

Full text
Guidelines No 07/2011

on the requirements for thesis, rigorous and habilitation theses, their bibliographic registration, originality control, preservation and accessibility in accordance with Appendix No. 1/2011 of 20 December 2011

Article 1
Introductory
provisions

1. The Directive regulates a uniform procedure for the preparation, registration, storage, access, collection and control of originality of final, rigorous and habilitation theses at the St. Elizabeth University of Health and Social Work in Bratislava (hereinafter referred to as the SEU).
2. The Directive is drawn up on the basis of the following regulations:
 - a) Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the Higher Education Institutions Act),
Act No. 618/2003 Coll. on Copyright and Rights Related to Copyright (Copyright Act), as amended (hereinafter referred to as the Copyright Act),
Act No. 6/2011 Coll. amending Act No. 131/2002 Coll.
on higher education and on amendment and supplementation of certain acts as amended,
 - b) Decree No. 614/2002 Coll. of the Ministry of Education and Science of the Slovak Republic on the credit system of study,
Decree of the Ministry of Education No. 233/2011 Coll., implementing certain provisions of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions to Certain Acts, as amended,
 - c) Methodological Guideline of the Ministry of Education of the Slovak Republic No. 56/2011 on the formalities of final theses, their bibliographic registration, storage and accessibility,
 - d) norms: STN ISO 690:1998 : Documentation. Document documentation (ISO 6906:1971) - Bibliographic references. Content, form and structure,
STN 01 6910:1999 : Rules for writing and editing of documents,
STN ISO 2145:1997 : Documentation. Numbering of sections and subsections of written documents,
STN ISO 690-2:2001 : Information and documentation. Bibliographic citations. Part 2: Electronic documents or parts thereof,
ISO 7144:1986 : Documentation - Editing of theses, dissertations and similar documents,
 - e) Study Regulations of SEU.

3. The Directive applies *mutatis mutandis* to rigorous and habilitation theses.

According to the Higher Education Act, an integral part of the study according to each study regulations is the final thesis. Its defence is part of the state examination and is one of the conditions for the proper completion of studies.

4. The Directive is binding for all parts of the SEU and its departments and for all its students and employees.

Article 2

Basic provisions

1. According to the Higher Education Act, the final thesis is part of the university studies according to each study programme.
2. The author of the thesis is a university student. The thesis is an independent work of the student. *The* head of the faculty/institute/institute/department of the SEU (hereinafter referred to as the supervising department) appoints a supervisor (supervisor) of the thesis and a supervisor for the doctoral study programme to the student with the assignment of the thesis.
3. The final thesis is:
 - a) Bachelor's thesis - when studying according to the study programme of the first degree (bachelor's study programme). The bachelor's thesis verifies the mastery of the basics of theory and professional terminology, basic standard scientific methods and the level of knowledge, knowledge and skills acquired by the student during his/her studies. It demonstrates the ability to work independently in terms of content and form. It may have elements of originality, summarisation and compilation.
 - b) Diploma thesis - when studying according to a second degree study programme or a study programme according to Section 53(3) of the Higher Education Act (master's, engineering and doctoral study programmes). The thesis verifies the mastery of theory and professional terminology, the application of basic standard scientific methods and the level of knowledge, skills and knowledge acquired by the student during his/her studies and his/her ability to use them in solving the tasks of the field of study. It demonstrates the ability to work independently in terms of content and form. It may have elements of originality, summarisation and compilation.
 - c) Dissertation - when studying according to the third degree study programme (doctoral study programme). The dissertation has the character of a scientific thesis, in which the doctoral student, on the basis of ongoing research and with the use of rich documentary material, as well as scientific methods, demonstrates the ability and readiness to work independently scientifically and creatively in the field of research or development, or readiness for independent theoretical and creative activity, to solve theoretical and practical problems of the scientific field. The author demonstrates the ability to work on a chosen professional problem with an interdisciplinary approach and with the elaboration of a conclusion.
4. For the purposes of this Directive, qualifying work is:
 - a) Rigorous thesis - its defence is a part of the rigorous examination in the field of study in which the student has received higher education. The rigorous thesis verifies the student's ability to demonstrate, on the basis of independent study, that he or she has deeper knowledge in the field of study in its broader basis and is capable of

independently acquiring new knowledge of science and practice and is able to apply the acquired knowledge in a creative way in practice. The thesis should be original, original.

A thesis or other progression and qualification work may not be modified or revised.

- b) Habilitation thesis - its preparation is a prerequisite for starting the habilitation procedure in the relevant field of science. The habilitation thesis may take the form of a monograph, a monothematic thesis that brings new scientific knowledge or a collection of published scientific works, supplemented by a commentary of the candidate for habilitation as associate professor. The author of the habilitation thesis demonstrates the ability to treat the chosen professional problem with an interdisciplinary approach and conclusions. On the basis of his/her own previous research, using the scientific potential of the field, he/she provides fundamental insights or theoretical starting points.
5. A thesis or qualification thesis supervisor is a university teacher or an external employee of the university responsible for supervising the thesis, who guides the student in the preparation of the thesis and prepares an opinion on the thesis submitted for defence.
6. In the case of an external supervisor for a doctoral programme, the university may appoint a consultant for the student from the university staff.
7. A training workplace is a workplace of the SEU or its components, which creates material and technical conditions for the student to obtain information and carry out work that will enable the creation of the final/qualification thesis at the workplace of the school or, by mutual agreement, also in an external entity. The doctoral student's training workplace may also be an external entity (private company, state or public organisation, etc.) by written agreement with the university.
8. According to the Copyright Act, a school work is a final work created by a student to fulfill his/her study obligations arising from his/her legal relationship to the SEU.
9. The School Work Licensing Agreement (hereafter referred to as the Licensing Agreement) is a contract under the Copyright Act between the author and the university, which governs the manner of use and publication of the thesis. Its conclusion is at the author's discretion. (Annex 4).
10. The licence agreement for the use of the thesis, rigorous thesis, habilitation thesis is a contract for "central" access to the thesis, i.e. through the Central Register of Theses and Dissertations (hereinafter referred to as CRZP). It is a contract between the author and the SR, represented by SEU. Its conclusion is a condition of the defence, except in the case of published theses (Annex 8).
11. The license agreement for the use of the thesis, rigor, habilitation thesis is a contract for the author's consent to make the thesis available in the CRZP. Making the testimonial available depends on the author. (Annex 9).
12. Licence agreements cannot be combined because they have different parties.
13. An affidavit (in duplicate) of the publication of the thesis, rigor thesis or habilitation thesis in a periodical or non-periodical publication at two points in time of the published thesis (in whole or in part), either before it is sent to the register or after it has been made available (Annex 10).
14. The analysis sheet (metadata) is used to record bibliographic information about the work. The data in the analysis sheet are in a standardised form suitable for processing in national and international information systems. The analysis sheet should be completed and a printed version submitted with the final or qualifying thesis. An electronic version of the thesis should be sent to the thesis registration system (hereinafter referred to as the EZP) in Extensible Markup Language (xml) format (Annex 6).
15. The thesis template is a model document that serves to unify the appearance of the final and qualifying theses and to help students in the creation of the thesis.

Article 3
Specific requirement for the thesis and qualifying work

1. The thesis and qualification thesis must not unlawfully infringe the rights or legally protected interests of third parties, in particular it must not infringe the intellectual property rights of a third party or unlawfully deal with classified information or personal data, confidential information or trade secrets of a third party.

