



DIRECTIVE
**Submitting and recording
graduation theses**
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Submitting and recording graduation theses

	He elaborated	He checked	Approved	Number printout:
Function	1. Vice-rector	Representative for IQS	Rector	
Name	Peter Losonczi, Dr.h.c. Ing. PhD., MSc., MBA.	Imrich Dufinec, Dr.h.c. prof. Ing. CSc., DBA.	Marián Mesároš Dr.h.c. prof.h.c. prof. Ing. DrSc. MBA LL.M.	
A date	15/07/2022	19/07/2022	22/07/2022	
Signature				



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1. Guidelines for using the directive

➤ *Acquaintance*

- the directive is an internal documented procedure that is made available to students on the university's website and to employees on the IQS page in the Moodle system (<https://moodle.vsbm.sk/>)
- every student and employee affected by the given process is obliged to familiarize themselves with the content of the directive,

➤ *Storage and manipulation*

- the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
- the printed directive without signature (pdf_format from the page) is the working version
- the owner of the process to which the directive belongs is responsible for the existence of the printed version and for handling it.

➤ *Control*

- senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
- in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

➤ *Changes*

- every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

2. Purpose

This directive (hereafter referred to as D) defines the rules, rights and obligations for the submission, processing and registration of USM final theses.



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3. Scope

This D is valid on the day it is signed by the rector, which is also the day it is issued and applies to all students and employees of USM, external trainers and interested parties who come into contact with the creation of graduate theses.

4. Terms and abbreviations

Concepts

- ❑ **Academic fraud** – Academic fraud is committed by anyone who, as a student, participant in a rigorous procedure or participant in a habilitation procedure, submits a final, rigorous or habilitation thesis which, as a result of his culpable conduct, is not at least partly the result of his own and independent activity; this does not affect the right of a student, a participant in a rigorous procedure or a participant in a habilitation procedure to use information, materials and other objects whose origin or source is indicated in the relevant thesis.
- ❑ **Dublin Descriptor** – a verbal description of the requirements for the level of higher education given in the international agreement of the Ministers of Education of the European Higher Education Area (EHEA). The qualification framework for the EHEA establishes, among other things, verbal descriptions - "descriptors" of individual levels of education expressing basic qualitative expectations from graduates of higher education in European countries.

Abbreviations

CRGT - Central register of graduation theses	RFT - Records of final theses
D - directive	MESRS – Ministry of Education, Science, Research and Sports of the Slovak Republic

5. Basic provisions

- 5.1 The purpose guidelines is a security uniform conditions and procedure during entry, preparation, processing and assessed graduation thesis
- 5.2 Directive is a binding for all of them components USM a them workplaces a for all students a employees USM.
- 5.3 Conditions preparations and assessment graduation thesis establish above all these regulations:



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- a) The law no. 131/2002 Coll. about universities and about change a additions some laws in the wording later ones regulations (further only " the law about universities "),
 - b) Act 269/2018 Coll. on ensuring the quality of higher education and supplementing some laws as amended
 - c) The law no. 185/2015 Coll. about copyright right now (copyright the law) in the wording later ones regulations (further only " copyright the law "),
 - d) Decree Kindergarten SR no. 614/2002 Coll. about credit system study,
 - e) Methodical guidance no. 56/2011 about requirements final thesis them bibliographic registration, storage and making available,
 - f) STS ISO 690:1998 Documentation. Bibliographic links. Contents, form and structure,
 - g) STN 01 6910: 1999. Rules writing a modifications documents,
 - h) STS ISO 2145: 1997. Documentation. Numbering partitions a subsections written documents,
 - i) STS ISO 690-2:2001 Information and documentation. Bibliographic citations. Section 2: Electronic documents or them parts,
 - j) ISO 7144:1986 Documentation - editing diploma and qualification thesis and the like documents,
 - k) Documents of the USM Internal Quality System
- 5.4 Graduation thesis is a according to of the law about universities included according to everyone study fee program. Her defense is a included state exams¹ a is a once from the conditions successful termination study.
- 5.5 Training workplace is a workplace USM or its components (e.g. department or institute), which ones creates to the student materially and technical conditions to create graduation thesis.
- 5.6 To supervisor bachelor's thesis or diploma thesis or supervisor dissertation thesis, is a person determined in the assignment graduation thesis (further just " assignment ") director of the institute, or by him authorized person. In case external supervisor the university determines to the student also consultant from employees of the university. Supervisor must have got higher degree qualifications (education) how degree education, in which is a processed graduation thesis; that does not apply for significant experts from practice.
- 5.7 Graduation thesis is a independent student 's work, which carries out leadership supervisor work designated by head of trainee workplaces; in case external supervisor of trainee workplaces will determine to the student also consultant from employees USM.
- 5.8 Licensed contract about use graduation thesis (school thesis ²) (further only " licensed contract ") is a according to copyright of the law and the law no. 131/2002 Coll. in the

¹§ 51 par. 3 of Act No. 131/2002 Z z. on universities and on amendments to certain laws

²Law no. 185/2015 Coll. on copyright (copyright law)



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wording later ones regulations contract between by the author and Slovak Republic in representation of university.

