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vice-rector for bachelor and master studies

Change history

Provision	Specification of and justification for the change from the previous version

List of attachments

Attachment 1a – Bachelor's Thesis Assignment

Attachment 1b – Master's Thesis Assignment

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Art. 1 Opening provisions

- 1.1 A final thesis (hereinafter referred to as "Thesis") is a bachelor's or master's thesis developed as part of accredited study programmes taught at the faculties and higher education institutes of the CTU in Prague (all referred to hereinafter as "Faculty").
- 1.2 Acts described in this guideline are performed for students enrolled in one of the Faculties by the dean of that Faculty and for students of the CTU by the Rector who may delegate this task to the director of the higher education institute involved in the relevant study programme or part thereof (all hereinafter referred to as "Dean"). In matters pertaining to Theses, the Dean may be represented by the relevant vice-dean for education.
- 1.3 Faculties or higher education institutes are subdivided into institutes or departments (all hereinafter referred to as "Department").
- 1.4 For purposes of this guideline, the information system (hereinafter referred to as "CTU IS") means the information system used primarily by a Faculty or other CTU unit for administration and Thesis assignment. For purposes of this guideline, the central CTU information system managed by the CTU Computing Centre is hereinafter referred to as "IS KOS".
- 1.5 This guideline defines procedures concerning:
 - a) electronic assignment, submission and archiving of Theses, reports, records concerning the course and results of Thesis defence
 - b) publishing and making accessible¹ Theses, thesis supervisor and thesis reviewer reports and records of the course and results of Thesis defence in accordance with Act No. 111/1998 Coll., Sec. 47.b on higher education institutions (hereinafter referred to as "the Act"), Act No. 121/2000 Coll., on copyright, as amended, and the Study and Examination Rules for CTU students, as amended (hereinafter referred to as "SER")
 - c) archiving of Theses, reports and records concerning the course and results of Thesis defence in accordance with Act No. 56/2014 Coll. and the CTU Records and Shredding Code, as amended.
- 1.6 For purposes of this guideline, Thesis assignment means a document generated by the CTU IS or the IS KOS, which, regardless of the information system used, shall have a uniform format (see Attachments 1a and 1b of this guideline).
- 1.7 For purposes of this guideline, a record concerning the course and results of Thesis defence means a verbal description of a Thesis defence and the resulting grade in accordance with the SET, as amended. This information is recorded in the 82324 form in IS KOS, from which, in turn, a "Final State Examination Protocol" or a "Partial Final State Examination Protocol" is generated, which then becomes part of the student's file.
- 1.8 Reports mean written evaluation of a Thesis by the Thesis supervisor(s) and reviewer(s).
- 1.9 Thesis Database according to Sec. 47.b of the Act means the database of Theses which is part of the "CTU Digital Library" institutional repository.

¹ For purposes of this guideline, accessibility means conditions under which Theses can be consulted. Publication means making a Thesis available to the public.

Art. 2 Thesis form

- 2.1 The Thesis must be submitted in electronic form.
- 2.2 A Thesis in electronic form means a Thesis text or drawing section thereof in the PDF format. In order to allow plagiarism checks, any verbal information must be kept in a text form, i.e. using characters specified by means of the encoding for the selected font source. In no case can the textual part of a Thesis be submitted in the form of raster or vector graphics or any other form not suitable for machine reading. The maximum size of a single file may not exceed 100 MB. If a Thesis cannot be converted into electronic form (model, etc.), an abridged version (such as a portfolio) can be uploaded. The form and scope of abridged electronic Theses are specified on an individual basis by a Dean's guideline. Theses in electronic form must contain information indicated in Art. 11.1.
- 2.3 Attachments to Theses in electronic form can be in any format. A maximum of 50 attachments, each not exceeding a maximum of 50 MB, can be uploaded.
- 2.4 Mandatory submission of Theses in hard copy is required only for Theses with deferred publication – see Art. 4.
- 2.5 The Faculty may, by way of a Dean's guideline, make the submission of Theses in hard copy mandatory as well.
- 2.6 If a Thesis is submitted both in electronic form and in hard copy, the two versions must be completely identical in content.