Article 4
Assignment of theses

1. The topic of the thesis is usually proposed by the thesis supervisor (hereinafter referred to as the supervisor) in cooperation with the training department of the SEU. The supervisor may also propose the topic in agreement with the student. The student may contact the potential thesis supervisor before the topics are announced and submit a proposal for the thesis topic to him/her. After mutual consultation, the thesis supervisor may propose a topic that he/she has agreed with the student in advance.
2. The topics of the final theses are subject to discussion and approval of the head of the training department of SEU.
3. Proposals for the topics of bachelor's and master's theses are published on the website of the training institute so that they are published no later than 2 months before the beginning of the academic year in which the student begins the final (bachelor's and master's) thesis according to the recommended curriculum of the given study programme. The head of the SEU training centre is responsible for the publication of the thesis topics.
4. The student applies for the Bachelor's and Master's thesis in written form. The student prints out the application form, signs it and submits it to the training department where he/she is studying. (Annex 11).
5. Proposals for dissertation topics are published through the website of the SEU, which also publishes the method and deadlines for students to apply for studies. The deadline for the publication of doctoral thesis topics shall be no later than 2 months before the last day for the submission of applications for doctoral studies. At the same time, it shall also publish the method and deadlines for the application of students for doctoral studies.
6. The thesis assignment (hereinafter referred to as the assignment) is a document by which the SEU sets out the student's study obligations in connection with the preparation of the thesis. (Annex 3). As a rule, the assignment includes.
 - a) type of thesis,
 - b) the title of the thesis,
 - c) name, surname and titles of the student,
 - d) name, surname and titles of the supervisor,
 - e) the name, surname and title of the consultant in the case of an external trainer (if approved),
 - f) training site (if designated),
 - g) the name, surname and title of the head of the training centre,
 - h) annotation of the thesis,
 - i) the language in which the thesis will be written,

- j) statement and signature of the thesis supervisor,
 - k) the date of approval of the assignment; and
 - l) the signature of the head of the training centre.
7. The assignment is prepared by the student in collaboration with the supervisor.
 8. The head of the training department approves the student's assignment, supervisor or consultant of the thesis, confirms the correctness of the data with his/her signature and delivers the assignment to the student.
 9. The assignment must be approved and delivered to the student no later than the beginning of the academic year in which the thesis defence will take place.
 10. When choosing a thesis topic, the student may choose the same or similar thesis topic as his/her bachelor thesis. In this case, however, the thesis must be substantially revised in terms of quality. The original bachelor's thesis may make up no more than 30% of the thesis.
 11. The change of the topic of the final thesis is assessed and approved by the head of the training department on the basis of a reasoned written request of the student.

Article 5 Structure of the thesis

1. The final and qualifying thesis contains the following main parts:
 - a) Introduction,
 - b) main text part,
 - c) Annexes (optional),
 - d) final part (optional).
2. The introductory part of the thesis and the qualification thesis contains the following items in the given order:
 - a) wrapper,
 - b) Title page,
 - c) thesis assignment,
 - d) an affidavit (not included in the qualifying works),
 - e) Acknowledgements (optional),
 - f) abstract in the state language,
 - g) abstract in English, German, French respectively,
 - h) Content,
 - i) list of illustrations and list of tables,
 - j) a list of abbreviations and tags (if they are in the work),
 - k) glossary of terms (optional).
3. The cover of the thesis and qualification thesis (Annex 1) contains:
 - the name of the university,
 - the name of the training institute,
 - the student's registration number, which is given by the study department,
 - the title and subtitle of the work, if used,
 - type of thesis (bachelor's, diploma or dissertation, rigorous, habilitation),
 - name, surname and titles of the author of the thesis,
 - the year of submission of the thesis.

4. The cover sheet contains full information about the work (Annex 2) in the following structure:
 - the name of the university,
 - the name of the training institute,
 - the title of the thesis and the subtitle of the thesis (if used),
 - type of thesis (bachelor's, diploma or dissertation, rigorous, habilitation),
 - name, surname and titles of the author of the thesis,
 - study programme,
 - number and name of the field of study (according to the Statistical Office of the Slovak Republic),
 - training site (if designated),
 - name, surname and titles of the supervisor,
 - in the case of an external trainer, the name, surname and title of the approved consultant,
 - the place and year of publication of the work,
 - author's name, surname and titles.
5. The assignment of the final or qualification thesis is a document by which the SEU sets out the student/author's study obligations in connection with the elaboration of the thesis. A copy of the original assignment in both print and electronic versions is included in the thesis.
6. The abstract contains information about the objectives of the work, its brief content and the conclusion of the abstract characterizes the fulfillment of the objective, the results and the significance of the whole work. The abstract is written coherently as a single paragraph and is usually 100 to 500 words in length. The abstract includes 3-5 keywords, which are written after the text of the abstract and the free line. The full abstract must be 1 page.
7. The code (registration number) of the final thesis contains the registration number of the student from the database of SEU St. Elizabeth.
8. The main text part of the final or qualification thesis consists of:
 - a) Introduction,
 - b) Core,
 - c) Conclusion,
 - d) resume (mandatory only if the thesis is written in a language other than the national language and does not apply to students from the Czech Republic),
 - e) list of literature used.

In the Introduction, the author briefly and concisely characterizes the state of knowledge or practice in the field that is the subject of the thesis/qualifying work and introduces the reader to the significance, aims and objectives of the work. In the introduction, the author emphasises why the thesis is important and why he/she has chosen to work on the topic and for which target group the thesis is intended.

The core is the main part of the thesis and its structure is determined by the type of thesis. In scientific and professional papers, the core usually has the following main parts:

- a) the current state of the problem at home and abroad,
- b) the aim of the thesis,

- c) methodology of work and methods of research,
- d) results of the work,
- e) discussion (in the case of research conducted).

In the Current state of the art section, the author presents the available information and knowledge on the topic. The sources for the elaboration are currently published works of domestic and foreign authors. The share of this part of the thesis should make up approximately 60-70% of the thesis.

The Aim of the thesis section clearly, concisely and accurately characterizes the subject of the solution. It also includes elaborated sub-objectives, which condition the achievement of the main objective.

The Methodology and research methods section usually includes:

- characteristics of the object of study,
- working procedures,
- how the data are collected and their sources,
- methods used for evaluation and interpretation of results,
- statistical methods.

The results of the thesis and the discussion are the most important parts of the final/qualifying thesis. The results (own positions or own solutions to substantive problems) arrived at by the author must be logically organised and sufficiently evaluated when describing them. At the same time, all facts and findings should be commented on in comparison with the results of other authors. If appropriate, the results of the thesis and the discussion may also form one separate section and together they normally make up between 30 and 40 % of the research part of the thesis/qualifying work.

In conclusion, it is necessary to briefly summarize and evaluate the results achieved in relation to the stated objectives of the thesis.

If the thesis/qualification thesis is written in a foreign language, it must contain a resume in Slovak language in the scope of usually 10% of the scope of the thesis/qualification thesis. This does not apply to theses written in Czech.

The list of references used contains a complete list of bibliographical references. The scope of this section is determined by the number of literature sources used, which must correspond to the citations used in the text of the thesis/qualification.

9. The optional part of the Annex usually contains information explaining in greater breadth and depth the methods and techniques contained in the main text. The following groups of materials are considered to be appendices:
 - case studies and case reports,
 - additional illustrations or tables,
 - questionnaires,
 - unused but relevant bibliography - international conventions, declarations.
10. The optional Final Section usually includes:
 - Register,
 - biographical information about the author,
 - accompanying material.
11. For rigor and habilitation theses, the structure of the thesis applies appropriately.