- 5.9 According to copyright of the law graduation thesis is a university thesis created students on the fulfillment study obligations resulting from his legal relationship to university.
- 5.10 Template graduation thesis is a exemplary document, which serves on the unification appearance graduation thesis a help students at creation work. Is a published on the university's website in the " graduation thesis" or " Documents " section .

6. Types of final theses

6.1 The graduation thesis is a:

- a) Bachelor's degree thesis ³- at study according to study fee program the first degree (Bachelor study the program),
- b) diploma thesis ⁴- at study according to study fee program the second degree or study fee program according to § 53 para. 3 of the law about university 's (master's, engineering and doctoral study the program) or
- c) dissertation thesis ⁵- at study according to study fee program the third degree (PhD study the program).

6.2 Characteristics of individual types of graduation theses according to the Dublin descriptors:

- a) **In the bachelor's thesis**, the student applies the acquired knowledge and skills in the implementation of a creative activity, the processing of which is close to a professional approach, including substantive argumentation of facts and attitude to the given problem. The assignment of the bachelor's thesis should be formulated problem-wise within the field of study. In order to solve the problem in the form of creative activity, the student can obtain information and the latest knowledge from the field of study and interpret them correctly. Student so it has to prove ability work with homework also foreign professional literature (collect, to interpret a process it), choose from her essential Information for your own topic and subsequently apply the acquired professional procedures in solving the problem, which is adequately documented and argued in the bachelor's thesis. The entire bachelor thesis is processed in the spirit of ethics and social responsibility for the form of processing and the output of this creative activity.
- b) **Diploma thesis** with varies from bachelor's thesis scope, context a quality processing topics. The student uses his knowledge and skills that go beyond the scope of bachelor's studies, which are a good basis for original solutions to the problem raised in the thesis assignment. It is a creative solution to a problem in unfamiliar environments that go beyond the field of study. Processing diploma thesis has student

³ § 52 par. 4 of Act no. 131/2002 Coll. as amended

⁴ § 53 paragraph 5 of Act no. 131/2002 Coll. as amended

⁵ § 54 par. 3 of Act No. 131/2002 Coll. as amended



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prove ability separately to acquire theoretical a practical knowledge a creatively them to apply a to use at solutions specific ones problems of a wider scope. In the thesis, the student must demonstrate the ability to integrate knowledge, tease out complexity and formulate decisions even with incomplete or limited information, including social and ethical responsibility in applying his knowledge and in making decisions. The student can clearly communicate the conclusions, findings and justifications presented in the diploma thesis to experts and the lay public.

- c) **Dissertation thesis** has student demonstrate that he has understood the field of study and mastered the skills and methods of scientific research in that field. The student demonstrates the ability to conceive, construct, implement, edit a substantial part of the research with scientific integrity. Elements of critical analysis and synthesis of new complex concepts appear in the thesis. The thesis should contain original scientific research that contributed to the expansion of scientific knowledge. The student has to prove his expertise in communicating with the wider scientific community, but also with the lay public.

- 6.3 Every graduation thesis must a flat original, created by the author at compliance rules work with informative resources. At the same must a flat worked out in accordance with copyright by law must not have got character plagiarism a disturb copyright rights others authors. Its processing and output must not have the character of academic fraud⁶. the author is a mandatory consistently and correctly to quote used informative resources, namely
a specifically to state the results, exactly describe used methods a on business procedures, to document laboratory and other the results a field researches others authors, or copyright collectives.

7. Submitting of graduation thesis

- 7.1 Proposals theme bachelor's and diplomas theses with they publish through academic informative system USM (further only "MAIS ") or on the bulletin boards respectively web pages relevant workplaces schools on time established schedule of the relevant academic year. The student chooses the topic of the graduation thesis from the rules in the MAIS information system. If the topics of the final theses are published on the bulletin boards of the relevant institute, he is responsible for this director relevant the institution. In that case, the student on the bachelor's degree and diploma thesis always apply in person on the relevant constitution, on the which is a topic written out, while signing the confirmation of registration of the GT.
- 7.2 Assignment final thesis (further just " assignment ") is a document, which USM establishes to the student study fees obligations regarding the elaboration of final thesis ([F012_SM02](#) , [F013_SM02](#) and [F014_SM02](#), [F015_SM02](#)). Assignment as a rule contains:
- Type of graduation thesis,
 - title of graduation thesis,
 - name surname and titles of the student,

⁶ § 62b of Act no. 131/2002 Coll. as amended



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- d) name surname and titles of supervisor ,
- e) name surname and titles consultant from USM in case external supervisor,
- f) training workplace,
- g) name surname and titles of the head of trainee workplaces,
- h) annotation of graduation thesis,
- i) language, in which with work will develop
- j) a date approval assignments .

