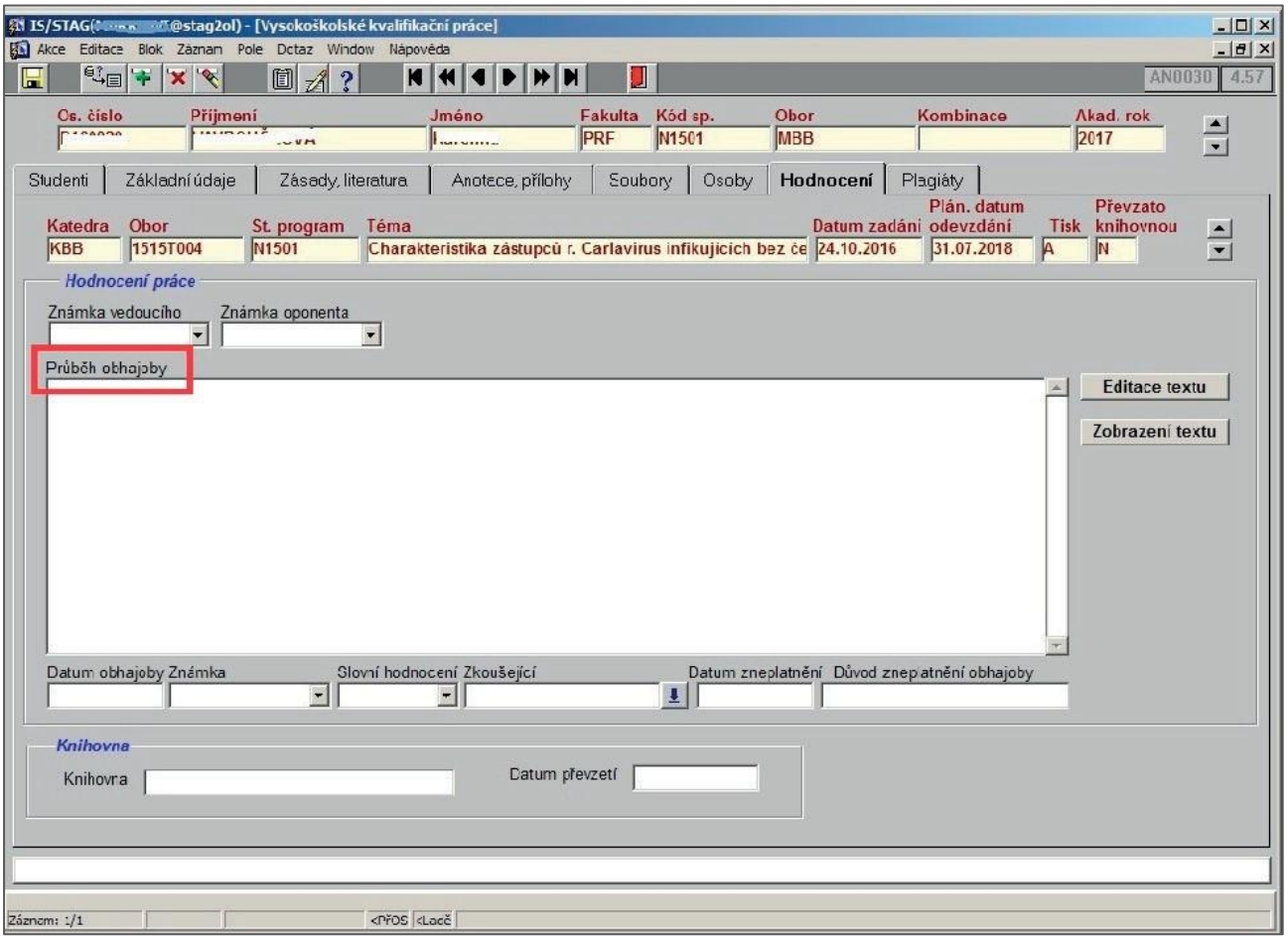
Procedure for authorized departments on how to insert the record of the course and outcome of the thesis defence into IS/STAG in the form of a digital record on the course and outcome of the defence and its conversion to the .pdf format