Article 6

Citations and bibliographical references

1. When citing, citation ethics as well as citation technique is important. The ethics of citation determines the way in which an ethical standard is observed in relation to the ideas and results contained in other documents and in the literature used. The technique of citation, expresses whether and how correctly, according to established standards, the author connects places in the text with records on the documents that are in the list of references used.
2. For theses, it is recommended to use the method of citation according to the first entry (name) and date, where the first entry (the author's surname or the first word of the title) and the year of publication of the cited document are given in parentheses in the text. If the first entry is already located within the text, with only the year in parentheses after it. Where appropriate, the page numbers cited shall also be given in brackets after the year. If two or more documents have the same first entry and the same year, they shall be distinguished by lower case letters (a, b, c, etc.) after the year within the brackets. The same will be done in the list of references used.
3. The individual items in the list of references used are listed in alphabetical order. (Annex 7). They are arranged according to the first element (date) followed by the year of publication of the document. This is followed, where appropriate, by lower case letters to distinguish references with the same first entry and year of publication.

Article 7

Formal arrangement of final and qualifying theses

1. The final/qualification thesis is usually written in the state language, in the first person plural past tense. With the consent of the Rector of SEU, the thesis may be written and defended in a language other than the state language. Students from the Czech Republic may write and defend the thesis in the Czech language without having to make a resume.
2. The recommended font type is Times New Roman, size 12, and is consistent throughout the paper, except for headings. The recommended page settings are 1.5 line spacing, 3.5 cm margins on the left, 2 cm on the right, 2.5 cm on the top and bottom, portrait orientation, A4 format. Margins are only required for the cover and title page where the margins top and bottom are 4cm.
3. The recommended length of a bachelor's thesis is 40 to 60 pages, a master's thesis 60 to 80 pages, a rigorous thesis 80 to 100 pages, a doctoral thesis 100 to 120 pages and a habilitation thesis 150 to 200 pages.
4. The thesis has the standard layout required by the SEU and should respect the formal and citation criteria as well as the principles of referencing primary and secondary literature in terms of general legislation and the requirements of the SEU.

Article 8

Collecting and making available final and qualifying theses and checking their originality

- a) **Preparation of an electronic version of the final, qualifying thesis for originality check:**
 1. the electronic version of the thesis must be identical to the bound version of the thesis,
 2. the electronic version of the final qualifying thesis must be in Portable Device Format

(hereinafter referred to as PDF) with the possibility of conversion to plain text (the possibility of converting the created PDF file to plain text can be verified using the tester, which is located on the following page <http://www.crzp.sk/testDoc?fs=D3F48E989417459F9B559E594A6C65B2&fn=main>).

3. the entire final, qualifying thesis (including appendices) will be processed in one PDF file, which must not be locked.

b) Entry of the final, qualifying thesis into the system of registration of final, qualifying theses (hereinafter referred to as the EQF):

1. Activation of access to the EHR system:

- The server <http://vssvalzbety.activeezp.sk> is used to access the EHR. Access to the server is granted to the student/author of the final, qualifying thesis after submitting the appropriate data necessary for registration to the EWP (these are mainly the surname and first name of the author, type and title of the thesis, e-mail contact).

2. Login to the EHR system:

- Entering <http://vssvalzbety.activeezp.sk> into your web browser will display the login form for accessing the EHR system,
- The link to the EPC website is at <http://www.vssvalzbety.sk/kniznica/cezp>,
- After logging into the system, the "My Works" page will appear, listing the works you have uploaded,
- available functions depend on the type of user:
 - student/author: the data of the papers he/she has submitted as an author are displayed
 - supervisor/worker: the data of the works for which he/she is a supervisor are displayed
 - opponent: the data of the theses for which he/she is an opponent are displayed.

3. Entry of the final, qualifying thesis into the EHR system:

- the final, qualifying thesis is uploaded into the EAP system by the student/author,
- the student/author can submit only one thesis of the same type, but for one type of thesis he/she can upload several versions of the thesis to the system, which allows the supervisor to carry out continuous control of the work in progress,
- the procedure for uploading the final, qualifying thesis:
 - in the "My Theses" section, the student/author clicks on the "New entry" item, after which the form for uploading the final, qualifying thesis is displayed,
 - in the form for uploading the final qualifying thesis, you need to fill in the basic data for the thesis:
 - type of thesis (bachelor's, master's, rigorous, dissertation, habilitation)
 - status (default "work in progress")
 - number of pages
 - academic year
 - keywords
 - **Primary language:**
 - Title of work
 - Language
 - Abstract
 - **Secondary language:**
 - Title of work
 - Language
 - Abstract
 - trainer
 - co-author (if any),

- after the final version is uploaded, it is necessary to mark the work as final - by pressing the "Mark as final" button, and then no editing (by the student/author) is possible,
 - marking a work as final will cause links to download the license agreement and confirmation of the work's insertion to be displayed,
 - the conditions for making the thesis available are defined by the student/author in consultation with his/her supervisor,
- after checking by the supervisor (the supervisor can edit the thesis even if it has already been marked as final), the thesis is locked for any modifications using the "Mark for export" button and sent to the CRZP.
- the final version of the thesis or qualification paper must be uploaded into the system at least 3 to 5 days before the official deadline for submission of the thesis or qualification paper at the training institute.

4. *Deleted.*

c) Submission of the final/qualification thesis:

1. the final thesis or qualification thesis must be submitted by the deadline specified in the academic year schedule of the training department of the SEU,
2. as part of the submission of the final thesis, the student will submit:
 - the final thesis in printed form, bound in hardcover, including all attachments, in two copies (1 original - archived at the SEU training centre, 1 copy - intended for the opponent),
 - an electronic version of the thesis in a PDF file (version identical to the electronic version uploaded to the EAW system) on a non-rewritable CD media in one copy,
 - printed and signed licence agreement (Annex 4) (or author's declaration of non-disclosure) - generated by the EAW system,
 - a printed and signed licence agreement on the use of the final qualifying thesis (Annex 8),
 - a printed EHR originality check report generated by the EHR system,
3. rigorosum, dissertation and habilitation theses are submitted to the Department of Science and Doctoral Studies in accordance with the internal guidelines of the SEU,
4. The submission of the thesis includes the conclusion of a licence agreement between the author and the SEU (Annex 4). In order to verify the originality of the final qualifying work, the licence agreement must include, among other things, the student/author's consent to verify this originality either by the SEU or by another, previously undetermined entity,
5. if the student/author of the final, qualifying thesis does not give consent for the thesis to be made available, he/she enters into a contract with the SEU for the publication of the annotation and abstracts (or the student/author's contact details). The student/author shall fill in the Declaration of the author of the thesis on non-disclosure of the work (hereinafter referred to as the author's declaration) and indicate the reasons for which he/she does not consent to the disclosure of the work. (Annex 5). The student is not allowed to defend the thesis if he/she does not sign a license agreement with SR. The supervisor may also request the publication of the annotation without publication of the entire thesis, giving reasons.

c1) The procedure for uploading tutors' and referees' reports into the EHR:

1. The student marks the final thesis as "final" (note: rigorous and habilitation theses do not have supervisors, so the author does not mark the thesis as "final", but directly as "approved"). The supervisor looks at the thesis, checks its conformity with the printed

version of the thesis and, if he/she is satisfied with it, marks it for export to the EWP.