Art. 3 Thesis assignment

- 3.1 The output of the Thesis assigning process is a Thesis assignment generated using the prescribed form, with all items filled (Attachments 1a and b).
- 3.2 The Thesis supervisor, or a person collaborating with the Thesis supervisor with the authorisation of the relevant department head, enters the assignment in the CTU IS or the IS KOS, including the following items:
- Thesis title in Czech/Slovak; in the case of Theses in a language other than Czech/Slovak or English, the title can be entered in the language of the Thesis (maximum length being 180 characters including spaces),
 - Thesis title in English,
 - assigning department,
 - study programme, field of study/specialisation,
 - instructions in the Thesis language or in English
 - literature (optional),
 - name and department of the second supervisor (if any),
 - validity of the assignment,
 - ticking the external assigner box (in cases where the Thesis assignment is entirely based on a request of a department external to the CTU).
- All the above items must be filled in with the exception of recommended literature and the name of the second Thesis supervisor/consultant (if none is assigned). The second supervisor is selected from the teacher database; if the second supervisor is not yet included in the teacher database, the Thesis supervisor shall ask the department's designated staff member to add him/her to the database.
- 3.3 The electronic document kept in the student's electronic file is considered the original assignment. The assignment bears the internal guaranteed signature of the Dean, the head of department and the student. Having completed the editing of the assignment, the Thesis supervisor (or a person authorised by the head of department) activates the "end of editing" button to activate the signing of the assignment.
- 3.4 The assignment is signed in the IS KOS in the following order: head of department – Dean – student. After the Dean and the head of department sign the assignment, the text "Approved: date of signature and name of signer" will appear in the relevant signature box. After the student signs the assignment, his/her name and the date of signature appear in the relevant box. Once signed, the PDF file will be stamped with an electronic seal with a qualified time stamp. The document will be filed in the student's electronic file and will be accessible to the student via the IS KOS. The student will add a plain electronic copy to the Thesis. The IS KOS will switch the thesis status to "assigned".
- 3.5 The Czech form is to be used for Theses in Czech study programmes. The English form is to be used for Theses in English study programmes (or for programmes accredited in another foreign language).
- 3.6 Both the electronic and hard copy version of a Thesis includes the assignment downloaded by the study from the CTU IS or the IS KOS.
- 3.7 Other details of Thesis assignment (including deadlines) are governed by the Dean's guideline.

Art. 4 Thesis with deferred publication

- 4.1 If it becomes apparent at the time of the Thesis assignment or development that the Thesis must be developed under a deferred publication regime, the student must (after the Thesis supervisor attaches a statement to this effect to the request form) present a reasoned request for deferred publication (Attachment no. 2) no later than 30 days before the deadline for submitting the Thesis. The next steps, or another (extended) deadline prior to Thesis submission date for submitting the request to each CTU unit, are defined in accordance with the Dean's guideline; the head of department and the Dean must always give their opinion on the request. This decision becomes part of the student's file and must be entered into the IS KOS by the study department of the relevant CTU unit no later than a week before the deadline Thesis submission deadline. The study officer also sets the period of the publication deferral in the IS KOS according to the Dean's decision. Based on this entry, the IS KOS sends a message to the student confirming that the Thesis publication deferral request was approved and indicating the length of the deferral. If the request is not approved, the study department notifies the student, the head of department and the Thesis of this fact by e-mail.
- 4.2 For Theses in the deferred publication regime, persons who come into contact with the Thesis may be required to sign affidavit of confidentiality (Attachment no. 3) in accordance with the internal regulations of the relevant CTU unit. An authorised member of the department staff asks members of the Final State Examination committee to sign the affidavit. The Thesis supervisor signs the affidavit of confidentiality as of the Thesis submission date.
- 4.3 Theses with deferred publication are submitted in both electronic and hard copy form.
- 4.4 Immediately after Thesis defence, the hard copy of the Thesis with deferred publication is handed over to the Faculty's study department, which forwards it to the department of study and student affairs of the Rector's Office, which in turn centrally arranges for the sealed Thesis to be forwarded to the Ministry of Education for archiving purposes.