- 7.3 Assignment elaborates head of thesis a through electronic mail him will send on the secretariat relevant the institution.
- 7.4 head of trainee workplaces approves assignment, the leader work, possibly consultant graduation theses, prints assignment, will confirm correctness data their own signature.
- 7.5 Assignment must a flat approved a to the student ready on the pickup on the beginning academic year, at the latest to the end month october, academic of the year in which with will take place defense final thesis. Student picks up assignment on the the secretariat relevant the institution and taking over will confirm signature.

8. Structure of the graduation thesis

- 8.1 Graduation thesis contains introductory section, the main one text section a final section; graduation thesis can to contain also attachments.
- 8.2 Introductory section final thesis contains these items in the given order:
- a) packaging,
 - b) title a letter,
 - c) assignment,
 - d) thanks (optional),
 - e) abstract in the state language,
 - f) abstract in English, respectively another a foreign language,
 - g) Contents,
 - h) list illustrations a list tables,
 - i) list abbreviations and brands
 - j) dictionary (if him the author stated).
- 8.3 Packaging final thesis contains:
- a) name of the university,
 - b) title thesis and subheadings thesis, if with used (optional),
 - c) Type final thesis (Bachelor, Diploma),
 - d) name, surname and titles the author thesis,
 - e) year submissions final thesis.
- 8.4 Title a letter contains complete information about thesis in the structure:
- a) name of the university,



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- b) title thesis and subheadings thesis, if with used
 - c) Type graduation thesis (Bachelor, Diploma or Dissertation),
 - d) name, surname and titles the author thesis,
 - e) title study fee program,
 - f) number and the title study fee department or unions,
 - g) name, surname and titles of the supervisor thesis ,
 - h) name surname and titles consultant if he was thesis in the assignment theses assignment
 - i) training workplace,
 - j) the place and year submissions graduation thesis.
- 8.5 Assignment is a a copy official assignments graduation thesis according to Article 7 of this guidelines, approved leaders trainee workplace (as a rule, the director of the institute).
- 8.6 Acknowledgment the author graduation thesis is an optional for graduation thesis. Contains thanks to the leader and others to persons workplaces or institutions for help and support at working out thesis.
- 8.7 Abstract contains information about goals of the thesis, her in brief content, results a meaning whole thesis. Included abstract is a 3 - 5 key words. Abstract with writes continuously how one paragraph a his range is a as a rule 100 until 500 words. Linguistic version abstracts with they state on the separate sides.
- 8.8 Contents is a overview unnumbered a numbered parts (chapter) thesis.
- 8.9 List of illustrations, list of tables, list of abbreviations and brands and also dictionary. They are optional parts of thesis. Lists with they state in cases if they will contribute to increase clarity, unambiguity interpretation and comprehensibility work.
- 8.10 The main one text section graduation thesis forms:
- a) introduction,
 - b) the core,
 - c) conclusion
 - d) resume (required only in case if the work is elaborated in different than state language),
 - e) list of used literature.
- 8.11 In introduction the author briefly and clearly characterizes condition knowledge or practice in area, which is a subject to final thesis a informs the reader with meaning, goals and intentions of thesis. Author in introduction emphasizes why is a thesis important an why with decided process given topic. Introduction how title chapters with does not number and his range is a as a rule 1 until 2 parties.
- 8.12 The core is a main section thesis a divided with on the chapters, subsections, paragraphs, subsections etc., which ones with ascending they number. Every new numbered chapter the first levels with begins on the new side.



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- 8.13 Division of thesis core is a determined by type thesis. In scientific and professional theses has the core as a rule these main parts:
- current condition resolved issues at home and abroad,
 - goal and methodology of elaboration and methods of research,
 - the results of the thesis,
 - discussion .
- 8.14 In the section " Current status " resolved issues the author states available Information a knowledge concerning with given topics. The source for processing They are Current published work domestic a foreign authors. Share this part of thesis has to create approximately 30 %.
- 8.15 Section " Target work " of course aptly a exactly characterizes subject solutions. Included They are also developed partial goals, which ones they condition achievement goal the main one. Section Methodology work a methods investigations as a rule contains:
- characteristic object research,
 - on business procedures,
 - way acquisition data a them resources,
 - used methods evaluation a interpretations results,
 - statistical methods .
- 8.16 The results of thesis and discussion are the most important part of graduation thesis. The results (own attitudes or own solutions), to which the author grown up with must logically to arrange a at describing with must enough evaluate. At the same with they comment all of them facts and knowledge in confrontation with results others authors. The results work and discussion can create also one independent section; common they form as a rule 30 until 40% final thesis.
- 8.17 In Conclusions is a necessary in brevity to sum up achieved the results in relationship towards established goal. Range Conclusion is a at least two parties. Conclusion how chapter with does not number.
- 8.18 If is a graduation thesis written in a foreign language, it must to contain resume in Slovak language within as a rule 10% scope graduation thesis.
- 8.19 List used literature contains complete list bibliographical links. Range this one parts is a given by number used literary resources, which ones must to correspond with citations used in text.
- 8.20 Optional section Attachments contains materials, which ones were not included directly to text. Every attachment begins on the new side, is marked separate big letter a list attachments is a included content.
- 8.21 Optional Final section of thesis may contain registry of thesis, curriculum vitae of the author a next additional materials.