2. Once the thesis is "approved", supervisors and opponents can write evaluations on the thesis:
 - **the supervisor** can write the assessment as soon as the thesis is marked as "approved",
 - **the opponent** can write an evaluation after the administrator of the training department (with the necessary permissions) assigns him/her to the student's final thesis (the training department draws up a list where it assigns the opponent to the thesis and verifies whether he/she is willing to do the opponent's work). Once the thesis has been assigned to a referee, an informative email will arrive at the specified email address informing the referee that he/she has been assigned to the thesis and is to make a referee opinion on the thesis.
3. After writing a review (by the supervisor or opponent = author) on the thesis, the author enters it into the EWP system. The form for uploading the thesis to the system will also include Completion of a licence agreement (making the work available) or an affidavit (not making the published work available), whereby the system will then generate one of the documents into a PDF file, similarly the testimonial will be generated into a PDF file.
4. The assessment and the license agreement (in two copies) will be signed by the trainer and the opponent in printed form and sent to the training department of SEU.

d) Assessing the originality of the final, qualifying thesis:

1. the originality check report of the final qualification thesis should be available after the final version of the final qualification thesis has been uploaded to the EAW system and evaluated in the CRZP.
2. assessment of the final, qualifying thesis:
 - The student is responsible for obtaining the originality check report from the EHR system and submits the entire printed report (not just the first page) with their thesis,
 - in the case of an external supervisor, the consultant of the final thesis designated and approved by the training department of the SEU is responsible for obtaining the protocol. The consultant will then send the protocol to the external supervisor,
 - The supervisor assesses the originality based on the originality check protocol and mainly assesses the correctness of the use of citations and the appropriateness of the range of citations used in the thesis,
 - the supervisor's opinion will include a statement on the result of the originality check in the section "Statement on the originality of the thesis." The supervisor will indicate the percentage of agreement in the CRZP and comment on whether or not the thesis has the characteristics of plagiarism,
 - in case the supervisor marks the final qualifying thesis as plagiarized, he/she evaluates it with the grade FX - insufficient (even the final qualifying thesis evaluated with the grade FX is allowed to be defended in front of the committee),
3. assessment of the final qualifying thesis by the thesis defence committee:
 - The committee decides on the basis of the following documents: supervisor's opinion, opinion(s) of the opponent(s) of the final, qualifying thesis, originality control protocol, personal performance of the student/author of the thesis at the defence,
 - the commission shall enter the result of the originality check in % in the record of the state examination (hereinafter referred to as the ST), attach the protocol on the originality check as an appendix to the record of the ST,
 - the committee on the basis of the protocol on the originality check and the supervisor's statement on the originality of the final qualifying thesis stated in

the assessment, makes a final decision on the originality of the final qualifying thesis and states its decision in the minutes of the final qualifying thesis. In the case of confirmed plagiarism, the chair of the committee informs the rector of the SEU,

4. Note: in case of system failure - if the system does not generate the originality report by the state examination date - the wording "The originality report of the thesis was not available by the date of the state examination" shall be indicated in the state examination record.

e) Archiving of the final, qualifying thesis:

1. in case of unsuccessful defence of the final, qualifying thesis and on the basis of the information provided by the training department of the SEU, the thesis is removed from the CRZP,
2. in the case of successful defence of the final qualifying thesis, the thesis is stored in both the EAP and the CRZP in accordance with the licence agreement and the internal rules of the SEU St. Elizabeth's University of Applied Sciences.

For rigor and habilitation theses, Article 8 shall apply mutatis mutandis.

Article 9

Responsibilities of the university, its units and the author of the thesis or qualifying work

1. SEU:

- a) creates at the appropriate levels the material, technical, organisational and personnel conditions for the preparation of the thesis and the fulfilment of the tasks arising from this Directive,
- b) determines and approves the assignment of the final/qualification thesis to the student/author through the head of the training centre or another person authorised by the Rector of the SEU,
- c) carries out and organizes the collection of final theses of students and qualifying theses of authors and enables the export of the electronic version to the CRZP and for the publication of final and qualifying theses, as a rule, according to the procedure:
 1. in the timetable for the respective academic year, a deadline is set (usually the same as the submission of the final, qualification thesis also for evaluation by the opponent) for uploading the final/qualification thesis in electronic form into the information system of the SEU at the level of the training department of the SEU, which has commissioned the final, qualification thesis,
 2. SEU will accept the result of the check for originality of the work and make it available to the examination committee for evaluation. The result of the originality check of the final/qualifying work is included in the final/qualifying examination record. The student/author submits the originality protocol to the examination board through the training department of the SEU that commissioned the final/qualification work,
 3. after a successful defence, the SEU training unit that commissioned the thesis/qualification work issues instructions to the EWC unit to publish the thesis/qualification work in the CRZP,
 4. after a successful defence, the thesis remains in the EZP system and in the CRZP in an unchanged form. In the case of an unsuccessful defence, the SEU training department will instruct the administrators of the EZP system to mark the thesis as

undefended, which will change it to the status of "work in progress". This thesis is corrected by the student directly in the EWP system and, once corrected, is again marked as final.

- d) ensures the verification of the originality of the electronic version of the final, qualifying theses and the consideration of the results in their defence.
2. Head of the training department of the SEU:
 - a) on the basis of the authorization of the Rector of the SEU, signs a Licence Agreement on the use of the school work or an Author's Declaration of non-disclosure of the work with the author of the work,
 - b) on the basis of the authorization of the Rector of SEU, signs the Licence Agreement on the use of the final, rigorous, habilitation thesis with the author of the work (Annex No. 8),
 - c) on the basis of the Rector's authorization SEU ensures the preparation of tutor/opponent opinions and signing of the Licence Agreement on the use of the opinion for the final, rigorous, habilitation thesis (Annex No. 9),
 - d) on the basis of the authorization of the Rector of the SEU, provide an Affidavit of the publication of the thesis, rigorous thesis or habilitation thesis in a periodical or non-periodical publication (Annex No. 10),
 - e) designate a site administrator with the powers set out in Article 8(c1.2).
 3. Supervisor of the thesis or qualifying work:
 - a) is responsible for checking the thesis in the EHR (in particular whether it is identical to the version submitted by the student for assessment in written form) and confirming its submission to the CRZP. This is done via the "Mark for export" button;
 - b) draws up a training report. In it, he/she assesses the originality of the thesis taking into account the originality check protocol of the CRZP. If he/she marks the thesis as plagiarized, the final grade of the thesis is FX;
 - c) is responsible for the timely insertion of the tutor's report into the EHR, sending the report to the SEU training centre (no later than 10 days before the date of the defence of the final/qualification thesis), gives or confirms consent to its publication in accordance with the licence agreement (Annex 9).
 4. Thesis opponent:
 - a) is appointed by the training department of the SEU;
 - b) prepares the referee's opinion, enters it into the EHR and is responsible for its timely delivery to the training department of the SEU (no later than 5 days before the date of the defence of the final/qualification thesis), gives or confirms consent to its publication in accordance with the licence agreement (Annex 9).
 5. After the defence of the final or qualification theses, the training department of the SEU shall provide the EAP department with a list of students/authors who have successfully passed the defence and a list of students/authors who have not defended the final or qualification thesis within 30 days after the defence of the final or qualification thesis.
 6. The unit of the SEU under the competence of which the rigorous, habilitation procedure is notified to the EZP department of the list of persons who have successfully habilitated or failed to defend the rigorous, habilitation thesis within 30 days after the defence.
 7. The student/author of the thesis or qualification thesis is obliged to:
 - a) prepare a thesis or qualification thesis in accordance with this Directive and the internal guidelines of the SEU and upload an electronic version of it to the EWP,
 - b) respects the copyright and is responsible for the originality of the final/qualifying work,
 - c) submit the required two hard copies and one electronic copy to the appropriate university training department,
 - d) submit a signed license agreement or declaration in two copies (one to be filed in the student's personal file and the other to the author),

- e) submit a signed licence agreement for the use of the thesis/qualification work,
 - f) hand over the printed analysis sheet,
 - g) submit the completed analysis sheet and the final, qualification thesis in PDF-format to the system of registration of final and qualification theses according to this Directive,
 - h) *deleted*.
8. University EZP workplace:
- a) Archives electronic versions of defended final, qualifying theses created at the SEU,
 - d) stores electronic version of licensing mistakes author's declarations on the non-disclosure of the work due to the level of accessibility of the final and qualifying theses,
 - e) keeps electronic versions of the final/qualification thesis reports.

