



Charles University
Faculty of Physical Education and Sport of Charles University

DEAN'S DIRECTIVE NO. 5/2024

Rules for the Registration, Submission, and Publication of Final Theses at the Faculty of Physical Education and Sport of Charles University

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Responsible persons: Academics, lecturers, external employees, student registry

Article 1 **Subject-Matter**

This Dean's Directive is hereby stipulated to implement Article 12 of the Code of Study and Examination of Charles University ("Code of Study and Examination"), Article 7 of the Rigorous Examination Code of Charles University ("Rigorous Examination Code"), Rector's Directive No. 16/2019 Accessibility of the Electronic Database of Final Theses ("Rector's Directive No. 16/2019") and Rector's Directive No. 39/2022 Submitting and Checking Final Theses in Vocational Lifelong Learning Programmes, Rules of Study at the Faculty of Physical Education and Sport of Charles University, and Rules of the State Rigorous Examination at the Faculty of Physical Education and Sport of Charles University to amend and specify the procedures regarding the publication of topics, submission, registration, and publication of final theses.

Article 2

Introductory Provisions

1. Under the Higher Education Act, a final thesis means a bachelor's or diploma thesis, dissertation, rigorous thesis, or a final thesis in vocational lifelong learning programmes ("lifelong learning programmes"), if required.
2. The dates of the publication, registration, and approval of the topics of the theses are determined by a Dean's directive to provide for the Academic Calendar or the calendar of the respective lifelong learning programme ("calendar").
3. The student, applicant for the state rigorous examination, or participant in a lifelong learning programme ("student") is responsible for submitting the thesis and for uploading the correct and complete files to the Study Information System ("SIS"), while the Faculty is responsible for the publication of the thesis.

4. The Dean appoints the Faculty coordinator for the registration and publication of final theses in accordance with Rector's Directive No. 16/2019. A general description of the Faculty coordinator's activities is provided in Article 8 of Rector's Directive No. 16/2019.
5. The Dean appoints the Faculty coordinator for the registration and publication of theses for lifelong learning programmes in accordance with Rector's Directive No. 39/2022. It may be the same coordinator appointed under paragraph 4 hereof. A general description of the Faculty coordinator's activities is provided in Article 3 (4) and (8) and in Article 3 (6) of Rector's Directive No. 39/2022 in relation to an abstract which is not in textual form.

Article 3

Publication, Registration, and Approval of Topics of Theses

1. Thesis advisors/supervisors publish the topics of theses in the SIS in cooperation with the guarantors of study programmes ("guarantor"). The topics of theses may be published only within an accredited study programme by a specific department. External collaborators may perform the role of a thesis advisor/supervisor subject to approval by the head of department.
2. If a final thesis is required in a lifelong learning programme, the thesis advisor or the programme guarantor are responsible for publishing the topics of the theses.
3. Students register for the published topics in the SIS within the period set out in the calendar.
4. After checking the information on the thesis in the SIS, the thesis advisor/supervisor confirms that the topic of the thesis has been assigned to the registered student, thereby accepting the role of the thesis advisor/supervisor for the given student.
5. In doctoral study programmes, the topics are approved by a subject area board, along with the student's submitted dissertation project and individual curriculum.
6. The topic of a thesis may be changed only upon request. Based on the opinion of the thesis advisor and the guarantor of the study programme, such requests are approved by the Vice-Dean authorised by the Dean. In the case of doctoral study programmes, such requests are approved by the subject area board. Partial modifications of the title of the thesis resulting from the progress of the project are not considered to be a change of the topic of a thesis. The title of the thesis may be specified and changed within the topic in the SIS no later than before submission of the thesis.
7. The request to change the topic of a thesis must always include the approval by the thesis advisor and the head of department. The authorised employee of the department concerned enters the approved change of the topic of a thesis in the SIS.
8. A change of the thesis advisor/supervisor is approved by the respective head(s) of department based on a discussion with the original and the newly proposed thesis advisor; in the case of doctoral study programmes, such change is approved by the

subject area board. On the basis of an approved request, the authorised employee of the respective office (student registry, research office, office for lifelong learning; “respective office”) enters the change of the thesis advisor/supervisor in the SIS.

9. If the defence of the thesis is assessed as “failed” or the student decides not to proceed with the defence, the thesis is archived by the head of the department concerned or the employee authorised by him or her (usually the secretary). The thesis advisor/supervisor publishes the topic of the thesis in the SIS again without undue delay.