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9. Citations and bibliographic references

- 9.1 When cited it is important ethics and technique of citations. Ethics citations determines way compliance ethical standards in relationship to different from thoughts and as a result, they are contained in others documents a in used literature. Technique citations expresses whether and how right according to standards⁷, the author connects places in text and records about documents which are in the list bibliographical links.
- 9.2 At graduation theses with recommends to use method citations according to the first data (names) and date, at which with in text will state in brackets the first one data (last name author, or the first a word from name) a year editions quoted document. If with the first one data already is located within text, in brackets for them with will state only year. In case needs with in brackets they state for a year also numbers quoted sides. if they have two or several documents the one certain the first one data and the same year, they differ with small ones letters (a, b, c, and e.g.) for a year in inside brackets. Same designation with will do also in list bibliographical links.
- 9.3 Individual items in list bibliographical links with they state in alphabetically advice. They are arranged according to the first element (data), for which follows year editions document. For them in case needs they follow small letters, by which with they differentiate links with the same the first data a a year editions.
- 9.4 Description examples citations is a in Attachment no. 1.

10. Formal preparation of the graduation thesis

- 10.1 Formal adjustment graduation thesis comes out from technical standards.⁸
- 10.2 Graduation thesis with elaborates as a rule in the state (in Slovak) language, in the first person plural numbers in the past time. With consent of director the particular department director can graduation thesis be written a defended also in other world than state language.
- 10.3 Recommended Type fonts is a Times New Roman, size 12 a is a uniform throughout thesis. Sizes headings They are graded as follow : 1. Level - Names chapter : Times New Roman, size 16, thick; 2. Level - Names subsection : Times New Roman, size 14, thick; 3. Level: Times New Roman, size 12, thick. Recommended setting parties - line spacing 1.5, edges discount 3.5 cm, a message 2 cm, from above and from below 2.5 cm, orientation on the height, format A4.
- 10.4 Recommended range bachelor's thesis is a 40 up to 50 sides (54,000 until 72,000 characters including space), diploma thesis 60 until 70 sides (90,000 until 126,000 characters) a dissertation thesis 80 until 120 sides (144,000 until 216,000 characters).

⁷ STS ISO 690: 1998. Documentation - Bibliographic links - Content, form and structure.

STS ISO 690-2: 2001, Information a documentation. Bibliographic citations. Section 2 : Electronic documents or them parts.

⁸ STS ISO 2145: 1997. Documentation. Numbering of sections and subsections of written documents.,

STS ISO 214: 1998, Documentation. Abstracts (papers) for publications and documentation.,

STS ISO 690: 1998. Documentation – Bibliographic references – Content, form and structure.

STS 01 6910: 1999. Rules for writing and editing documents.

STS ISO 690-2: 2001, Information and documentation. Bibliographical citations. Part 2: Electronic documents or parts thereof .



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- 10.5 Graduation thesis must be written according to valid rules Slovak language (possibly used someone else's language).
- 10.6 Thesis has standard adjustment and must to respect formal a quotation criteria and principles referencing on the primary a secondary literature.
- 10.7 Graduation thesis, match with her digital reproduction, with are working out in printed form tied up in solid bonds (not comb) so to with individual leaves they didn't give choose. Digital reproduction of graduation thesis the author on the purposes its storage in academic the library is handing over on the unwritable carriers information, especially on the CD.

11. Graduation thesis submission, license agreement

Obligation to pass on final thesis on the control originality and closures contracts about her made available edits The law no. 131/2002 Coll. in the wording later ones regulations a relevant methodical guidelines of Ministry education science, research a sports SR.

- 11.1 Student will pass designated count (minimum 2) execution graduation thesis in print form on the in advance designated workplace.
- 11.2 Student is a mandatory to hand over final thesis academic the library also in electronic form (e.g. on CDs) a also through informative system Records graduation thesis USM (further only " RGT ").
- 11.3 Graduation thesis in electronic form must meet these requirements:
- must a flat executed in format pdf, so to It was possible gain from him textual Information in form clean text ⁹,
 - must a flat identical with printed version.
- 11.4 Included submissions graduation thesis in printed form is a:
- filled out and students signed proposal license contracts about used work (attachement 2).
 - confirmation about handover graduation thesis academic the library in electronic form.
- 11.5 Licensed contract with makes in print form and signs two equivalent, whereas one with establishes in personal file student.
- 11.6 License the contract and confirmation about handover graduation thesis in electronic form are u student creates by use system RGT at submitted work in electronic form.
- 11.7 If the thesis was or its part already published in periodical and non-periodic edition, the author submits also affidavit (attachement 3). the author fills in affidavit in the system RGT. Publishing made available graduation theses or her parts with manages according to essentials of the law no. 131/2002 Coll. in the wording later ones

⁹ the document must not be a scanned version of the printed version of the work; software available through the school can be used to create the PDF format in the required form - Freeware - freely accessible software)



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regulations a relevant methodical guidelines Ministry of education science, research a sports SR.