Article 10

Central Register of Final, Rigorous and Habilitation Theses

1. The CRZP is a physical repository for the electronic version of theses, rigorous and habilitation theses within the meaning of this Directive. In the CRZP, the originality of the theses, rigorous and habilitation theses is evaluated by software means.
2. The CRZP is operated by the Centre for Scientific and Technological Information (hereinafter referred to as CVTI), a contributory organisation of the Ministry, on the basis of a contract.
3. The storage and evaluation of final, rigorous and habilitation theses is carried out by the CVTI on the basis of contracts with SEU.

Article 11

Transitional provisions

1. The provisions of this guideline shall apply *mutatis mutandis* to final (bachelor and master) theses in the academic year 2011/2012.

Article 12
Final provision

1. The provisions of this Directive shall also apply mutatis mutandis to school work (term papers, year papers, student scientific and professional work).
2. This Directive shall enter into force and effect on the date of its signing by the Rector of the St. Elizabeth University of Health and Social Work in Bratislava.
3. On the date of validity of this Directive, the Directive No. 2/2010 on the requirements of the final theses, their bibliographic registration, originality control, storage and accessibility and the Directive No. 10/2010 on the procedure of processing and submission of the final theses in accordance with the amendment to the Act on Higher Education 496/2009 Coll., valid at the St. Elizabeth University of Health and Social Work for the academic year 2009/2010, will cease to be valid.

Bratislava, 7 November 2011

Dr.h.c. prof. MUDr. Vladimír Krčméry, DrSc.

Rector

Attachments:

Annex No. 1 - Sample of the thesis cover

Annex No. 2 - Sample of the title page of the

thesis Annex No. 3 - Sample of the thesis

assignment Annex No. 4 - Sample of the licence

agreement Annex No. 4 - Sample of the licence

agreement

Annex No. 5 - Model declaration of the author of the thesis on non-

disclosure of the work Annex No. 6 - Model of the analysis letter to the

thesis

Annex 7 - Model bibliographical references

Annex No. 8 - Model licence agreement for the use of the final, rigorous, habilitation thesis

Annex No. 9 - Model licence agreement for the use of the report on the final, rigorous,

habilitation thesis

work

Annex 10 - Affidavit of publication of the thesis, rigor thesis or habilitation thesis in a

periodical or non-periodical publication

Annex No. 11 - Application for the State Final Examination

Annex No. 1 Sample cover of the final, rigorous, habilitation thesis

**ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL
WORK BRATISLAVA
TRAINING WORKPLACE**

Registration number

TITLE OF WORK

DESIGNATION OF WORK

Year Title NAME NAME

**ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL
WORK BRATISLAVA
TRAINING WORKPLACE**

TITLE OF WORK

DESIGNATION OF WORK

Study programme: name

Field of study: number and name

Training centre: name if designated

**Supervisor: Name, Surname, academic titles
 and scientific and pedagogical titles**

CITY year Title NAME HOMELAND

**ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL
WORK BRATISLAVA
Training Centre**

ASSIGNMENT OF THE FINAL THESIS

Academic Year:

Type of thesis:

Thesis title:

Name, surname and titles of the student:

Study programme:

Field of Study:

Name, surname and titles of the supervisor:

Training site: (if designated)

Name, surname and titles of the head of the SEU: Annotation:

.....
.....
.....
.....

Language of work:

Statement and signature of the thesis supervisor:

agree/disagree (delete as appropriate)

Signature:

Date of approval of the assignment:

Signature of the head of the training centre:

Licence agreement for the use of the work

concluded pursuant to § 40 et seq. of Act No. 618/2003 Coll. on copyright and rights related to copyright (Copyright Act)

between

By

Titles, first and last name:	
Date and place of birth:	
Permanent residence:	

and the

transferee:

University:	
Faculty:	
Address:	
ID:	
Faculty represented by the	

Art. 1

Subject of the contract

The object of this agreement is to grant the author of the work specified in Article 2 of this agreement permission to the assignee to use the work (hereinafter referred to as the "license") under the terms and conditions agreed upon in this agreement.

Art. 2

Determination of the work

1.

Work type: ¹⁾	
Other work (characterized as):	
Title of the work:	
Job identification number generated the information system of the university:	
Date of submission of the work to the central register final, rigorous and habilitation theses:	

2. The work referred to in paragraph 1 has been created by its author, who is a student of the university, or a participant in the rigorous examination or habilitation procedure at the university which is the licensee under this Agreement.

Art. 3

Method of use of the school work and scope of the licence

1. The author grants the licensee a license to the following extent:

making available a digital copy of the work on its website via the publicly accessible electronic catalogue of the academic library without restriction **without undue delay** after effective consent has been granted, including the right to grant a sub-licence to a third party for study, scholarly, educational and information purposes,

¹⁾ bachelor thesis, master thesis, dissertation; rigor thesis, habilitation thesis

making available a digital reproduction of the work on its website via the publicly accessible electronic catalogue of the academic library **after the expiry of ... years** after the conclusion of this Agreement **without limitation**, including the right to grant a sub-licence to a third party for study, scientific, educational and information purposes,

making available a digital reproduction of the work on its website via the publicly accessible electronic catalogue of the academic library **after the expiry of ... years** after the conclusion of this agreement, **only to users within the university** (access control based on computer IP addresses or by name and password), including the right to grant a sub-licence to a third party for study, research, education and information purposes,

making digital copies of the work available through the academic library for study, research, education and information purposes **only to users within the university** (access control based on IP addresses of computers or through a username and password)

making available only annotations and abstracts of the work, contacts, if the author does not agree to publish the full text. The author may provide contact details (as optional):

Phone:	e-mail:
--------	---------

2. The license granted by the author to the assignee under this agreement is non-exclusive.
3. The author grants the licensee a license for an indefinite period of time in accordance with the duration of the author's property rights pursuant to § 21 of the Copyright Act.
4. Upon the termination of the assignee as a licensed legal entity, the rights and obligations under this Agreement shall pass to the assignee's successor in title.

Art. 4 Reward

The author grants the licensee a royalty-free license.

Art. 5 Originality and immutability of the work

1. The author declares that he has created the work independently by his own creative activity and that the work is original.
2. The author guarantees that all copies of the work, regardless of the medium, have identical content.
3. The acquirer may not interfere in any way with the content of the work.

Art. 6 Final provisions

1. This agreement is drawn up in duplicate, one copy being given to the author and one to the relevant academic library.
2. This contract shall come into force on the date of signing and shall come into effect after the successful defence of the respective work at the university.
3. This Agreement may be amended or supplemented only by a written amendment signed by both parties.
4. The relations not regulated by this contract are governed by the generally binding legal regulations in force and in force in the Slovak Republic, in particular the provisions of the Copyright Act, the Civil Code and Act No. 131/2002 Coll. on Universities and on Amendments and Additions to Certain Acts, as amended.
5. The Parties declare that they have entered into the Contract freely and seriously, have not acted in error or under duress, understand its contents and sign it with their own hands as a sign of their consent.