Article 4

Required Elements, Formatting Requirements, and Submission of a Thesis

1. Theses may be assigned, written, and submitted in Czech or English. The language of a thesis may be changed only with the approval of the thesis advisor/supervisor and the guarantor/subject area board. The change of a language is entered in the SIS by the guarantor or the thesis advisor/supervisor.
2. A thesis must include the following elements:
 - a. Abstract in Czech and in English;
 - b. The student’s binding affirmation that he or she has written the thesis by himself or herself, that all sources and references have been quoted properly, and that the thesis or a significant part thereof has not been used as a final thesis to qualify for another or the identical academic degree;
 - c. If a student’s thesis includes publications by several authors, or if it is based on the student’s results acquired in a research team, the affirmation must also indicate the student’s participation in the results.
3. If artificial intelligence and AI-powered technology has been used for the thesis, the following rules must be observed¹:
 - a. Students may use such technology only for improving the readability and language, not for carrying out the key research tasks, such as the interpretation of data or deduction of scientific conclusions;
 - b. Students must indicate in their affirmation that they have used AI and AI-powered technology and must state which parts of the thesis were created using AI (in analogy with paragraph 2c).
4. A binding template of the title page is published on the Faculty’s website. The recommended font is Times New Roman, with spacing of 1–1.5. Additional formatting requirements for the thesis may be set out by the guarantor and published on the website of the guarantor’s department.
5. Theses are submitted in electronic form in the SIS within the deadline determined in the calendar. The date of submission of the thesis is recorded automatically.

¹ For more information on the use of AI, see <https://ai.cuni.cz/>.

6. Students submit their thesis only in the formats provided in Rector's Directive No. 16/2019 and Rector's Directive No. 39/2022 Submitting and Checking Final Theses in Vocational Lifelong Learning Programmes.
7. Students submit the following:
 - a. Thesis itself;
 - b. Abstracts under paragraph 2;
 - c. Attachments to the thesis, if any.
8. If a student discovers that additional changes to the thesis are necessary after the submission thereof, he or she requests the student registry to unlock the record of the thesis in the SIS for modification. The record of a thesis in the SIS may be unlocked only until the date for the submission thereof for defence.
9. The text of a thesis submitted for defence may not be changed after the date of submission, with the exception of corrections in the form of errata. A student may add a file with the errata (typographic and minor mistakes) in the thesis, if any, to the record of the thesis in the SIS no later than within ten working days of the date of the defence.

Article 5

Responsibilities and Powers of the Faculty's Employees – Bachelor's and Diploma Thesis

1. The head of department is responsible for the following tasks:
 - a. Publishing the topics of theses in the SIS;
 - b. Assigning the topics to students;
 - c. Checking the required elements of the submitted theses, record of the defence, and the finalisation of the theses.
 - d. Uploading the reports on the theses to the SIS.
2. The head of department may delegate these tasks to one or more department employees (usually the secretary to the department).
3. The head of department is also responsible for the following:
 - a. Under Article 2 (4) of Rector's Directive No. 22/2022, an academic may supervise a maximum of 20 theses in total, of which a maximum of 5 dissertations (dissertations written by students who have interrupted their study are excluded) and a maximum of 15 rigorosum + diploma theses (students with interrupted study included). The head of department ensures that employees who currently exceed this number do not publish any new topics until the situation has been remedied;
 - b. Department employees who perform the role of advisors and reviewers of final theses fulfil the requirements for the supervision of final theses under Article 1 of Rector's Directive 56/2021, they are placed in the appropriate pay bands, and their job description includes supervising and reviewing of final theses;
 - c. Department employees supervise final theses with which students qualify for a degree which is not higher than one level below the degree achieved by the thesis advisor.

- d. If there are specific justified reasons not to comply with subparagraph c), the head of department ensures that the thesis is reviewed by an employee with a scientific degree (Ph.D. or CSc.);
 - e. At least one member of the board for the defence of a diploma thesis is not the employee of the respective department;
 - f. The guarantor ensures that the topics and thesis advisors offered to students correspond to the specialisation and requirements of the given programme. The guarantor may set out requirements regarding the content and formatting of the reports.
4. The thesis advisor is responsible for the following:
 - a. Assigning the topics to students (including the record in the SIS);
 - b. Entering the date of submission of the thesis in paper form in the SIS and checking the required elements of the submitted thesis;
 - c. Uploading the report on the thesis to the SIS no later than three working days before the date of the defence of the thesis.
 5. The chair of the board or a person authorised by him or her is responsible for the following:
 - a. Checking that the thesis advisor's report and the reviewer's report have been uploaded to the SIS;
 - b. Entering the record of the part of the state final examination "Defence of the bachelor's/diploma/final thesis" ("record of the defence") in the SIS;
 - c. Entering the record of the defence in the SIS;
 - d. Delivering the record of the defence along with the original reports to the respective office within the deadline determined in the calendar.
 6. The heads of the respective departments are responsible, in particular, for the following tasks:
 - a. Publishing the approximate dates of the defences in the SIS according to the Academic Calendar;
 - b. Checking and saving the reports and records of the defence in the student's hybrid file.

Article 6

Responsibilities and Powers of the Faculty's Employees – Dissertations

1. Subject area boards are responsible, in particular, for approving the topics of dissertations (under Article 19 (3) of the Rules of Study at the Faculty of Physical Education and Sport of Charles University) and determining the form of dissertations in the given study programme (under Article 24 (1) of the Rules of Study at the Faculty of Physical Education and Sport of Charles University).
2. The forms of dissertations, specification of the requirements and demands on the individual types of dissertations are set out in Annex 1 hereto.
3. The subject area board is responsible for approving the potential supervisor, topic, and assignment of the thesis, which is a part of the student's individual curriculum.

4. The head of the research office is responsible for the following tasks:
 - a. Checking the required elements of the submitted thesis;
 - b. Uploading the reports on the thesis to the SIS no later than three working days before the date of the defence of the thesis;
 - c. Finalising the record of the thesis in the SIS;
 - d. Checking and saving the reports and the record of the defence in the student's hybrid file.
5. The chair of the board or a person authorised by him or her is responsible for the following tasks:
 - a. Entering the record of the defence in the SIS;
 - b. Delivering the record of the defence and the reports with the original signatures to the student registry within the deadline determined in the calendar.

Article 7

Responsibilities and Powers of the Faculty's Employees – Rigorosum Theses

1. The head of the research office is responsible for the following tasks:
 - a. Ensuring the correctness and completeness of the applications for the state rigorosum examination and the submission thereof to the guarantor;
 - b. Creating the record of the thesis in the SIS;
 - c. Checking the required elements of the submitted thesis and uploading them in the SIS;
 - d. Finalising the record of the thesis in the SIS;
 - e. Checking and saving the report and record of the defence in the hybrid file of the applicant for the state rigorosum examination.
2. In the case of recognition of a rigorosum thesis, the date of registration for the state rigorosum examination is entered in the SIS as the date of the defence.
3. The chair of the board or a person authorised by him or her is responsible for the following tasks:
 - a. Uploading the report on the thesis to the SIS and delivering the report to the student no later than three working days before the date of the defence of the thesis;
 - b. Completing the record of the defence;
 - c. Entering the record of the defence in the SIS;
 - d. Delivering the record of the defence and the report with the original signatures to the student registry within five working days of the date of the defence.

Article 8

Publication of Theses

1. With the exception of final theses in lifelong learning programmes, theses submitted for defence are made available to the public in the SIS.
2. If a thesis contains data which may not be published on the internet due to the protection of copyright, patents, or other intellectual property rights, the student

extracts these data (for example, published articles, texts accepted to be printed or manuscripts prepared to be sent, tables, sequences, formulas, details of procedures) and includes them in an attachment to the thesis for which he or she can request that the publication be deferred.

3. If it is not possible to extract the data without affecting the comprehensibility of the thesis, the student may request that the publication of the entire thesis be deferred.
4. The request for the deferral of the publication of a thesis or annexes thereto is submitted by the thesis advisor/supervisor or a person authorised by him or her. The request may be submitted in the SIS from the date of the assignment of the thesis until the date of submission thereof for a maximum period of three years after the date of the defence. In the case of a rigorosum thesis, the request is recorded in the SIS by the research office.

Article 9 Final Provisions

1. This Directive does not apply to students enrolled in study at the Faculty who are writing their final thesis in another faculty within their double major or double curriculum study. The Dean's directive regulating the corresponding subject matter at the given faculty applies to these students.
2. Dean's Directive No. 10/2020 is hereby repealed.
3. The persons responsible for the implementation hereof and checking compliance therewith are the Faculty coordinator for the publication of final theses, heads of departments, guarantors of study programmes, thesis advisors/supervisors, chairs of boards, and heads of the student registry, research office, and the office for lifelong learning.
4. This Directive comes into force on the date of the execution thereof and becomes effective on the 2nd day following the publication thereof on the Faculty's official notice board (1 Feb 2024).

In Prague on 30 January 2024

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Dean
of the Faculty of Physical Education and Sport of
Charles University