- 11.8 Through EGT with in Central registry graduation thesis assesses also originality (rate matches text thesis with database original texts) graduation thesis. Verification a acquisition Protocol about originality is a condition admissions k defense graduation thesis.
- 11.9 At higher listed actions and how identifier thesis uses number, which ones It was thesis assigned system EGT at her uploaded and it is unique in framework USM. From that numbers will be later derived unique identification number works in CRGT.

12. Evaluation and defense of the graduation thesis

- 12.1 One evaluation of graduation thesis is by supervisor of thesis and one by opponent, in case dissertation work three opponents (further only "opponent"). Supervisor a the opponent graduation thesis determines head of trainee workplaces.
- 12.2 Supervisor and the opponent will work out opinion on the final thesis filling designated form (*F016_SM02 and F017_SM02, respectively F019A,B_SM02 for dissertations*). Testimony with aims above all on the assessment:
- topicality and demands entered topics thesis,
 - orientation with student in the given issues above all analysis domestic and foreign literature,
 - suitability elected methods processing resolved issues,
 - formulations goals thesis and measures them fulfillment,
 - scope a levels achieved results,
 - analysis a interpretations results and formulations of conclusions of the thesis,
 - usability results in practice,
 - clarity a logical structures of the thesis,
 - formal, language and stylistic *levels of* thesis.
- 12.3 Included assessment is a also assessment strong and the weak points of the thesis, recommendations, questions or subjects concerning with defenses graduation thesis a suggested resulting rating graduation thesis.
- 12.4 Supervisor and the opponent of the final thesis submit own opinion through system EGT and in two signed prints to the relevant one workplace USM. For disclosure reviews submits supervisor and the opponent submits the university the proposal license contracts according to pattern of the above in Annex 4 . Proposal license contracts is a created through system EGT. Licensed contract with makes in print form and signs at least in one synonyms, whereas the one with establishes in personal file of the university. In case if the author assessment differ with the public assessment license the contract does not produce.
- 12.5 Testimonials is a necessary to make and upload to system EGT to 90 days from day sent graduation thesis to CRGT.



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- 12.6 Testimonials must be made available to the student at least one week before the defense of the graduation thesis.
- 12.7 At assessment final thesis with a difference more than 2 degrees between assessment supervisor and the opponent, he asks head of workplaces both of them assessors for reconsideration testimonials, or will ensure elaboration another one assessment.
- 12.8 If a Bachelor's degree or diploma thesis is evaluated trainers or opponent classification degree FX, student has right to defend the thesis.
- 12.9 Defense of graduation work with carries out on the USM before by the commission for state exams, which names the rector of the university.
- 12.10 if is a at defense thesis used " non-public documentation " (e.g. commercial the secret), this one documentation not is a included thesis, does not send with to register a does not make available with by the that not is a included work, on the this one they don't publish documentation with they do not apply not even provisions about qualifying theses according to of the law about libraries. He recommends with so that they " don't publish documentation " author was recording on the locally storage from reason her better accessibility to the leader final thesis, consultant, whether in context with expressing with k extension postponing deadlines. In case such document he can't a flat marked how finally execution graduation thesis a sent to central register on the control originality .

13. Publication of theses

- 13.1 Successfully defended graduation thesis in electronic form They are permanently kept through Central register of graduation thesis a through EGT.
- 13.2 In proposal license contracts the author fills in range granted license, a that data about postponing deadline (informational system will allow choose maximum 36-month-old postponing deadline) a about use technological funds, which prevent work from store and print. If the author allows disclosure without of use technological tools the thesis will publish in the central registry in the .pdf file. if with work demands to publish with by use technological funds, delivered .pdf the file will be made available through special browser how printable pictures of pages with reduced definition by resolution DPI, ie inappropriate for print and storage.
- 13.3 If the author in the submitted proposal license contracts demands postponing deadline disclosure longer than 6 months, at the same time submits agreeable statement rector with a delay on the not more than 36 months, which ones it was released on the basis justified requests the author about extensions postponing deadlines. Necessities about postponing deadline disclosure thesis with they manage according to of the law no. 131/2002 Coll. in the wording later ones regulations a relevant methodical guidelines Ministry of education science, research a sports SR.
- 13.4 A request about stopping making available graduation thesis possibly its parts, which she was published within periodic or non-periodic editions, submits the author in format rtf or through system EGT if is a in legal relationship with USM in Košice.



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- 13.5 Publishing made available graduation theses or its parts with manages according to essentials of the law no. 131/2002 Coll. in the wording later ones regulations a relevant methodical guidelines Ministries education science, research a sports SR.
- 13.6 Vice Chancellor for Education at the latest 20 days after defenses final thesis will provide academic the library nominal list students, who successfully they graduated defense graduation thesis And academic Library will ensure bibliographical registration, storage and disclosure prints to attendance borrow university theses on the basis copyright of the law in academic the library USM and in accordance with the grace period for access registered in the EFT.
- 13.7 Graduation thesis in electronic form they publish through publicly accessible Central register of graduation theses SR on the basis license between by the author and Slovakia in representation of the university.