V..... , on.....

.....
by

.....
Acquirer

NON-DISCLOSURE STATEMENT²)

Titles, first and last name:	
Date and place of birth:	
Permanent residence:	

University:	
Faculty:	
Address:	
ID:	

Work type: ³)	
Other work (characterized as):	
Title of the work:	
The job identification number generated by the information university system:	
Day of handover of the central register final, rigorous and habilitation theses:	

The author declares that he is making the work available without the possibility of access through the university's website for the following reasons:

- the work has been created on the basis of a contract with another legal entity,
- the content (or part of the content) of the work is pending patent/invention
- application, other compelling reason (in accordance with Section 51 of the

Copyright Act):

Justification:

This is without prejudice to the making available of the work through the central register of theses, rigorous theses and habilitation theses according to a special regulation. ⁴)

At....., on.....

.....
author's signature

.....
name, surname and signature of
the head of the training centre

²) is written only if the author or supervisor does not agree with the publication of the thesis.

³) bachelor thesis, master thesis, dissertation; rigor thesis, habilitation thesis.

⁴) § 63 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended.

ANALYTICAL SHEET OF THE THESIS/QUALIFICATION WORK

Author: Name of last name

Thesis title:

Thesis Subtitle:

Keywords in SJ: keywords (3 - 5)

Language of work: Slovak, Czech...

Type of work: Bachelor Thesis, Master Thesis,

Number of pages: Ends with the last numbered page, including annexes

Number of attachments: if any

Acquired degree: Bachelor (B.Sc.), Master (M.Sc.)

University: St. Elizabeth's University of Health and Social Work
Bratislava

Training site:

Study programme: Name of study programme

City: Bratislava/Presov, etc.

Thesis Supervisor: Title. Name and Surname, Rank

Date of submission: DD. MM. YYYY (e.g. 28 February 2012)

Date of defence: DD. MM. YYYY (e.g. 18. 05. 2012)

Title of the thesis in AJ:

Subtitle in AJ:

Keywords in AJ: Keywords

1. Books / Monographs

Elements of description:

Author. year of publication. *Title : subtitle (optional)*. Order of publication. Place of publication : Publisher, year of publication. Extent of pages. ISBN.

If there are two or three authors, they are separated by a hyphen. If there are more than three authors, the first author and the abbreviation and col. or et al. if it is a foreign work. The first edition does not need to be mentioned in the list of references used.

Examples:

- OLÁH, M. 2005. *Social and legal protection of children*. 1st ed. Prešov : University of Prešov, Orthodox Divinity Faculty, 2005. 206 s. ISBN 80-8068-349-2.
- SCHAVEL, M. - CHISECKY, F. - OLÁH, M. 2009. *Social prevention*. 4th revised edition. Bratislava : SEU sv. Alžbety, 2009. 138 s. ISBN 978-80-89271-22-1.
- MATOUŠEK, O. - KODYMOVÁ, P - KOLÁČKOVÁ, J. (eds.) 2005. *Social work in practice*. Prague : Portál, 2005. 352 p. ISBN 80-7367-002-X.
- PONTIFICAL COUNCIL FOR THE FAMILY. 1996. *Human sexuality*. 1st ed. Trnava : Society of St. Vojtech, 1996. 126 p. ISBN 80-7162-163-3.
- Holy Scripture*. 1st ed. Trnava : Society of St. Vojtech, 1996. 2623 p. ISBN 80-7162-152-8.

2. Article in the magazine

Elements of description:

Author. year of publication. Title. In *Title of source document (newspapers, magazines)*. ISSN, year, volume number, page range (page from-to).

Examples:

- ČÍRTKOVÁ, L. 2006. Domestic violence: facts and paradoxes. In *Social Work*. ISSN 1213-6204, 2006, 2/2006, pp. 54-67.
- ONDREJKOVIČ, P. 2007. Concept of drug addiction prevention. In *Social Prevention*. ISSN 1336-9679, 2007, vol. II., No. 3, pp. 14-19.

3. Article from proceedings and monograph

Elements of description:

Author. year of publication. Title of article. In *Proceedings title*. Place of publication : Publisher, year of publication. ISBN, range of pages (page from-to).

Examples:

- KOZOŇ, A. 2009. Moral aspects of individual and societal security in social and economic distress. In *Social and economic distress - security of the individual and society. Collection of papers*. Bratislava : SEU sv. Alžbety, 2009. ISBN 978-80-89271-63-4, pp. 23-30.
- KOVAČIKOVÁ, D. 2003. Selected chapters from the history of social work. In TOKÁROVÁ, A. et al. *Social work*. 2nd ed. Prešov : Faculty of Social Work, University of Prešov, 2003. ISBN 80-968367-5-7, pp. 80-154.
- JUSKO, P. 2011. Football hooliganism and football hooligans. In MÁTEL, A. - SCHAVEL, M. et al. *Applied social pathology in social work*. Bratislava : SEU sv. Alžbety, 2011. ISBN 978-80-8132-009-5, pp. 338-340.

ROMAN, T. - ROMAN, L. 2011. Criminality. In MÁTEL, A. - SCHAVEL, M. et al. *Applied social pathology in social work*. Bratislava : SEU sv. Alžbety, 2011. ISBN 978-80-8132-009-5, p.153-214.

4. Electronic documents - monographs

Elements of description:

Author. year of publication. *Title* [Type of medium]. Edition. Place of publication : Publisher, date of publication. Date updated. [Date cited]. Availability and access. ISBN.

Example:

JURČOVÁ, D. 2005. *Glossary of demographic terms*. [online]. Bratislava : Institute of Informatics and Statistics, April 2005. [cited 2007-10-30]. Available from: Internet: < http://www.infostat.sk/vdc/pdf/slovník_2verdd.pdf >. ISBN 80-85659-40-9.

5. Electronic journal articles and other contributions

Elements of description:

Author. year of publication. Title. In *Journal Title*. [Medium type]. year of publication, volume, issue [citation date]. Availability and access. ISSN.

Example:

HOČELOVÁ, M. 2007. Risk behaviour of children and youth. In *Social prevention*. [online]. II. vol. no . 1/2007. [cited 2007-10-10]. p. 14-18. Available online: < http://www.infodrogy.sk/drogyUserFiles/File/IVB_Kmiminalita_1_2007_zelene.pdf>. ISSN 1336-9679.

REPKOVÁ, K. 2004. Combating poverty and social exclusion and citizens with disabilities. In *Poverty and social exclusion/inclusion: groups most at risk of social exclusion and ideas for solutions/prevention*. [online]. Bratislava : Centre for Labour and Family Studies, December 2004. [cited 2010-02-08]. pp. 71-99. Available from: < <http://www.sspr.gov.sk/texty/File/pdf/2004/rodina/Chudoba.pdf>>.

ROVNÝ, I. [s. a.]. *Public health care and the strategy of its development*. [online]. [cited 2010-01-15]. 20s . Available from : <http://www.inst-asa.sk/index_files/document/asa_dikusForum/konferencia_reduta/publikacia/4a.pdf>.

6. Contribution in the proceedings on CD-ROM

Elements of description:

Author. year of publication. Title. In *Proceedings title* [Medium type]. Place of publication : Publisher, year of publication, range of pages (page from-to). ISBN.