Art. 5 Thesis submission

- 5.1 The student must submit his/her Thesis including attachments **in electronic form by the set deadline**.
- 5.2 The student confirms his/her declaration of independent work (Attachment no. 4) with an internally guaranteed signature in the IS KOS. For purposes of both the hard copy and the electronic versions of his/her Thesis, the student (after signing) downloads the declaration from the IS KOS and attaches to his/her Thesis.
- 5.3 The student submits his/her Thesis in electronic form through the CTU IS or the IS KOS. The student must declare all information regarding the Thesis, attach a file containing the Thesis and all its attachments (to ensure identification in the CTU IS or the IS KOS, the files are automatically renamed after they are uploaded to the system).
- 5.4 For Theses in the deferred publication regime, the period of publication deferment automatically applies to all attachments to such Theses.
- 5.5 The student is responsible for the accuracy and completeness of his/her Thesis submitted in electronic form including all attachments uploaded to the CTU IS or IS KOS. The student is also responsible for full conformity of the hard copy and the electronic form of his/her Thesis in cases where the Faculty requires both versions to be submitted.
- 5.6 For purposes of Thesis publication in the "CTU Digital Library" institutional repository, no licensing agreement between the student and the Faculty/institute is required. By submitting his/her Thesis, the author consents to its publication in accordance with the Act regardless of the results of his/her Thesis defence².
- 5.7 CTU has the right to use students' Theses for teaching or its own internal use, but not for its direct or indirect economic (material) gain. In order to use student Theses that are not covered by the previous sentence of this paragraph, the contractual parties (i.e. the student and the Faculty) may enter into an appropriate type of contract such as a Licence Agreement (for a template see Attachment no. 6), an Assignment of Rights Agreement (for a template see Attachment no. 7), an Agreement on the use of a Thesis, etc. (hereinafter referred to as "Agreement"). Agreements between students and Faculties are signed on an individual basis by the relevant Faculties. The Agreement is prepared by the Thesis supervisor's department and two copies therefore are signed by the student and the Dean. The student will receive one signed copy of the Agreement and the second copy will be added to the student's file. The Thesis supervisor will be notified of the signature of the Agreement.
- 5.8 The Dean may issue a guideline requiring that Theses be submitted in hard copy form and defining the rules for access to the hard copies applicable uniformly across the relevant Faculty.

² Art. 35.4 of the SER

- 5.9 The Faculty has the right to require Theses to be submitted to checks in a plagiarism detection system (hereinafter referred to as “anti-plagiarism system”), support for which has been implemented in the IS KOS or the CTU IS. The Faculty may decide to apply the Thesis checks up to the level of study programmes. These checks do not apply to Theses with deferred publication. After submission, Theses selected for plagiarism checks are sent by the IS KOS or CTU IS to the anti-plagiarism system for analysis. The results of the check are made accessible in the IS KOS or the CTU IS to the student, the thesis supervisor and reviewer, or to the responsible staff member designated by the head of department that guarantees the study programme or field of study/specialisation. The Thesis supervisor or the designated staff member evaluates the output of the anti-plagiarism system using a binary evaluation (OK = the match indicated by the system does not concern the substantive content or is properly cited; NOK = reasonable suspicion of plagiarism) and enters the evaluation into the CTU IS. The finding will serve as basis for the State Final Examination committee's discussion and becomes part of the student's electronic file together with the Thesis Supervisor's Report and the Thesis Reviewer's Report.
- 5.10 Students may use artificial intelligence tools in the development of their Theses. As with literature citations, students must declare and properly indicate the use of AI tools for any part of their Theses (text/image/...) generated with the help of AI. Rules for the use of AI tools are set forth in the methodological guideline “Framework rules for the use of artificial intelligence at CTU for study and pedagogical purposes in Bachelor and continuing Masters studies”. Assessment of the acceptable extent of AI tool use in Theses is at the discretion of Thesis supervisors.