14. Final provisions

- 14.1 Provisions this one guidelines with appropriately apply also to other creative activities of the student, e.g. seminars, projects, others graduation or qualification thesis.

15. Exchange service

Only the rector is authorized to approve changes in this directive, based on the approval of the USM quality representative (QC). The change itself is carried out by VRI. A record of the change is stored on the last page of this D.

16. Related documentation

- 4.1.13_QM IQS – IQS quality manual, ch. 7.5_Documented information
SM 02_v3_30.4.2022_z0 – Ensuring the quality of education in SP + forms
Law no. 131/2002 Coll. on universities, as amended
Law no. 269/2018 Coll. on ensuring the quality of higher education, as amended
SAAHE standards for the study program and standards for the internal system of quality ensurement of higher education

17. Attachments

Attachments:

- No. 1: Examples of writing a description of documents in the literature used
No. 2: Sample license agreement on the use of the thesis
No. 3: Affidavit on publication of the thesis
No. 4: Sample license agreement on the use of the opinion

Directive forms SM 06_ Submission and registration of theses:

- [F012_SM02](#) _Bachelor thesis assignment
[F013_SM02](#) _Assignment of diploma thesis



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[F014_SM02](#) _GT packaging sample

[F015_SM02](#) _Sample cover letter GT

[F016_SM02](#) _Sample of the report of the supervisor of GT

[F017_SM02](#) _Sample of the opinion of the opponent GT

[F018_SM02](#) _Sample of dissertation theses assessment (tutor)

[F019A_SM02](#) _ Sample of dissertation supervisor's report (tutor)

[F019B_SM02](#) _Sample of the opinion of the opponent of the dissertation

.....
Dr. hc prof. hc prof. Ing. **Marián Mesároš** , DrSc. DBA MSc. MBA LL.M.

Rector



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Attachement No. 1

Examples description documents citations according to ISO 690 a ISO 690-2 (according to Decrees MESRS no. 233/2011)

Examples of writing sources in the used literature under ISO 690 a ISO 690-2

1. Books / Monographs

Elements description:

The author. year editions. *Title : subheadings (optional)*. Order editions. The place editions : Publisher, year editions. Range sides. ISSN.

if They are three authors they separate with with a dash. if is a more authors how three will state with the first one the author and shorthand et al. or etc al. if is a that foreign work.

The first edition with in quotation description it doesn't have to to state.

Examples:

OBERT, IN. 2006. *Returns and links*. Nitra : University Constantine philosopher, 2006. 129 with. ISSN 80-8094-046-0.

TIMKO, J. – SIEKEL. P. – TOURNAMENT. J. 2004. *Genetically modified organisms* . Bratislava : science, 2004. 104 with. ISSN 80-224-0834-4.

CROATIA, J. a col. 1999. *Anatomy a biology No. hunter* . 1. ed. Bratislava : horizon, 1999. 425 with. ISSN 80-07-00031-5.

2. An article in magazine

Elements description:

The author. year editions . Title. In *Title source document (newspaper, magazines)* . ISSN, year, year, number bond, Range sides (page from to).

Examples:

STEINEROVA, J. 2000. Principles formation education in informative leads . In *Pedagogical revue* . ISSN 1335-1982, 2000, year no . 2, no . 3, with. 8-16.

BEŇAČKA, J. etc al. 2009. And better cosine approx solution that pendulum equation. In *International Journal of Mathematical Education etc Science and Technology*. ISSN 0020-739X, 2009, Vol. 40, well. 2, Mr. 206-215.

3. An article from collection and monographs

Elements description:

The author. year editions. Title article. In *Title collection* . The place editions : Publisher, year editions. ISSN, Range sides (page from to).



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Examples:

Zemánek, P. 2001. The machines for "green works" etc vineyards and their economical evaluation. In *9th International Conference : proceedings. Vol. 2. Fruit Growing and viticulture*. Refrigerator : Mendel University of Agriculture and Forestry, 2001. ISSN 80-7157-524-0, Mr. 262-268.

BO Ŕ OVA, M. etc al. 1990. An introduction that algorithmic and cognitive approaches for information retrieval . In *18. Informatics days : collection papers _ from international scientific _ _ conference about current ones _ knowledge information _ _ a of communication _ technologies a theirs usage* . Prague : University Karlova, 1990. ISSN 80-01-02079-7, with. 17-28.

4. Electronic documents - monographs

Elements description:

The author. year editions . *Title* [Kind of carrier]. Edition. The place editions : Publisher, a date editions. A date updates. [A date citations]. Availability a approach. ISSN.