Example:

ZEMÁNEK, P. 2001. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference : proceedings. Vol. 2. Fruit Growing and viticulture* [CD-ROM]. Lednice : Mendel University of Agriculture and Forestry, 2001, p. 262-268. ISBN 80-7157-524-0.

7. Scientific qualification theses

Elements of description:

Author. year of publication. *Title of the thesis* : indication of the type of thesis (final, qualifying). Place of publication : Name of university, year of publication. Extent of pages.

Example:

PODARENÁ, A. 2010. *Domestic violence against the elderly* : dissertation. Bratislava : SEU sv. Alžbety, 2010. 149 p.

8. Research reports

Elements of description:

Author. year of publication. *Title of work* : type of report (VEGA, interim report). Place of publication : Name of institution, year of publication. Extent of pages.

Example:

BAUMGARTNER, J. et al. 1998. *Conservation and maintenance of the animal gene pool, animal breeding* : a research report. Nitra : VÚŽV, 1998. 78 p.

9. Standards

Description of the element:

Designation and number of the standard : Year of issue (not year of approval or effective date) : Name of the standard.

Example:

STN ISO 690:1998 : Documentation - Bibliographic references - Content, form and structure.

10. Laws

Act No. 305/2005 Coll. on Social and Legal Protection of Children and Social Guardianship and on Amendments and Additions to Certain Acts.

Act No. 448/2008 Coll. on Social Services and on Amendments and Supplements to Act No. 455/1991 Coll.
on trade business (Trade Licensing Act), as amended.

**LICENSE AGREEMENT FOR THE USE OF THE FINAL 1), RIGOROUS
1),
HABILITATION 1) THESIS**

concluded pursuant to § 40 et seq. of Act No. 618/2003 Coll. on Copyright and Rights Related to Copyright (Copyright Act) and § 63 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the Act)

between

Title, first and last name:	
Date and place of birth:	
Permanent residence:	

(hereinafter referred to as "the author")

a

Slovak Republic represented by a university:	St. Elizabeth University of Health and Social Work in Bratislava, 1 May Square No. 1, Bratislava
Represented by	Dr.h.c. prof. MUDr. Vladimír Krčméry, DrSc.
Training site:	
Address:	
ID:	

(hereinafter referred to as "user" or "acquirer")

Art. 1

Subject of the contract

The object of this agreement is to grant the author's consent to the user to use the work specified in Article 2 of this agreement (hereinafter referred to as the "license") under the terms and conditions agreed upon in this agreement.

Art. 2

Work specification

Title of the work:	
Type of work (final, rigorous, habilitation work):	
If it is a thesis, its type: (bachelor, thesis, dissertation)	
Number of field of study (2):	
The name of the field of study:	
Job identification number generated the information system of SEU:	

2. The school work referred to in paragraph 1 has been created by its author, a student of the university which is the licensee under this agreement. The creation of the school work fulfilled the author's study obligations arising from his/her legal relationship to the licensee in accordance with Act No 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended.

Art. 3

Method of use of the work and scope of the licence

(1) The author agrees to the publication of the work and grants the user permission to make the digital reproduction of the work available to the public in a manner allowing mass access, 3) and only through the central register of final, rigorous and habilitation theses (hereinafter referred to as "the register").

(2) The user shall be entitled to make the work available to the public after its inclusion in the register [] at the earliest after [] months 4) from the date of registration of

the work,

without a period of grace.

(3) The user is entitled to make the work available to the public only with the use of, even without using

such technological measures as will prevent the public from permanently storing or printing the work on a storage medium.

(4) The license granted by the author to the user under this agreement is non-exclusive and unlimited in territory.

(5) The author grants the user a licence for a period of 70 years from the date of registration of the work in the register.

Art. 4 Reward

The author grants the licensee a royalty-free license.

Art. 5

Final provisions

(1) This contract is made in writing and executed in two paper copies, one for each contracting party, in electronic form in the information system of the university.

(2) This Agreement shall enter into force and effect on the date of signature by both parties; signature shall be deemed to include the substitution of a signature by mechanical means. This Agreement shall cease to have effect on the date on which the operator of the register permanently ceases to make the work available to the public pursuant to Article 63(12) of the Act. If any provision of this contract becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the other contractual arrangements shall not be affected.

(3) The parties declare that they have freely and seriously concluded the contract, they have not acted in error or under duress, they have understood its contents and they sign it in their own handwriting, by mechanical means, as a sign of their consent. 5)

In of
..... of the day

V

.....
Author/User/user/acquirer/represented

to the rectors,

or by a person authorised by him/her

Explanation:

1) Strike out those that do not apply.

2) The first four-digit code according to the Slovak Statistical Office Decree No 114/2011 Coll., which issues the Statistical Classification of Fields of Education.

3) § Section 4(2) of Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Additions to Certain Acts (Freedom of Information Act), as amended.

4) Whole number from 1 to 12; with the approval of the Rector or Dean from 13 to 36.

5) § Section 40(2) of the Civil Code.

**LICENSE AGREEMENT FOR THE USE OF THE JUDGMENT to FINAL
1),
RIGOROUS 1), HABILITATION 1) THESIS**

concluded pursuant to § 40 et seq. of Act No. 618/2003 Coll. on Copyright and Rights Related to Copyright (Copyright Act) and § 63 of Act No. 131/2002 Coll. on Universities and on Amendments and Additions to Certain Acts, as amended

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Title, first and last name:	
Date and place of birth:	
Permanent residence:	

relationship to work:

- opponent,

supervisor,
 supervisor of the thesis or rigorosum thesis,
reviewer,
 another person
(hereinafter referred to as 'the author of the opinion')

**a
n
d
a
n
d**

Slovak Republic represented by a university:	St. Elizabeth University of Health and Social Work in Bratislava, 1 May Square No. 1, Bratislava
Represented by	Dr.h.c. prof. MUDr. Vladimír Krčméry, DrSc.
Address:	
ID:	

(hereinafter referred to as "user" or "acquirer")

**Article 1
Subject of the contract**

The subject matter of this agreement is to grant the author of the testimonial permission to the user to use the work specified in Article 2 of this agreement (hereinafter referred to as the "license") under the terms and conditions agreed in this agreement.

**Article 2
Work specification**

Opinion on
 thesis,
rigorous thesis,
habilitation thesis
entitled:

If it is a thesis, its type:

- bachelor thesis,
 master thesis,

dissertation.

Name and surname of the author of the thesis:

The name of the field of study:

Number of field of study: 2)

The thesis identification number generated by the university's information system:

Article 3

Method of use of the work and scope of the licence

(1) The author of the review agrees to the publication of the work and grants the user permission to make available a digital reproduction of the work in a way that allows mass access, through the central register of final, rigorous and habilitation theses (hereinafter referred to as "the register").

(2) The user is entitled, after the inclusion of the work in the register, to make the work available to the public at the earliest on the date of making available the thesis, rigor thesis or habilitation thesis to which the work relates.

(3) The user is entitled to make the work available to the public only with the use of, even without using such technological measures as will prevent the public from permanently storing or printing the work on a storage medium.

(4) The licence granted by the author of the report to the user under this agreement is non-exclusive and unlimited in territory.

(5) The author of the review grants the user a licence for a period of 70 years from the date of registration of the thesis to which the work relates in the central register of final, rigorous and habilitation theses.

Article 4

Reward

The author of the report grants the licensee a royalty-free licence.

Art. 5

Final provisions

(1) This contract is made in writing and executed in two paper copies, one for each contracting party, in electronic form in the information system of the university.

(2) This Agreement shall enter into force and effect on the date of signature by both parties; signature shall be deemed to include the substitution of a signature by mechanical means. If any provision of this contract becomes invalid, ineffective or unenforceable, the validity, effectiveness and enforceability of the remaining contractual arrangements shall not be affected.

(3) The parties declare that they have freely and seriously concluded the contract, they have not acted in error or under duress, they have understood its contents and sign it in their own handwriting, by mechanical means, as a sign of their consent.1)

In of
..... of the day

V

.....
AuthorUser/user/acquirerrepresented

to the rectors,

or by a person authorised by him/her

Explanation:

1) Strike out those that do not apply.

2) The first four-digit code according to the Slovak Statistical Office Decree No 114/2011 Coll., which issues the Statistical Classification of Fields of Education.

Annex 10 Affidavit of publication of the thesis, rigor thesis or habilitation thesis in a periodical or non-periodical publication

AN AFFIDAVIT STATING THAT THE THESIS, RIGOROUS THESIS OR HABILITATION THESIS HAS BEEN PUBLISHED IN A PERIODICAL OR NON-PERIODICAL PUBLICATION

Name and surname:
Date and place of birth:
Permanent residence:
University:
Faculty:

I hereby solemnly declare that

thesis
 bachelor
master
diploma
dissertation
 rigorous thesis
habilitation thesis

entitled:
of which I am the
author, was

before
sending after
sending

published in the central register of final, rigorous and habilitation theses

in its entirety
in part

Lik
e

periodical publication
entitled:
Publisher:
ISSN:
number of the series in which the work was
published: non-periodical publication
publisher:
year of
publication:
edition cost:
ISBN:

If only part of the thesis has been published, I list the page numbers of the pdf document uploaded to the university's information system that have been published:

In of

.....
Author

ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL WORK

APPLICATION FOR THE STATE EXAMINATION

in the academic year: 2011/2012

Bachelor's degree studies and Master's degree studies Last name:

Name:

Field of Study:

Specialization:

Thesis title:

Thesis Supervisor:

Opponent of the thesis (to be completed by the department, workplace):

Name of the department (workplace) where the state examination

will take place: date of the state examination:

ProperRepair

Subjects of the State Examination

Required: 1. Defence of the thesis

2.

3.

4.

Optional: 1.

2.

Widow

.....

student's signature

TO BE CONFIRMED BY THE DEPARTMENT (WORKPLACE)

The conditions for passing the state examination were fulfilled on:

Department Assistant:

Stamp, signature:

St. Elizabeth University of Health and Social Work in Bratislava

Appendix No 1

Directive No. 07/2011 on the requirements for thesis, rigorous and habilitation theses, their bibliographic registration, originality control, preservation and accessibility

On the basis of the decision of the Rector of the St. Elizabeth University of Health and Social Work in Bratislava of 20 December 2011, in the Guideline No. 07/2011 on the requisites of final, rigorous and habilitation theses, their bibliographic registration, originality control, preservation and accessibility No. 7/2011 of 7.11.2011 in Article 8, point 4 and in Article 9, paragraph 7, point h. in Article 8 is deleted after Article 8, after Article c is inserted:

(c1) the procedure for entering the opinions of supervisors and referees into the EHR:

1. The student marks the final thesis as "final" (note: rigorous and habilitation theses do not have supervisors, so the author does not mark the thesis as "final", but directly as "approved"). The supervisor looks at the thesis, checks its conformity with the printed version of the thesis and, if he/she is satisfied with it, marks it as "approved".
2. Once the thesis is "approved", supervisors and opponents can write evaluations on the thesis:
 - **the supervisor** can write the assessment as soon as the thesis is marked as "approved",
 - **the opponent** can write an evaluation after the administrator of the training department (with the necessary permissions) assigns him/her to the student's final thesis (the training department draws up a list where it assigns the opponent to the thesis and verifies whether he/she is willing to do the opponent's work). Once the thesis has been assigned to a referee, an informative email will arrive at the specified email address informing the referee that he/she has been assigned to the thesis and is to make a referee's opinion on the thesis.
3. After writing a review (by the supervisor or opponent = author) of the thesis, the author enters it into the EWP system. As part of the form for uploading the thesis into the system, a licence agreement (making the work available) or an affidavit (not making the published work available) will be filled in, and the system will then generate one of the documents into a PDF file, similarly, the review will be generated into a PDF file.
4. The assessment and the license agreement (in two copies) will be signed by the trainer and the opponent in printed form and sent to the training department of SEU.

Article 9, paragraph 3, letter c, which deals with the duties of the thesis supervisor, is added and changed to read: is responsible for the timely *insertion of the supervisor's report into the EAP*, sending the report to the training department of the SEU (no later than 10 days before the date of the defence of the thesis/qualification), gives or confirms consent to its publication in accordance with the license agreement (Annex 9).

Article 9, paragraph 4, letter b, which deals with the duties of the thesis opponent, is added and changed to the following wording: prepares the opponent's opinion, *enters it into the EHR* and is responsible for its timely delivery to the training department of the SEU (no later than 5 days before the date of the defence of the thesis/qualification thesis), gives or confirms consent to its publication in accordance with the license agreement (Annex 9).

Bratislava, 20 December 2011

Dr.h.c. prof. MUDr. Vladimír Krčméry, DrSc.
Rector



**ST. ELIZABETH UNIVERSITY OF
HEALTH AND SOCIAL WORK N. O.**

**Supplement No. 1/2017 "IMRAD", modifying Directive No.
2/2015 on the rigorous procedure and Directive No.
07/2011 on
the requisites of final, rigorous and habilitation theses, their
bibliographic registration, originality control, preservation
and making available**

The Rector of the St. Elizabeth University of Health and Social Work in Bratislava (hereinafter referred to as "SEU) issued on the basis of § 53, § 62a, § 63 and § 83 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, this Directive on the rigorous examination procedure and the final thesis.

Content and structure of rigorous and final theses

Art. 1

Processing of the rigorous thesis

1. The thesis documents the ability to process and interpret scientific knowledge in a given field of study. It may be thematically related to a thesis or other qualifying work, of which a maximum of 30 % may be used.

Art. 2

Structure of the rigorous and final thesis

1. Each rigorous and final thesis should be original, the use of the IMRAD¹ structure is optional. By the rigorous examination and defence of the rigorous thesis, the candidate is to demonstrate, on the basis of independent study, that he/she has a deeper knowledge of the field of study in its broader basis and is capable of independently acquiring new knowledge of science and practice and is able to apply the acquired knowledge in a creative way in practice. The rigorous examination is conducted in a colloquial form. The thesis must not be in the nature of plagiarism and must not infringe the copyright of other authors. The head of the department/workplace may allow the candidate to submit the thesis in a language other than the national language. The abstract must be written in a structured manner in the state language and in English.

Art. 3

Effectiveness

This Directive is valid and effective from 15.1.2017.

prof. MUDr. Marián Karvaj, PhD.
rector

¹ IMRAD is mainly used in research studies, grant research, etc., where the goal of the work is the research itself, or where research = work. As a rule, they are published in professional journals for 10-20 pages, so it is realistic to "follow" the division and structure of the thesis and to fulfill also its formal objective. For less structured research of final qualification theses, where the formal aim is to prove that the student knows how to do research work and where the scope of the thesis is

60-100 pages, or where it is only a theoretical thesis, the use of IMRAD is self-evident, since in the conditions of a higher education student it is very difficult to fulfill the research essence of IMRAD.