Art. 6 Thesis check and approval by the Thesis supervisor

- 6.1 The Thesis supervisor checks the information entered by the student.
- 6.2 The Thesis supervisor or a person authorised for this purpose by the head of department either accepts the Thesis or returns it to the “assigned” status. The Thesis supervisor must give his/her opinion on the Thesis no later than 10 workdays after the submission of the Thesis. If the supervisor fails to meet this obligation, the IS KOS automatically changes the Thesis status to “accepted”.
- 6.3 If the Thesis is returned to the “assigned status before the deadline for Thesis submission the Thesis supervisor may attach a comment to the Thesis in the CTU IS or the IS KOS advising the student regarding, for example, formal deficiencies that need to be corrected. The student then can modify his/her Thesis and resubmit it.
- 6.4 If the Thesis supervisor or a person authorised for this purpose by the head of department returns the Thesis to the “assigned” status after the submission deadline, the student must consult his/her Thesis supervisor or the study department about options for further action.
- 6.5 No later than five workdays after the Thesis is accepted, an officer of the department for state final examinations (hereinafter referred to as “SFE”) enters information regarding Thesis reviewers into the CTU IS. The CTU IS then automatically sends an email to the Thesis reviewers, with a copy to the head of institute/department and the SFE officer, requesting a Thesis report and setting a deadline for report submission. The SFE officer can edit the text of this email in the CTU IS before sending.
Furthermore, external reviewers and supervisors are automatically sent an email with access rights to the CTU IS valid until the end of the SFE examination period in the given semester.
- 6.6 If a reviewer accepts for review a Thesis in the deferred publication regime, an authorised officer of the assigning department may ask the reviewer to sign an affidavit of confidentiality (Attachment no. 3) (if stipulated in the Dean's guideline). The reviewer is provided access to the electronic version of the Thesis after the affidavit of confidentiality is signed and its receipt is confirmed by the authorised officer.
- 6.7 Members of the SFE committee can read the Thesis, including Attachments and reports, in the CTU IS or the IS KOS. For this purpose, they are provided with one-off access rights to the CTU IS valid until the end of the SFE examination period in the given semester.

Art. 7 Submission, filing and publication of reports

- 7.1 Thesis supervisors and reviewers submit their Thesis reports in electronic form. External supervisors and reviewers are provided with one-off access rights to the CTU IS generated for this purpose and valid from the date of their consenting with reviewing the Thesis until the end of the SFE examination period in the given semester.
- 7.2 Thesis supervisors and reviewers upload their Thesis reports into the IS KOS in electronic form in the PDF format by the relevant deadline for report submission. The use of the one-off access rights for reviewers and log-in or CTU staff is treated as equivalent to attaching an internal electronic signature. The IS KOS and the CTU IS offer a Thesis supervisor report template (Attachment no. 5a + Attachment no. 5b) and a Thesis reviewer report template (Attachment no. 6a + Attachment no. 6b); supervisors and reviewers may also upload their own reports or reports conforming to requirements set forth in guidelines provided by the Faculty Dean/institute director.
- 7.3 The reports must be uploaded into the IS KOS and made available to the student no later than 5 workdays before the date of his/her Thesis defence³.
- 7.4 The electronic version of a review can be uploaded to the IS KOS directly by the author of the report or by his/her authorised representative.
- 7.5 Reports concerning study programmes accredited in the Czech language must be written in Czech or Slovak or the language of the Thesis. Reports concerning study programmes accredited in other languages must be written in the study programme's language or in English.