Example:

SPEIGHT, J. G. 2005. *Lange's Handbook of Chemistry* . [online]. London : McGraw-Hill , 2005. 1572 Mr. [cit. 2009.06.10.] Available on the internet: <http://www.knovel.com/web/portal/basic_search/display?_EXT_KNOVEL_DISPLAY_bookid=1347&_EXT_KNOVEL_DISPLAY_fromSearch=true&_EXT_KNOVEL_DISPLAY_searchType=basic> . ISSN 978-1-60119-261-5.

5. Articles in electronic magazines a other contributions

Elements description:

The author. year editions. *Title*. In *Title magazine* . [Kind of carrier]. year editions, year, number [a date citations]. Availability a approach. ISSN.

Example:

HOGGAN, D. 2002. challenges, strategies, and Tools for Research Scientists. In *Electronic Journal of Academic and Special Librarianship* [online]. 2002, Vol. 3, well. 3 [cit. 2003-01-10]. Available on the internet: <http://southernlibrarianship.icaap.org/content/v03n03/Hoggan_SM01.htm>. ISSN 1525-321X.

6. Contribution in collection on the CD-ROM

Elements description:

The author. year editions . *Title*. In *Title collection* [Kind of carrier]. The place editions : Publisher, year editions, Range sides (page from to). ISSN.

Example:

Zemánek, P. 2001. The machines for "green works" etc vineyards and their economical evaluation. In *9th International Conference : proceedings. Vol. 2. Fruit Growing and*



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viticulture [CD-ROM]. Refrigerator : Mendel University of Agriculture and Forestry, 2001, Mr. 262-268. ISBN 80-7157-524-0.

7. Scientific qualification thesis

Elements description:

The author. year editions. *Title of work* : designation kind of thesis (dissertation, doctoral student). The place editions : Name of the university, year editions. Range sides.

Example:

MIKULÁŠIKOVÁ, M. 1999. *Didactic aid for practical teaching no _ on the hours art education for 2. degree _ basic schools* : diploma thesis. Nitra : UKF, 1999. 62 with.

8. Research news

Elements description:

The author. year editions. *Title of work* : kind of news (VEGA, ongoing a message). The place editions : Title institutions, year editions. Range sides.

Example:

BAUMGARTNER, J. a col. 1998. *Protection a maintenance gene pool animals, breeding animals* : research a message. Nitra : RILP, 1998. 78 with.

9. Norms

Description element:

Marking and a number standards: year editions (not year approvals, or effectiveness) : Title standards.

Example:

STS ISO 690:1998 : Documentation - Bibliographic links - content, form and structure.



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Attachement no. 2

Pattern license contracts about use work (according to Decrees MESRS no. 233/2011)

LICENSED CONTRACT ABOUT USE GRADUATION THESIS

closed the provisions of § 65 et seq. Act No. 185/2015 Coll. of the Copyright Act and § 63 of Act no. 131/2002 Coll. on universities

between the contracting parties

title, name a last name:

date and the place of birth:

permanent stay:

(further just " author ")

and

Slovak Republic represented

university:

University of Security Management in Kosice, Košťova 1, Košice

ID number: 36,595,896

(further only " user " or " acquirer ")

Art. 1 Subject contracts

Subject to this one contracts is a awarding consent the author to the acquirer on the the use theses specified in Art. 2 this one contracts (further only " license ") according to conditions agreed upon in this one contract.

Art. 2 Specification of work

Title theses:

Kind of theses:

- graduation thesis
- rigorous thesis
- habilitation thesis
- it regards graduation thesis of its kind:
- Bachelor's degree thesis
- diploma thesis
- dissertation thesis

number study fee department: 9205

Title study fee department: Security sciences



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Identification number work generated by information system of university:

Art. 3
Method of use thesis a range license

- (1) The author agrees to the publication of the thesis and grants the acquirer the right to make a digital copy of the thesis available to the public in a way that enables mass access, and only through a central register graduation, rigorous a habilitation thesis (further just "register").
- (2) Acquirer is a authorized publish the thesis
 - at the earliest after expiration ¹ months from day registration the theses
 - without postponing deadlines.
- (3) Acquirer is a authorized thesis open to the public
 - only with using
 - also without use,
 - using technological measures, which prevent the public from permanently storing the thesis on a storage medium or printing it (hereinafter referred to as "technological measures").
- (4) License granted by the author to the user according to this one contracts is a non-exclusive a in the territory unlimited scope.
- (5) the author grants to the user license on the time 70 years from day registration of thesis in registry.
- (6) Upon the termination of the acquirer as a legal entity to which the license was granted, the rights and obligations from this contract pass to the legal successor of the acquirer.

Art. 4
Reward

the author grants to the acquirer license free of charge.

Art. 5
Originality and immutability of the thesis

1. The author declares that he created the thesis through his own creative activity and that the thesis is original.
2. The author guarantees that all copies of the thesis regardless of the carrier, have identical content.
3. The acquirer must not interfere in any way with the content of the thesis.

¹ Whole number from 1 to 12; Sat consent rector, possibly dean from 13 to 36.