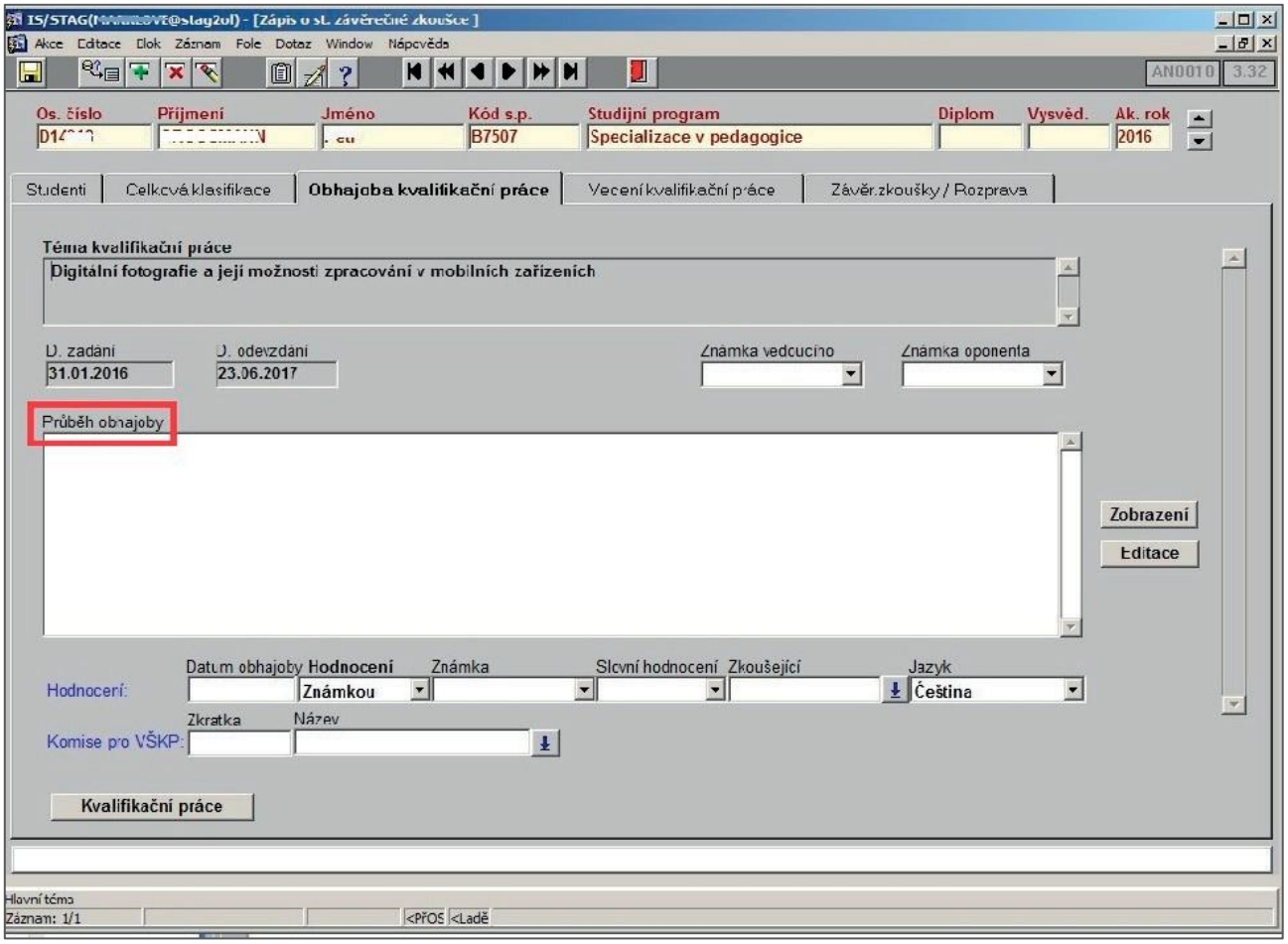


Appendix No. 6

Procedure for authorized department to insert a record of the course and outcome of the thesis defence into IS/STAG in the form of inserting or editing text in IS/STAG.

The text with the course of the defence can be inserted:
a). in the tab Evaluation in the form AN0030 Final Theses, or
b). also in the form AN0010 Record of the Final State Exam in the tab “Thesis Defence”. Both forms are interconnected, i.e. it does not matter in which document is the text inserted or changed.




Akce Editace Blok Záznam Pole Dotaz Window Nápověda
AN0010 3.32
Os. číslo Příjmení Jméno Kód s.p. Studijní program Diplom Vysvěd. Ak. rok
B7507 Specializace v pedagogice 2016
Studenti Celková klasifikace Obhajoba kvalifikační práce Vedení kvalifikační práce Závěr.zkoušky / Rozprava
Téma kvalifikační práce
Digitální fotografie a její možnosti zpracování v mobilních zařízeních
D. zadání 31.01.2016
D. odevzdání 23.06.2017
Známka vedoucího
Známka oponenta
Průběh obhajoby
Zobrazení
Editace
Datum obhajoby Hodnocení Známka Slovní hodnocení Zkoušející Jazyk
Hodnocení: Známkou Čeština
Zkratka Název
Komise pro VŠKP:
Kvalifikační práce
Hlavní téma
Záznam: 1/1
<PřOS <Ladě