³ Art. 35.3 of the SER

Art. 8 State final examination

- 8.1 The student registers a SFE date in the IS KOS under the conditions and in the period specified by the Faculty.
- 8.2 SFE organisation, preparation of documents, schedule, composition of examination boards, the course of SFE, etc. are governed by Faculty regulations.
- 8.3 Members of the SFE committee can access and read the Thesis in electronic form, including attachments and reports, in the CTU IS or IS KOS prior to the Thesis defence.
- 8.4 The SFE protocol can be filled online in the IS KOS – in the 82324 “Evaluation” form. The form is accessible to individuals with the “SFE Officer” or “Committee Administrator” role. The protocol is then printed out of the IS KOS and signed by all members of the SFE committee and the student to confirm that the results of the SFE were duly communicated to the student. If the protocol is not created directly in the IS KOS, information from the SFE protocol must be entered into the IS KOS no later than two workdays from the date of the SFE.
- 8.5 In cases where Sec. 95c of the Act applies or in the case of study programmes accredited for distance learning, the correctness of information entered into the system concerning distance-form SFE must be confirmed by the committee secretary using his/her internal guaranteed signature. The student confirms that he/she was made aware of the results of the SFE by entering this information in the IS KOS.
- 8.6 The record of the course and result of the Thesis defence is transferred from the IS KOS to the “CTU Digital Library” institutional repository where it is made accessible to the public.

Art. 9 Thesis publication

- 9.1 A Thesis submitted by a student for defence must be made accessible to the public at the CTU facility where the defence is to take place no later than five workdays before the defence date. In the case of Theses submitted in electronic form, one-off access rights to the IS KOS or CTU IS may be granted upon requests for these purposes. Details concerning such access rights are regulated a Dean's guideline. Anyone may make extracts or copies of a published Thesis at his/her of expense. The Dean's guideline may specify the calculation of the cost necessary for extracts, copies or reproductions.
- 9.2 In the case of Theses where a deferral of publication is granted by the Dean, information regarding this deferral including the reasons for the decision to defer Thesis publication must be published in the same place where Bachelor's Theses, Master's Theses, Doctoral Theses and Rigorous Theses are published.
- 9.3** These including reports are published in the "CTU Digital Repository" institutional repository after their defence.

Art. 10 Filing and archiving of Theses

- 10.1 The electronic form of a defended Thesis, including reports and records concerning the course and results of the Thesis defence, becomes part of the student's electronic file and kept and archived in accordance with the CTU Records and Shredding Code, as amended.
- 10.2 Hard copies of Theses are kept at the relevant Faculty or in the Central CTU Library, unless otherwise specified. The Dean specifies the place of archiving and duration of accessibility.

Art. 11 Uniform formal structure of Theses

11.1 Electronic Theses must contain at least the following:

- a) Title page.
The title page states the title and, if applicable, a subtitle, of the Thesis in the language of the Thesis, the name and surname of the author, the type (Bachelor's, Master's) and year of the Thesis, the full name of the university, Faculty and department, the CTU logo, the name and surname of the Thesis supervisor. The title page should also indicate the study programme and specialisation/field of study. This information is stated in Czech (if the Thesis is written in Czech or Slovak) or in English (if the Thesis is written in any other language). The choice and approval of the Thesis language is defined in Art. 6.4 of the SER.
- b) Assignment.
The assignment generated through the IS KOS.
- c) Declaration of independent work.
The declaration of independent work generated through the IS KOS (Attachment no. 4). The declaration is made in Czech (if the Thesis is written in Czech or Slovak) or in English (if the Thesis is written in any other language).
- d) In Theses by students in study programmes accredited in the Czech language, the abstract and keywords are stated in Czech and English or in the language of the Thesis (if other than Czech, Slovak or English).
In Theses by students in study programmes accredited in other languages, the abstract and keywords are stated in English and in the language of the Thesis (if other than English).
For abstracts in both Czech and English, the minimum number of characters is 150 and the maximum number is 4,000.
For keywords, the minimum number of characters is 20 in Czech and 30 in English and the maximum number of characters is 1,000 for both languages.
- e) The text of the Thesis.

11.2 Furthermore, a hard copy of a thesis must also include:

- a) Text on the cover.
The cover of the Thesis must state the full name of the university and Faculty, the type of Thesis (Bachelor's, Master's), the name and surname of the author and the logo of the CTU in Prague in Czech (for Theses written in Czech or Slovak) or English (for Theses written in any other language).