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**Art. 6
Final provisions**

1. This contract is drawn up in two counterparts, one copy for each contracting party.
2. This contract is valid and effective on the date of its signature by both contracting parties. Signing also means replacing a signature with a mechanical means. This contract ceases to be effective on the day the registry operator permanently stops making the work available to the public in accordance with the relevant provisions of the Act on Universities. If any of the provisions of this contract become invalid, ineffective or unenforceable, this will not affect the validity, effectiveness and enforceability of the other contractual arrangements.
3. This contract can only be amended or supplemented by a written amendment signed by both contracting parties.
4. The relationships that are not regulated by this contract are subject to generally binding legal regulations valid and effective in the territory of the Slovak Republic, in particular the provisions of the Copyright Act, the Civil Code and Act No. 131/2002 Coll. on universities and on changes and additions to certain laws as amended.
5. The contracting parties declare that they concluded the contract freely and seriously, did not act in error or under pressure, understood its content and sign it with their own hands as a sign of consent.
6. The contracting parties confirm that they entered into the contract freely and seriously, did not act in error or under pressure and understood its content, as a sign of which they are signing it with their own hands.

In date

Košice, date

.....
Author

.....
User/acquirer represented
rector, possibly by him authorized person



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Attachement no. 3

Affidavit about the issue works in framework periodic a non-periodic publications (according to Decrees MESRS no. 233/2011)

AFFIDAVIT ABOUT PUBLISHING OF THE FINAL THESIS IN FRAMEWORK PERIODIC OR NON-PERIODIC PUBLICATIONS

Name a last name:

A date a the place birth:

Permanent stay:

University:

Faculty:

With this I honestly declare that

- graduation thesis
 - Bachelor's degree
 - diploma
 - dissertation
 - rigorous thesis
 - habilitation thesis

with by name:

which I am a by the author of it
was

- before by sending
- after sent

to Central register of graduation, rigorous a habilitation thesis published

- in whole scope
- partly how
 - periodic publication

with by name:

publisher:

ISSN:

number series, in framework whose happened k

edition thesis:

- non-periodic publication
 - publisher:
 - year editions:
 - cargo editions:
 - ISSN:

if it was published only section thesis, I present numbers sides .pdf document transferred to informative system high schools, which ones they were published by:

In date

Author



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Attachement no. 4

Pattern license contracts use assessment (according to Decrees MESRS no. 233/2011)

LICENSED CONTRACT ABOUT USE TESTIMONY TO THE FINAL THESIS

concluded according to § 65 et seq. Act no. 185/2015 Coll. The Copyright Act, as amended (hereinafter referred to as the "Copyright Act")

between

title, name a last name: a

date a the place birth:

permanent stay:

a relationship towards

thesis:

- opponent
- supervisor,
- supervisor of graduation thesis or rigorous thesis,
- reviewer ,
- another person

(further only " author
opinion ")

a

Slovakia republic represented

University:

University of Security Management in Kosice, Košťova 1, Košice

ID number: 36,595,896

(further only " user " or " acquirer ")

Art. 1

Subject contracts

Subject to this one contracts is a awarding consent the author assessment to the user on the the use theses specified in Art. 2 this one contracts (further only " license ") according to conditions agreed upon in this one contract.

Art. 2

Specification theses

Testimony to

- graduation thesis
- rigorous thesis
- habilitation thesis

with by name:

if it regards about graduation thesis of its

kind:

- Bachelor's degree thesis,
- diploma thesis,
- dissertation thesis.

Name a surname of the author of the thesis:



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number study fee department: 9205

Title study fee department: Security Sciences

Identification number work generated by information system of university:

Art. 3 Method of use of work and license range

(1) the author assessment agrees publication of the thesis and grants to the user consent on the making available digital reproductions works way enabling mass access, ³) a that through central register graduation, rigorous a habilitation thesis (further just " register ").

(2) User is a authorized after included theses to register open work to the public at the earliest in day of disclosure graduation, rigorous or habilitation thesis, to which with thesis covers.

(3) User is a authorized thesis open to the public

- only with using
- also without of use

such technological measures, which ones prevent to the public work it lasted store on the memory medium or printing it.

(4) License granted by the author assessment to the user according to this one contracts is a non-exclusive a in territorially unlimited scope.

(5) the author assessment grants to the user license on the time 70 years from day registration of the thesis, to which with thesis covers in central registry final, rigorous a habilitation thesis

Art. 4 Reward

The author of assessment grants to the acquirer the license free of charge.

Art. 5 Final provisions

(1) This one contract is a closed in writing a executed

- in two deed versions, from that doesn't matter for every contractual side,
- in electronic form in information system of the university.

(2) This one contract acquires validity a efficiency day signing both by the parties; by signing with he understands also replacement signature mechanical means. If with will happen some from provisions this one contracts invalid, ineffective or unenforceable, will not be team affected validity, efficiency a feasibility others contractual arrangements.

(3) Contractual parties declare that the contract concluded freely a seriously they didn't act in mistakes not even in distress they understood its content and as a sign of consent it they sign

- by hand
- mechanical means

.....
Author user/acquirer report

.....
represented
rector, possibly by him authorized person