11.3 Any other requirements may be specified in the Dean's guideline.

Attachments

Attachment 1a – Bachelor's Thesis Assignment

Attachment 1b – Master's Thesis Assignment

Attachment 2 – Request for Thesis Publication Deferral

Attachment 3 – Affidavit of Confidentiality

Attachment 4 – Declaration

Attachment 5b – Thesis Supervisor's Report – English language

Attachment 5d – Thesis Reviewer's Report – English language

Attachment 1a



BACHELOR'S THESIS ASSIGNMENT

I. PERSONAL AND STUDY DETAILS

Surname: _____ First name: _____ Personal ID number: _____
Faculty / Institute: _____
Department / Institute: _____
Study program: _____
Specialisation: _____

II. BACHELOR'S THESIS DETAILS

Bachelor's thesis title: _____
Bachelor's thesis title in Czech: _____
Guidelines: _____
Bibliography / sources: _____
Name and workplace of bachelor's thesis supervisor: _____
Name and workplace of second bachelor's thesis supervisor or consultant: _____
Date of bachelor's thesis assignment: _____ Deadline for bachelor's thesis submission: _____
Assignment valid until: **_pokud nevyplněno – netiskne se_**

Approved: date
Name of head of the department
Head of department's signature

Approved: date
Name of the dean
Dean's signature

III. ASSIGNMENT RECEIPT

The student acknowledges that the bachelor's thesis is an individual work. The student must produce his thesis without the assistance of others, with the exception of provided consultations. Within the bachelor's thesis, the author must state the names of consultants and include a list of references.

Date
Date of assignments receipt

Student's name
Student's signature

Attachment 1b



MASTER'S THESIS ASSIGNMENT

I. PERSONAL AND STUDY DETAILS

Surname: _____ First name: _____ Personal ID number: _____
Faculty / Institute: _____
Department / Institute: _____
Study program: _____
Specialisation: _____

II. MASTER'S THESIS DETAILS

Master's thesis title: _____
Master's thesis title in Czech: _____
Guidelines: _____
Bibliography / sources: _____
Name and workplace of master's thesis supervisor: _____
Name and workplace of second master's thesis supervisor of consultant: _____
Date of master's thesis assignment: _____ Deadline for master's thesis submission: _____
Assignment valid until: **_pokud nevyplněno – netiskne se_**
Approved: date _____ **Approved: date** _____
Name of head of the department _____ **Name of the dean** _____
Head of department's signature _____ Dean's signature _____

III. ASSIGNMENT RECEIPT

The student acknowledges that the master's thesis is an individual work. The student must produce his thesis without the assistance of others, with the exception of provided consultations. Within the master's thesis, the author must state the names of consultants and include a list of references.

Date _____ **Student's name** _____
Date of assignments receipt _____ Student's signature _____

Attachment 2

CZECH TECHNICAL UNIVERSITY IN PRAGUE Faculty of ... address		Ref. no./year
<h3>REQUEST FOR BACHELOR'S/MASTER'S THESIS*) DEFERRAL</h3>		
Student's name and surname: Student's personal number: Study programme: Thesis title: Thesis supervisor: Department where the Thesis is to be defended:		
Scope of non-publication ^{*)} : <input type="checkbox"/> full Thesis <input type="checkbox"/> attachments <input type="checkbox"/> other - specify		
Duration of requested deferral after date of acceptance ^{*)} : <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years		
Reasons for requested deferral ^{*)} :		
<input type="checkbox"/> Material/information used in the Thesis was provided by an external company; the material/information is not currently intended for publication. **)		
<input type="checkbox"/> Material/information used in the Thesis is part of ongoing (contractual) research. The data are not intended for publication while the research is ongoing. **)		
<input type="checkbox"/> Other reasons (provide justification on the reverse side of this form)		
Student's signature Date, signature	
Opinion of the Thesis supervisor ^{*)} : <input type="checkbox"/> Agree <input type="checkbox"/> Reject Reasons for rejection **):		
..... Date, signature		
Opinion of the head of department/institute ^{*)} : <input type="checkbox"/> Agree <input type="checkbox"/> Reject Reasons for rejection **):		
..... Date, signature		
Decision of the Dean of Faculty/Director of CTU institute^{*)}: <input type="checkbox"/> I agree to defer the Thesis publication by: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> I reject this request. Reasons for rejection **):		
..... date signature	

*) Select one option.

**) You can provide detailed justification on the reverse side.

Procedure for submitting the Thesis Deferral Request:

- Deadline for submitting the student's request, including an attached consent of the Thesis supervisor, to the head of department/institute: no later than 30 days before the deadline for Thesis submission.
- The request, including consent of the head of department where the Thesis is to be defended, is then submitted to the Dean for decision (see Art. 4.1 of the Thesis Methodological Guideline).
- After the Dean's decision, the request is forwarded to the study department no later than a week before the Thesis defence date.
- The maximum length of Thesis publication deferral is three years (Sec. 47.5 of Act No. 111/1998 Coll.).
- If the Dean agrees with the deferral:
 - The study department officer sets the length of the publication deferral in accordance with the Dean's decision (see Art. 4.1 of the Thesis Methodological Guideline) and uploads the Dean's decision to the IS KOS.
 - The IS KOS sends a notification email to the student.
- If the Dean rejects the deferral:
 - The study department officer notifies the student, the Thesis supervisor and the head of department/institute by email and adds the request to the student's file.
- After Thesis defence, the department hands over a copy of the Thesis to the study department because the Faculty is under legal obligation to send a copy of every Thesis with deferred publication to the Ministry of Education (Sec. 47b of Act No. 111/1998 Coll.). The study department forwards the Thesis with explanation and a cover letter to the Department of Studies and Student Affairs, which is in turn responsible for sending the Thesis to the Ministry of Education.

Attachment 3

CZECH TECHNICAL UNIVERSITY IN PRAGUE

Faculty of ...
address

AFFIDAVIT OF CONFIDENTIALITY

(The Dean has agreed to defer the publication of the Thesis in accordance with Sec. 47b of Act No. 111/1998 Coll.)

regarding information subject to deferred publication that I have learnt from the text of the Thesis in my capacity of

- ☐ Thesis supervisor
- ☐ Thesis reviewer
- ☐ chairman of the SFE committee
- ☐ member of the SFE committee
- ☐ secretary of the SFE committee
- ☐ other, please, specify

Name:

Title:

Email:

Department:

I hereby undertake for the duration of the Thesis publication deferral to:

1. maintain confidentiality of the information subject to publication deferral that I have learnt from the text of the Thesis or in the course of Thesis defence,
2. not disclose, and not allow disclosure, to third parties the information subject to publication deferral that I have learnt and not to use the information for my own purposes.

The information subject to publication deferral is*):

In on

.....
Signature

*) to be specified by the student when submitting the Thesis with deferred publication (example? Chapter XX.X, figures X through Y including description, attachment X, etc.). The student shall send the pre-filled Affidavit by email to the Thesis supervisor, the head of department and the study and student affairs officer on the day of his/her Thesis submission.

Attachment 4

CZECH TECHNICAL UNIVERSITY IN PRAGUE

Faculty of ...
address

DECLARATION

I, the undersigned

Surname and name of the student:	XXX
Personal no.:	XXX
Study programme:	XXX

hereby declare that the Bachelor's/Master's Thesis titled

(IS generated)

is my own independent work and that I have declared all sources of information used in accordance with the Methodological Guideline for adhering to ethical principles when elaborating an academic final thesis and the Framework Rules for the use of artificial intelligence at CTU for study and pedagogical purposes in Bachelor and continuing Masters studies.

In on

.....
Signature

Attachment 5b



THESIS SUPERVISOR'S REPORT

I. IDENTIFICATION DATA

Thesis title:	Click here to enter text.
Author's name:	Click here to enter text.
Type of thesis :	Choose an item.
Faculty/Institute:	Choose an item.
Department:	Click here to enter text.
Thesis reviewer:	Click here to enter text.
Reviewer's department:	Click here to enter text.

II. EVALUATION OF INDIVIDUAL CRITERIA

Assignment <i>How demanding was the assigned project?</i> Please insert your comments here.	Choose an item.
Fulfilment of assignment <i>How well does the thesis fulfil the assigned task? Have the primary goals been achieved? Which assigned tasks have been incompletely covered, and which parts of the thesis are overextended? Justify your answer.</i> Please insert your comments here.	Choose an item.
Activity and independence when creating final thesis <i>Assess that student had positive approach, time limits were met, conception was regularly consulted and was well prepared for consultations. Assess student's ability to work independently.</i> Please insert your commentary.	Choose an item.
Technical level <i>Is the thesis technically sound? How well did the student employ expertise in the field of his/her field of study? Does the student explain clearly what he/she has done?</i> Please insert your comments here.	Choose an item.
Formal and language level, scope of thesis <i>Are formalisms and notations used properly? Is the thesis organized in a logical way? Is the thesis sufficiently extensive? Is the thesis well-presented? Is the language clear and understandable? Is the English satisfactory?</i> Please insert your comments here.	Choose an item.
Selection of sources, citation correctness <i>Does the thesis make adequate reference to earlier work on the topic? Was the selection of sources adequate? Is the student's original work clearly distinguished from earlier work in the field? Do the bibliographic citations meet the standards?</i> Please insert your comments here.	Choose an item.
Additional commentary and evaluation (optional) <i>Comment on the overall quality of the thesis, its novelty and its impact on the field, its strengths and weaknesses, the utility of the solution that is presented, the theoretical/formal level, the student's skillfulness, etc.</i> Please insert your comments here.	



THESIS SUPERVISOR'S REPORT

III. OVERALL EVALUATION, QUESTIONS FOR THE PRESENTATION AND DEFENSE OF THE THESIS, SUGGESTED GRADE

Summarize your opinion on the thesis and explain your final grading.

The grade that I award for the thesis is **Choose an item.**

Date: **Click here and enter the date.**

Signature:

Attachment 5d



THESIS REVIEWER'S REPORT

I. IDENTIFICATION DATA

Thesis title:	Click here to enter text.
Author's name:	Click here to enter text.
Type of thesis :	master
Faculty/Institute:	Choose an item.
Department:	Automotive, Combustion Engine and Railway Engineering
Thesis reviewer:	Klepněte sem a zadejte text.
Reviewer's department:	Automotive, Combustion Engine and Railway Engineering

II. EVALUATION OF INDIVIDUAL CRITERIA

Assignment <i>How demanding was the assigned project?</i> Please insert your comments here.	Choose an item.
Fulfilment of assignment <i>How well does the thesis fulfil the assigned task? Have the primary goals been achieved? Which assigned tasks have been incompletely covered, and which parts of the thesis are overextended? Justify your answer.</i> Please insert your comments here.	Choose an item.
Methodology <i>Comment on the correctness of the approach and/or the solution methods.</i> Please insert your comments here.	Choose an item.
Technical level <i>Is the thesis technically sound? How well did the student employ expertise in the field of his/her field of study? Does the student explain clearly what he/she has done?</i> Please insert your comments here.	Choose an item.
Formal and language level, scope of thesis <i>Are formalisms and notations used properly? Is the thesis organized in a logical way? Is the thesis sufficiently extensive? Is the thesis well-presented? Is the language clear and understandable? Is the English satisfactory?</i> Please insert your comments here.	Choose an item.
Selection of sources, citation correctness <i>Does the thesis make adequate reference to earlier work on the topic? Was the selection of sources adequate? Is the student's original work clearly distinguished from earlier work in the field? Do the bibliographic citations meet the standards?</i> Please insert your comments here.	Choose an item.
Additional commentary and evaluation (optional) <i>Comment on the overall quality of the thesis, its novelty and its impact on the field, its strengths and weaknesses, the utility of the solution that is presented, the theoretical/formal level, the student's skillfulness, etc.</i> Please insert your comments here.	



THESIS REVIEWER'S REPORT

III. OVERALL EVALUATION, QUESTIONS FOR THE PRESENTATION AND DEFENSE OF THE THESIS, SUGGESTED GRADE

Summarize your opinion on the thesis and explain your final grading. Pose questions that should be answered during the presentation and defense of the student's work.

The grade that I award for the thesis is **Choose an item.**

Date: [Click here and enter the date.](#)

Signature: