

## **DEAN'S DIRECTIVE No. 17/2017**

### **Concerning Theses**

*In order to implement the Code of Study and Examination of Charles University ("Code of Study and Examination"), the Rules of Study at the Faculty of Law of Charles University ("Rules of Study"), the Rigorous Examination Code of Charles University ("Rigorous Examination Code"), and the Rules of the State Rigorous Examination at the Faculty of Law of Charles University ("Rules of the State Rigorous Examination"), in accordance with Article 11 (2) of the Constitution of the Faculty of Law of Charles University, I have adopted the following Dean's directive:*

#### **PART I**

##### **Introductory Provisions**

###### **Article 1**

(1) This Dean's directive regulates the details concerning theses at the Faculty of Law of Charles University ("Faculty").

(2) A thesis means:

- a) a diploma thesis under Article 40 *et seq.* of the Rules of Study;
- b) a rigorous thesis under Article 3 *et seq.* of the Rules of the State Rigorous Examination;
- c) a dissertation under Article 73 *et seq.* of the Rules of Study.<sup>•</sup>

#### **PART II**

##### **Assignment of Theses**

###### **TITLE I**

##### **Assignment of Diploma Theses and a Diploma Assignment**

*(Under Articles 40 and 42 of the Rules of Study)*

###### **Section 1**

##### **General Provision**

###### **Article 2**

(1) A student either chooses the topic of his diploma thesis from the list of topics published by the relevant department or proposes his own (individual) topic to the head of department.<sup>1</sup>

(2) Only one topic of the diploma thesis may be assigned to each student.

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<sup>•</sup> Translator's note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural and words in the plural include the singular.

<sup>1</sup> Article 40 (2) of the Rules of Study.

Section 2  
**Published Topics**

Article 3

**Publication of Diploma Theses Topics by Departments**

(1) For a given academic year, the departments publish the topics of diploma theses, including the names of thesis advisors, no later than on 15 October of such academic year.

(2) A department may publish a specific topic only once in the given academic year.

(3) The Dean is entitled to direct all the departments to publish additional topics by the end of October of a given academic year if the number of the topics published so far by all the departments is lower than the number of the fifth-year students to whom no diploma thesis topic has yet been assigned.

Article 4

**Registration of the Published Diploma Theses Topics**

(1) Each student may register for one published diploma thesis topic only. Each published topic may be registered for by one student only.

(2) The published topics are registered electronically via the Student Information System.

(3) The registration of the published topics starts on the second Monday of November at 8 pm of the given academic year, and closes at midnight from the third Monday to Tuesday of November of the same academic year.

(4) During the registration process the students may, at any time, change or cancel the published topic they registered for.

Article 5

**Registration Phases for Published Diploma Theses Topics**

(1) The published topics are registered for in the following phases:

- a) in the first phase, registration is open to fifth-year students (or higher) with the average grade of 1.5 or less;
- b) in the second phase, registration is open to fifth-year students (or higher) with the average grade of 2.0 or less;
- c) in the third phase, registration is open to fifth-year students (or higher) with the average grade of 2.5 or less;
- d) in the fourth phase, registration is open to fifth-year students (or higher) with the average grade of above 2.5;
- e) in the fifth phase, registration is open to fourth-year students with the average grade of 1.5 or less;
- f) in the sixth phase, registration is open to fourth-year students with the average grade of 2.0 or less;
- g) in the seventh phase, registration is open to fourth-year students with the average grade of 2.5 or less;
- h) in the eighth phase, registration is open to fourth-year students with the average grade of 2.5 or less;
- i) in the ninth phase, registration is open to students in any other year of study.

(2) For the purposes of registration for the published diploma theses topics, a phase means a time period of fifteen minutes.

(3) For the purposes of registration for the published diploma theses topics, an average grade means the average result under Article 8 (13) of the Code of Study and Examination obtained over the whole study in the master's programme. In the Student Information System, this average grade is indicated in the module "Exam results" as the total average. This average grade is rounded to hundredths.

#### Article 6

##### **Assignment and Confirmation of a Registered Diploma Thesis Topic**

(1) A published topic is assigned to a student as soon as the Faculty coordinator for registration and publication of theses ("Faculty Coordinator") has confirmed its registration.

(2) After the registration process for published topics has been closed, the Faculty Coordinator confirms to the student the published topic that the student registered for in the Student Information System.

(3) A department may not refuse a student who has registered in the Student Information System for a topic which the department had published. A thesis advisor for the topic in question may not refuse such student either.

#### Section 3

##### **Own (Individual) Topics**

#### Article 7

##### **Application for a Student's Own (Individual) Topic of Diploma Thesis**

(1) A student's own (individual) diploma thesis topic may be assigned to a student upon the student's application at any time during the academic year.

(2) A student submits an application for his own (individual) topic to the department which is most relevant to the topic in question; where this is not the case, the head of department need not approve the application.

(3) At any one time, a student may have submitted one application for his own (individual) topic only. The student may submit a new application only after the previous application has been dismissed.

#### Article 8

##### **Approval of a Student's Own (Individual) Topic of Diploma Thesis**

(1) A student's own (individual) diploma thesis topic is subject to approval by the head of department.

(2) If the head of department has approved the application for a student's own (individual) diploma thesis topic, the department to which the student had applied will ensure that this topic is entered in the Student Information System and that the student is assigned to this topic.

(3) A student's own (individual) topic is assigned to a student at the moment when the diploma assignment is made available in the Student Information System.

## Section 4

### **Diploma Assignment**

#### Article 9

- (1) Once a diploma thesis topic has been assigned to a student, the Faculty instructs the student via diploma assignment to prepare a diploma thesis on an assigned topic.
- (2) The content of the diploma assignment is governed by the Rules of Study<sup>2</sup>.
- (3) The diploma assignment is made available to the student in the Student Information System within 30 days of the approval of the application.
- (4) A model diploma assignment is set out in Appendix 1 to this directive.

#### TITLE II

### **Assignment of Rigorosum Theses**

*(Under Article 3 of the Rigorosum Examination Code)*

#### Article 10

- (1) The title (topic) of a rigorosum thesis may be assigned only upon the applicant's request.
- (2) The application for the assignment of a rigorosum thesis title (topic) is part of the application for the state rigorosum examination.
- (3) The title (topic) of a rigorosum thesis is assigned at the moment when the applicant's application for the state rigorosum examination was approved.

#### TITLE III

### **Assignment of Dissertations**

*(Under Article 10 of the Code of Study and Examination and Article 73 of the Rules of Study)*

#### Article 11

- (1) The dissertation topic is proposed by the student.
- (2) The dissertation topic is set out by the student in the project of the envisaged dissertation, which is attached to the student's application for doctoral study.
- (3) The topic is assigned once the subject-area board confirms it in the student's draft individual curriculum.

#### PART III

### **Elements of Theses**

#### TITLE I

### **Elements of a Diploma Thesis**

*(Under Article 43 of the Rules of Study)*

#### Article 12

### **Length of a Diploma Thesis**

The length of a diploma thesis is prescribed in the Rules of Study<sup>3</sup>.

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<sup>2</sup> Article 42 (1) of the Rules of Study.

<sup>3</sup> Article 43 (1) of the Rules of Study

## Article 13

### **Formal Elements and Subdivision of a Diploma Thesis**

(1) Formal elements of a diploma thesis are prescribed in the Rules of Study<sup>4</sup>.

(2) The individual elements of a diploma thesis are arranged in the following order:

- a) a cover page;
- b) a statement<sup>5</sup>;
- c) an acknowledgement (if any);
- d) a table of contents;
- e) actual text (an introduction, individual parts, and a conclusion);
- f) a list of abbreviations (where appropriate);
- g) a list of references;
- h) a list of appendices and the appendices (where appropriate);
- i) where appropriate, the title of the diploma thesis in the language of the thesis, an abstract in the language of the thesis, and three key words in the language of the thesis;
- j) the title of the thesis in Czech, an abstract in Czech, and three key words in Czech;
- k) the title of the diploma thesis in English, an abstract in English, and three key words in English;

(3) The template of a diploma thesis is attached to this directive as Appendix 2. If the thesis has been drafted in a language other than Czech, the student will use the template and instead of the Czech text, he will use the language in which the thesis has been drafted; in any case, the thesis must contain a title, an abstract, and three key words in Czech and in English.

## TITLE II

### **Elements of a Rigorous Thesis**

*(Under Article 4 of the Rules of the State Rigorous Examination)*

## Article 14

### **Length of a Rigorous Thesis**

The length of a rigorous thesis is prescribed in the Rules of the State Rigorous Examination<sup>6</sup>.

## Article 15

### **Formal Elements and Subdivision of a Rigorous Thesis**

(1) Formal elements of a rigorous thesis are prescribed in the Rules of the State Rigorous Examination<sup>7</sup>.

(2) The individual elements of a rigorous thesis are arranged in the following order:

- a) a cover page;
- b) a statement<sup>8</sup>;
- c) an acknowledgement (if any);
- d) a table of contents;
- e) actual text (an introduction, individual parts, and a conclusion);

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<sup>4</sup> Article 43 (2) to (4) of the Rules of Study.

<sup>5</sup> Article 43 (2) (c) and (d) and Article 43 (3) of the Rules of Study.

<sup>6</sup> Article 4 (1) of the Rules of the State Rigorous Examination

<sup>7</sup> Article 4 (2) to (4) of the State Rigorous Examination.

<sup>8</sup> Article 4 (2) (c) and (d) and Article 43 (3) of the State Rigorous Examination.

- f) a list of abbreviations (where appropriate);
- g) a list of references;
- h) where appropriate, the title of the rigorosum thesis in the language of the thesis, an abstract in the language of the thesis, and three key words in the language of the thesis;
- i) the title of the rigorosum thesis in Czech, an abstract in Czech, and three key words in Czech;
- j) the title of the rigorosum thesis in English, an abstract in English, and three key words in English.

(3) The template of a rigorosum thesis is attached to this directive as Appendix 3. If the rigorosum thesis has been drafted in a language other than Czech, the student will use the template and instead of the Czech text, he will use the language in which the thesis has been drafted; in any case, the thesis must contain a title, an abstract, and three key words in Czech and in English.

### TITLE III

#### **Elements of a Dissertation**

*(Under Article 74 of the Rules of Study)*

#### Article 16

#### **Length of a Dissertation**

The length of a dissertation is prescribed in the Rules of the Study<sup>9</sup>.

#### Article 17

#### **Formal Elements and Subdivision of a Dissertation**

(1) Formal elements of a dissertation are prescribed in the Rules of the Study<sup>10</sup>.

(2) The individual elements of a dissertation are arranged in the following order:

- a) a cover page;
- b) a statement<sup>11</sup>;
- c) an acknowledgement (if any);
- d) a table of contents;
- e) actual text (an introduction, individual parts, and a conclusion);
- f) a list of abbreviations (where appropriate);
- g) a list of references;
- h) a list of appendices and the appendices (where appropriate);
- i) where appropriate, the title of the dissertation in the language of the dissertation, an abstract in the language of the dissertation, and three key words in the language of the dissertation;
- j) the title of the dissertation in Czech, an abstract in Czech, and three key words in Czech;
- k) the title of the dissertation in English, an abstract in English, and three key words in English.

(3) The template of a dissertation is attached to this directive as Appendix 4. If the dissertation has been drafted in a language other than Czech, the student will use the template and instead of the Czech text, he will use the language in which the dissertation has been drafted; in any case, the dissertation must contain a title, an abstract, and three key words in Czech and in English.

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<sup>9</sup> Article 74 (1) of the Rules of Study.

<sup>10</sup> Article 74 (2) to (4) of the Rules of Study.

<sup>11</sup> Article 74 (2) (c) and (d) and Article 43 (3) of the Rules of Study.

TITLE IV  
**Formatting Requirements for Theses**

Article 18

**Format of a Thesis**

- (1) The default line spacing is 1.5.
- (2) From the introduction to conclusion, Arabic numerals should be used for page numbering, starting with 1.

Article 19

**Printed Version of the Thesis**

A thesis may be printed single-sided or double-sided.

Article 20

**References in Theses**

- (1) The standard ČSN ISO 690 is used for references in theses, in particular the running notes.
- (2) If the diploma thesis advisor, the competent academic staff member for a rigorosum thesis, or the supervisor for a dissertation agree, it is possible to use the so-called Harvard referencing style (using the author-date approach), or the numbered references.
- (3) Paragraphs 1 and 2 do not apply with respect to legislation, as long as the legislation is cited in a usual manner by referring to the collection or journal where the legislation was published.
- (4) Paragraphs 1 and 2 do not apply with respect to court decisions (case law), as long as the court decisions are cited in a usual manner by referring to the collection or journal where the court decisions were published, or by using the file number or the reference number and the designation of the court which issued the decision.

PART IV

**Submission of Theses**

TITLE I

**Submission of a Diploma Thesis**  
*(Under Article 44 of the Rules of Study)*

Article 21

**Submission of a Diploma Thesis in Paper Form**

- (1) All three copies of a diploma thesis in paper form must be bound.
- (2) The statement in the diploma thesis in paper form must contain the student's original signature.
- (3) The diploma thesis in paper form is submitted to the secretary office of the department which assigned the topic of the diploma thesis.
- (4) The department notes the date on which the student submitted the diploma thesis in paper form as the submission date of the diploma thesis in paper form, and enters this date in the Student Information System.

Article 22

**Submission of a Diploma Thesis in Electronic Form**

The submission of a diploma thesis in electronic form is governed by the applicable Rector's directive<sup>12</sup>.

TITLE II

**Submission of a Rigorosum Thesis**

*(Under Article 5 of the Rules of the State Rigorosum Examination)*

Article 23

**Submission of a Rigorosum Thesis in Paper Form**

- (1) All three copies of a rigorosum thesis in paper form must be bound.
- (2) The statement in the rigorosum thesis in paper form must contain the student's original signature.
- (3) The rigorosum thesis in paper form is submitted to the secretary office of the department to which domain of the rigorosum thesis is related.
- (4) The department notes the date on which the applicant submitted the rigorosum thesis in paper form as the submission date of the rigorosum thesis in paper form, and enters this date in the Student Information System.

Article 24

**Submission of a Rigorosum Thesis in Electronic Form**

The submission of a rigorosum thesis in electronic form is governed by the applicable Rector's directive<sup>13</sup>.

TITLE III

**Submission of a Dissertation**

*(Under Article 78 of the Rules of Study)*

Article 25

**Submission of a Dissertation in Paper Form**

- (1) All five copies of a dissertation in paper form must be bound.
- (2) The statement in the dissertation in paper form must contain the student's original signature.
- (3) The dissertation in paper form is submitted to the Student Registry.
- (4) The Student Registry notes the date on which the student submitted the dissertation in paper form as the submission date of the dissertation in paper form, and enters this date in the Student Information System.

Article 26

**Submission of a Dissertation in Electronic Form**

The submission of a dissertation in electronic form is governed by the applicable Rector's directive<sup>14</sup>.

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<sup>12</sup> Rector's Directive No. 72/2017 – Access to the Electronic Database of Theses.

<sup>13</sup> Rector's Directive No. 72/2017 – Access to the Electronic Database of Theses

<sup>14</sup> Rector's Directive No. 72/2017 – Access to the Electronic Database of Theses



TITLE IV  
**Common Provisions**

Article 27

**Order in Which Specific Forms of Theses are Submitted**

A thesis is submitted in electronic form first and then in paper form.

Article 28

**Amendments to a Submitted Thesis**

After the submission of a thesis and until the thesis has been closed, the student or applicant may only amend the thesis in electronic form by adding a file containing typographic and other similar minor corrections in the thesis (errata).

PART V

**Reports and Opinions**

TITLE I

**Report on a Diploma Thesis**

*(Under Article 46 of the Rules of Study)*

Article 29

**Model Report on a Diploma Thesis**

(1) The content of a diploma thesis advisor's report is set out in the model diploma thesis advisor's report, attached as Appendix 5 to this directive.

(2) The content of a reviewer's report is set out in the model reviewer's report, attached as Appendix 6 to this directive.

Article 30

**Submission of Reports**

The thesis advisor and the reviewer submit the reports in electronic form in the Student Information System in accordance with the applicable Rector's directive<sup>15</sup>.

Article 31

repealed

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<sup>15</sup> Rector's Directive No. 72/2017 – Access to the Electronic Database of Theses

TITLE II  
**Reports and Opinions on a Rigorosum Thesis**  
*(Under Article 8 of the Rules of the State Rigorosum Examination)*

Article 32

**Model Report and Opinion on a Rigorosum Thesis**

(1) The content of the reviewer's report on a rigorosum thesis is set out in the model reviewer's report, attached as Appendix 7 to this directive.

(2) The content of the competent academic staff member's opinion on a rigorosum thesis is set out in the model competent academic staff member's opinion, attached as Appendix 8 to this directive.

Article 33

**Submission of Reports and Opinions**

The reviewer and the competent academic staff member submit the report or opinion in electronic form in the Student Information System in accordance with the applicable Rector's directive<sup>16</sup>.

Article 34

repealed

TITLE III  
**Report on a Dissertation**  
*(Under Article 82 of the Rules of Study)*

Article 35

**Model Report on a Dissertation**

(1) The content of a reviewer's report on a dissertation is set out in the model reviewer's report, attached as Appendix 9 to this directive.

(2) The content of the supervisor's report on a dissertation is set out in the model supervisor's report, attached as Appendix 10 to this directive.

Article 36

**Submission of Reports**

The reviewers and the dissertation supervisor submit the reports in electronic form in the Student Information System in accordance with the applicable Rector's directive<sup>17</sup>.

Article 37

repealed

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<sup>16</sup> Rector's Directive No. 72/2017 – Access to the Electronic Database of Theses

<sup>17</sup> Rector's Directive No. 72/2017 – Access to the Electronic Database of Theses

TITLE IV  
**Common Provision**

Article 38

A report or an opinion on a thesis are deemed to have been delivered to the student or applicant once they have been uploaded in the Student Information System.

PART V

**Publication of Theses**

*(Under Article 12 of the Code of Study and Examination of Charles University, Article 7 of the Rigorosum Examination Code of Charles University, Article 9 of the Rector's Directive No. 72/2017 - Access to the Electronic Database of Theses, Articles 47 and 86 of the Rules of Study, Article 9 of the Rules of the State Rigorosum Examination)*

TITLE I  
**Closure of a Thesis**

Article 39

repealed

Article 40

**The Time of Closure of a Thesis**

(1) A thesis is closed once the record of the thesis is finalised in accordance with the applicable Rector's directive<sup>18</sup>.

(2) The department or the Student Registry finalise the record of the thesis within 14 days of the date of the defence of the thesis at the latest.

Article 41

repealed

Article 42

repealed

Article 43

repealed

Article 44

repealed

Article 45

repealed

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<sup>18</sup> Article 4 (7) of Rector's directive No. 72/2017 – Access to the Electronic Database of Theses.

## **Access to Theses before Their Closure**

### Article 46

Theses are made accessible to the public in the Student Information System not later than five working days before the date of the defence of the thesis.

### TITLE III

## **Access to Theses after Their Closure**

### Article 47

repealed

### Article 48

## **Access to Theses**

- (1) Access to theses after their closure is governed by the applicable Rector's directive<sup>19</sup>.
- (2) Theses are published automatically upon the expiry of a period of 21 calendar days following the date of the defence of the thesis.
- (3) The advisor, in the case of diploma theses, the competent academic staff member or the head of the respective department if no competent academic staff member has been assigned, in the case of a rigorosum thesis, or the supervisor, in the case of a dissertation, may apply for extension of the period for publication under paragraph 2 by up to three years. The application is lodged in the Student Information System not later than 10 calendar days following the date of the defence of the thesis.
- (4) The application for the extension of the period for publication under paragraph 3 is considered by the respective Vice-Dean. The Student Registry enters the result of the consideration in the Student Information System.

## PART VII

### **Recognition of a Diploma Thesis and a Dissertation as a Rigorosum Thesis**

*(Under Article 8 (1) and (2) of the Rigorosum Examination Code)*

### Article 49

#### **Recognition of a Diploma Thesis as a Rigorosum Thesis**

- (1) An applicant applies for the recognition of a diploma thesis as a rigorosum thesis through his application for the state rigorosum examination.
- (2) If the applicant is applying for the recognition of a diploma thesis defended at the Faculty, the applicant submits the thesis in electronic form and one bound copy of the thesis in paper form; other diploma theses are subject to the same rules which apply to the submission of rigorosum theses.
- (3) The board of examiners may recognise a diploma thesis as a rigorosum thesis under the following circumstances:
  - a) if the topic of the diploma thesis falls within the domain covered by the state rigorosum examination;
  - b) if the grade obtained for the defence of the diploma thesis was "excellent" ("výborně");
  - c) if the length of the actual text of the diploma thesis, including footnotes, is at least 180,000 characters including spaces;
  - d) if no additions have been made to the diploma thesis after the defence;

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<sup>19</sup> Rector's directive No. 72/2017 – Access to the Electronic Database of Theses.

- e) if the content of the diploma thesis is not outdated;
- f) if the content and treatment of the diploma thesis show the applicant's ability to work independently and creatively within the domain covered by the state rigorosum examination; and
- g) if a significant part of the diploma thesis has been published as a scholarly book or as a peer-reviewed article, or if the diploma thesis has been awarded a prize for an outstanding diploma thesis or student work by a public higher education institution or other renowned academic institution.

(4) In his report, the reviewer indicates whether or not the conditions under paragraph 3 have been satisfied, and recommends or does not recommend the diploma thesis for recognition. The content of such report is set out in the model reviewer's report, attached as Appendix 7a to this directive. The Dean does not designate the competent academic staff member.

(5) The board of examiners decides, without the applicant being present, whether or not the diploma thesis will be recognised as a rigorosum thesis. If the board of examiners recognises the diploma thesis as a rigorosum thesis, the rigorosum examination is held not later than one month following the recognition. If the board of examiners does not recognise the diploma thesis as a rigorosum thesis, the procedure leading to the state rigorosum examination terminates.

## Article 50

### **Recognition of a Dissertation as a Rigorosum Thesis**

(1) The applicant may apply in his application for the state rigorosum examination:

- a) only for the recognition of a dissertation as a rigorosum thesis, or
- b) for the recognition of a dissertation as a rigorosum thesis as well as for the recognition of the state doctoral examination as the oral examination which is part of the state rigorosum examination.

(2) If the applicant is applying for the recognition of a dissertation defended at the Faculty, the applicant submits the dissertation in electronic form and one bound copy of the dissertation in paper form; other dissertations are subject to the same rules which apply to the submission of rigorosum theses.

(3) The board of examiners may recognise a dissertation as a rigorosum thesis under the following circumstances:

- a) if the topic of the dissertation falls within the domain covered by the state rigorosum examination;
- b) if the grade obtained for the defence of the dissertation was "pass" ("prospěl/a");
- c) if the length of the actual text of the dissertation, including footnotes, is at least 180,000 characters including spaces;
- d) if no additions have been made to dissertation after the defence;
- e) if the content of the dissertation is not outdated; and
- f) if the content and treatment of the dissertation show the applicant's ability to work independently and creatively within the domain covered by the state rigorosum examination.

(4) In his report, the reviewer indicates whether or not the conditions under paragraph 3 have been satisfied, and recommends or does not recommend the dissertation for recognition. The content of such report is set out in the model reviewer's report, attached as Appendix 7a to this directive. The Dean does not designate the competent academic staff member.

(5) Where paragraph 1 (a) applies, the board of examiners decides, without the applicant being present, whether or not the dissertation will be recognised as a rigorosum thesis. If the board of examiners recognises the dissertation as a rigorosum thesis, the state rigorosum examination is held not later than one month after the recognition. If the board of examiners

does not recognise the dissertation as a rigorosum thesis, the procedure leading to the state rigorosum examination terminates.

(6) Where paragraph 1 (b) applies, the board of examiners decides, without the applicant being present, whether or not the dissertation will be recognised as a rigorosum thesis. If the board of examiners does not recognise the dissertation thesis as a rigorosum thesis, the procedure leading to the state rigorosum examination terminates. If the board of examiners recognises the dissertation as a rigorosum thesis, it decides, without the applicant being present, whether the state doctoral examination will be recognised as the oral examination which is part of the state rigorosum examination. If the board of examiners recognises the state doctoral examination as the oral examination, the state rigorosum examination is held not later than one month after the recognition.

## PART VIII

### **Competence of Individual Units and the Faculty Coordinator**

#### Article 51

##### **Departments**

(1) A department

- a) publishes topics of diploma theses;
- b) enters and confirms in the Student Information System students' own (individual) topics of diploma theses;
- c) makes the diploma assignment available in the Student Information System;
- d) takes over the submitted diploma and rigorosum theses in paper form and enters the dates of their submission;
- e) finalises the record of the diploma thesis in accordance with the applicable Rector's directive.

(2) The head of department can delegate to one or more workers of the department the activities which are, in accordance with this directive, within the competence of the department.

(3) In this directive, a department also means an institute and a centre provided they deal with theses. In such case, the head of department in this directive also means the director of an institute and the head of a centre.

#### Article 52

##### **Student Registry**

(1) The Student Registry

- a) accepts the dissertations submitted in paper form and enters the dates of their submission;
- b) finalises the record of the rigorosum thesis or dissertation in accordance with the applicable Rector's directive,
- c) enters the result of the consideration of the application for the extension of the period for publication of the thesis in the Student Information System.

(2) The head of the Student Registry delegates to one or more workers of the Student Registry the activities which are, in accordance with this directive, within the competence of the Student Registry.

#### Article 53

repealed

## Article 54

### **Faculty Coordinator**

- (1) The Dean appoints the Faculty Coordinator.
- (2) The Faculty Coordinator is not a contact person for students, except as provided in paragraph 3 (c).
- (3) The Faculty Coordinator
  - a) communicates with the Computer Science Centre of Charles University about the registration of theses;
  - b) organises the assignment of theses in the Student Information System at the Faculty;
  - c) communicates with students about different formatting of appendices in their theses and approves the different formatting;
  - d) organises and supervises the Faculty's activities concerning theses;
  - e) collects comments and observations concerning the registration and publication of theses from the Faculty units and from the Faculty management, and after the evaluation thereof it transmits them to the Computer Science Centre of Charles University;
  - f) informs the Faculty management of the current status of registration and availability of theses;
  - g) collectively confirms for the students the assignment of thesis topics in the Student Information System.
- (4) The competence of the Faculty Coordinator may be divided among several persons. However, only one person may be given the responsibility to communicate with the Computer Science Centre of Charles University.

## PART IX

### **Transitional and Final Provisions**

## Article 55

### **Transitional Provisions**

- (1) This directive does not apply to theses which had been submitted before this directive became effective.
- (2) The Faculty Coordinator appointed in accordance with Dean's Directive No. 12/2014 before this directive became effective, is regarded as the Faculty Coordinator appointed in accordance with this directive.

## Article 56

### **Repeal**

The following acts  
are hereby  
repealed:

1. Dean's directive No. 12/2014 Stipulating the Details for Theses, and the Assignment, Submission, and Publication Thereof;
2. Dean's guidelines No. 1/2002 to Implement Article VII of the Rules of the State Rigorous Examination at the Faculty of Law;
3. Dean's guidelines No. 2/2002 to Implement Article VII of the Rules of the State Rigorous Examination at the Faculty of Law.

## Article 57

### **Effect**

This directive becomes effective on 1 January 2018.

.....  
Prof. JUDr. Jan Kuklík, DrSc.

Dean



Third amendment to Dean's Directive No. 17/2017  
Full version after the third amendment – effective from 1 June 2021

**Appendix No. 1 to Dean's Directive No. .../2017 – Diploma Assignment**

**Higher Education Institution:** Charles University  
**Department:**

**Faculty:** Faculty of Law

**Diploma Assignment – Assignment of a Diploma Thesis**

For: name, address, e-mail, telephone (where appropriate)

I confirm that the head of department .....accepted the topic of your diploma thesis:

**Topic title**

The thesis advisor is:

Within 60 days of the delivery of this diploma assignment, come to your thesis advisor for your first consultation. At the consultation, present in particular the specific focus of your thesis, an outline and a list of references.

**Date of thesis assignment:**

**Further information:** The requirements for preparing and defending diploma theses are stipulated in Section 46 (3) of the Higher Education Act (Act No. 111/1998 Sb., as amended), in the Code of Study and Examination of Charles University (Article 9), in Articles 40 to 47 of the Rules of Study at the Faculty of Law of Charles University, and in Dean's Directive No. .../2017.

---

Head of a department

In Prague on:

Third amendment to Dean's Directive No. 17/2017  
Full version after the third amendment – effective from 1 June 2021

**Appendix 2 to Dean's Directive No. .../2017 – Diploma Thesis Template**

**CHARLES UNIVERSITY**

**Faculty of Law**

**[Student's name]**

**[Title of diploma thesis]**

**[Subtitle, if any]**

Diploma thesis

Thesis advisor: [Prof. JUDr. YYYY XXX, DrSc.]

Department: [xxxx]

Date of thesis (closure of manuscript): [dd. mm. yyyy]

I declare that I wrote the submitted diploma thesis independently and that all the sources were duly stated and that the thesis has not been used to attain another or the same degree.

Furthermore, I declare that the actual text of the thesis, including footnotes, has ..... characters including spaces.

[Signature]

Student

In Prague on:

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| 2.2. Chapter .....   |  |
| 2.3. Chapter .....   |  |
| 3. Part .....  |  |
| 3.1. Chapter .....   |  |
| 3.2. Chapter .....   |  |
| 3.2.1. Point .....   |  |
| 3.2.2. Point .....   |  |
| 3.2.3. Point .....   |  |
| 4. Part .....  |  |
| 4.1. Chapter .....   |  |
| 4.2. Chapter .....   |  |
| Conclusion.....  |  |
| (A list of abbreviations /if any/).....  |  |
| A list of references.....  |  |
| (A list of appendices/if any/).....  |  |
| (Appendix No. ... /if any/).....   |  |
| (Appendix No. ... /if any/).....   |  |
| (Title of the diploma thesis in the language of the thesis, abstract in the language of the thesis,<br>and 3 key words in the language of the thesis /if<br>any/)..... |  |
| Title of the diploma thesis in Czech, abstract in Czech,<br>and 3 key words in Czech.....  |  |
| Title of the diploma thesis in English, abstract in English,<br>and 3 key words in English.....  |  |







## **A list of references**

### **1. A list of literature**

ARROWSMITH, Sue. *The law of public and utilities procurement: regulation in the EU and UK. Volume 1* 3rd ed. London: Sweet & Maxwell, 2014, 345 pages. ISBN 978-0-421-9669-1

FUNK, Vilém. *Finanční věda se zvláštním zřetelem k československému zákonodárství finančnímu: základy universitních přednášek. [Financial Science with a Special Focus on the Czechoslovak Financial Legislation: Basic Elements of University Lectures] Part 1.* 3rd edition. Praha: Věšhrad, 1929. 356 pages.

PEKOVÁ, Jitka. *Veřejné finance: úvod do problematiky. [Public Finances: Introduction]* 2nd amended edition. Praha: Wolters Kluwer, 2014, 453 pages. ISBN 80-86395-19-7.

ŠOUŠA, Jiří. *Daně a poplatky v 19. století a za Československé republiky v letech 1918-1938. [Taxes and Charges in the 19th Century and during the Czechoslovak Republic from 1918 to 1938]* In: STARÝ, Marek et al. *Dějiny daní a poplatků. [History of Taxes and Charges]* Praha: Havlíček Brain Team, 2009, pp. 124-133. ISBN 978-80-87109-15-1.

### **2. A list of internet sources**

Měnová statistika ČNB za prosinec 2016 [*Monetary Statistics of the Czech National Bank for December 2016*]. In Cnb.cz [online]. [Accessed 16 April 2017]. Available at: [http://www.cnb.cz/cnb/STAT.ARADY\\_PKG.VYSTUP?p\\_p](http://www.cnb.cz/cnb/STAT.ARADY_PKG.VYSTUP?p_p).

### **3. A list of legislation**

Act No. 280/2009 Sb., the Tax Code, as amended

### **4. A list of court decisions**

Judgement of the Constitutional Court of 12 December 2012, file no. Pl. ÚS 3/08,

Judgement of the Supreme Administrative Court of 14 July 2005, ref. no. 2 Afs

24/2005-44, Judgement of the Supreme Administrative Court no. 689/2005 Sb. NSS.

### **5. A list of other sources**

Zápis z jednání Koordinačního výboru Hospodářské komory [*Minutes of meeting of the Coordination Committee in the Chamber of Commerce*] of 15 July 2015.

Personal consultation with Professor Novák on 14 November 2017.







Third amendment to Dean's Directive No. 17/2017  
Full version after the third amendment – effective from 1 June 2021

**Appendix 3 to Dean's Directive No. .../2017 – Rigorosum Thesis Template**

**CHARLES UNIVERSITY**

**Faculty of Law**

**[Applicant's name]**

**[Title of rigorosum thesis]**

**[Subtitle, if any]**

Rigorosum thesis

(where appropriate, competent academic staff member: [Prof. JUDr. YYYY XXX, DrSc.]

Domain: [xxxx]

Date of thesis (closure of manuscript): [dd. mm. yyyy]

I declare that I wrote the submitted rigorosum thesis independently and that all the sources were duly stated and that the thesis has not been used to attain another or the same degree.

Furthermore, I declare that the actual text of the thesis, including footnotes, has ..... characters including spaces.

[Signature]

Applicant

In Prague on:

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| 3. Part .....  |  |
| 3.1. Chapter .....   |  |
| 3.2. Chapter .....   |  |
| 3.2.1. Point .....   |  |
| 3.2.2. Point .....   |  |
| 3.2.3. Point .....   |  |
| 4. Part .....  |  |
| 4.1. Chapter .....   |  |
| 4.2. Chapter .....   |  |
| Conclusion.....  |  |
| (A list of abbreviations /if any/).....  |  |
| A list of references.....  |  |
| (A list of appendices/if any/).....  |  |
| (Appendix No. ... /if any/).....   |  |
| (Appendix No. ... /if any/).....   |  |
| (Title of the rigorosum thesis in the language of the thesis, abstract in the language of the thesis,<br>and 3 key words in the language of the thesis /if<br>any/)..... |  |
| Title of the rigorosum thesis in Czech, abstract in Czech,<br>and 3 key words in Czech.....  |  |
| Title of the rigorosum thesis in English, abstract in English,<br>and 3 key words in English.....  |  |





## **A list of references**

### **1. A list of literature**

ARROWSMITH, Sue. *The law of public and utilities procurement: regulation in the EU and UK. Volume 1* 3rd ed. London: Sweet & Maxwell, 2014, 345 pages. ISBN 978-0-421-9669-1

FUNK, Vilém. *Finanční věda se zvláštním zřetelem k československému zákonodárství finančnímu: základy universitních přednášek. [Financial Science with a Special Focus on the Czechoslovak Financial Legislation: Basic Elements of University Lectures] Part 1.* 3rd edition. Praha: Všehrad, 1929. 356 pages.

PEKOVÁ, Jitka. *Veřejné finance: úvod do problematiky. [Public Finances: Introduction]* 2nd amended edition. Praha: Wolters Kluwer, 2014, 453 pages. ISBN 80-86395-19-7.

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### **2. A list of internet sources**

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### **4. A list of court decisions**

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24/2005-44, Judgement of the Supreme Administrative Court no. 689/2005 Sb. NSS.

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Zápis z jednání Koordinačního výboru Hospodářské komory [*Minutes of meeting of the Coordination Committee in the Chamber of Commerce*] of 15 July 2015.

Personal consultation with Professor Novák on 14 November 2017.







Third amendment to Dean's Directive  
Full version after the third amendment – effective from 1 June 2021

**Appendix 4 to Dean's Directive No. .../2017 – Dissertation Template**

**CHARLES UNIVERSITY**

**Faculty of Law**

**[Student's name]**

**[Title of dissertation]**

**[Subtitle, if any]**

Dissertation

Supervisor [Prof. JUDr. YYYY XXX, DrSc.]

(Consultant, if any: [Prof. JUDr. YYYY XXX, DrSc.]

Programme of study: [xxxx]

Date of dissertation (closure of manuscript): [dd. mm. yyyy]

I declare that I wrote the submitted dissertation independently and that all the sources were duly stated and that the dissertation has not been used to attain another or the same degree.

Furthermore, I declare that the actual text of the dissertation, including footnotes, has ..... characters including spaces.

[Signature]

Student

In Prague on:

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| 2.2. Chapter .....   |  |
| 2.3. Chapter .....   |  |
| 3. Part .....  |  |
| 3.1. Chapter .....   |  |
| 3.2. Chapter .....   |  |
| 3.2.1. Point .....   |  |
| 3.2.2. Point .....   |  |
| 3.2.3. Point .....   |  |
| 4. Part .....  |  |
| 4.1. Chapter .....   |  |
| 4.2. Chapter .....   |  |
| Conclusion.....  |  |
| (A list of abbreviations /if any/).....  |  |
| A list of references.....  |  |
| (A list of appendices/if any/).....  |  |
| (Appendix No. ... /if any/).....   |  |
| (Appendix No. ... /if any/).....   |  |
| (Title of the dissertation in the language of the dissertation, abstract in the language of the dissertation, and 3 key words in the language of the thesis /if any/)..... |  |
| Title of the dissertation in Czech, abstract in Czech, and 3 key words in Czech.....   |  |
| Title of the dissertation in English, abstract in English, and 3 key words in English.....   |  |





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ARROWSMITH, Sue. *The law of public and utilities procurement: regulation in the EU and UK. Volume 1* 3rd ed. London: Sweet & Maxwell, 2014, 345 pages. ISBN 978-0-421-9669-1

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ŠOUŠA, Jiří. *Daně a poplatky v 19. století a za Československé republiky v letech 1918-1938. [Taxes and Charges in the 19th Century and during the Czechoslovak Republic from 1918 to 1938]* In: STARÝ, Marek et al. *Dějiny daní a poplatků. [History of Taxes and Charges]* Praha: Havlíček Brain Team, 2009, pp. 124-133. ISBN 978-80-87109-15-1.

### **2. A list of internet sources**

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### **3. A list of legislation**

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24/2005-44, Judgement of the Supreme Administrative Court no. 689/2005 Sb. NSS.

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Personal consultation with Professor Novák on 14 November 2017.





**[Title of dissertation in English]**

**Abstract**

The length of abstract in English is at least 1,800 characters including spaces. text text  
text  
text  
text  
text text

text  
text  
text  
text text

**Key words: [3 key words in English]**

**Appendix 5 to Dean's Directive No. 17/2017 – Diploma Thesis Advisor's Report**

**THESIS ADVISOR'S REPORT**

|                       |  |
|-----------------------|--|
| Student's name:       |  |
| Diploma thesis topic: |  |
| Length of thesis:     |  |
| Submission date:      |  |

- 1. Relevance (novelty) of the topic**
- 2. Demands of the topic on the student's theoretical knowledge, the input data, the treatment of the data, and methods used**
- 3. Formal and systematic subdivision of the thesis**
- 4. Opinion on the thesis**
- 5. Evaluation criteria**

|   |  |
|---|--|
| Achievement of thesis aims  |  |
| Student's ability to work independently, including comments on plagiarism |  |
| Logical structure of thesis   |  |
| Use of references (foreign sources), including citations                  |  |
| Depth of analysis (with respect to the topic)                             |  |
| Formal lay-out (text, charts, tables)                                     |  |
| Language and stylistic standard   |  |

**6. Comments and questions to be raised during defence**

|  |  |
|--|--|
| <b>Recommended / not recommended for defence</b> |  |
| <b>Proposed grade</b>                            |  |

In Prague on: \_

\_\_\_\_\_  
diploma thesis advisor

**Appendix 6 to Dean's Directive No. 17/2017 – Reviewer's Report on Diploma Thesis**

**REVIEWER'S REPORT**

|                       |  |
|-----------------------|--|
| Student's name:       |  |
| Diploma thesis topic: |  |
| Length of thesis:     |  |
| Submission date:      |  |

- 1. Relevance (novelty) of the topic**
- 2. Demands of the topic on the student's theoretical knowledge, the input data, the treatment of the data, and methods used**
- 3. Formal and systematic subdivision of the thesis**
- 4. Opinion on the thesis**
- 5. Evaluation criteria**

|   |  |
|---|--|
| Achievement of thesis aims  |  |
| Student's ability to work independently, including comments on plagiarism |  |
| Logical structure of thesis   |  |
| Use of references (foreign sources), including citations                  |  |
| Depth of analysis (with respect to the topic)                             |  |
| Formal lay-out (text, charts, tables)                                     |  |
| Language and stylistic standard   |  |

**6. Comments and questions to be raised during defence**

|  |  |
|--|--|
| <b>Recommended / not recommended for defence</b> |  |
| <b>Proposed grade</b>                            |  |

In Prague on: \_

\_\_\_\_\_  
reviewer

**Appendix 7 to Dean's Directive No. 17/2017 – Reviewer's Report on Rigorous Thesis**

**REVIEWER'S REPORT**

|                        |  |
|------------------------|--|
| Applicant's name:      |  |
| Rigorous thesis topic: |  |
| Length of thesis:      |  |
| Submission date:       |  |

- 1. Relevance (novelty) of the topic**
- 2. Demands of the topic on the applicant's theoretical knowledge, the input data, the treatment of the data, and methods used**
- 3. Formal and systematic subdivision of the thesis**
- 4. Opinion on the thesis**
- 5. Evaluation criteria**

|   |  |
|---|--|
| Achievement of thesis aims  |  |
| Applicant's ability to work independently, including comments on plagiarism |  |
| Logical structure of thesis   |  |
| Use of references (foreign sources), including citations                    |  |
| Depth of analysis (with respect to the topic)                               |  |
| Formal lay-out (text, charts, tables)                                       |  |
| Language and stylistic standard   |  |

**6. Comments and questions to be raised during defence**

|  |  |
|--|--|
| <b>Recommended / not recommended for defence</b> |  |
|--|--|

In Prague on: \_

\_\_\_\_\_  
reviewer

**Appendix 7a to Dean's Directive No. 17/2017 – Reviewer's Report on Rigorosum Thesis for Recognition of Diploma Thesis Or Dissertation As Rigorosum Thesis**

**REVIEWER'S REPORT**

|                         |  |
|-------------------------|--|
| Applicant's name:       |  |
| Rigorosum thesis topic: |  |
| Length of thesis:       |  |

With regard to the fact that the applicant has applied for recognition of a diploma thesis / dissertation as a rigorosum thesis, the reviewer states in his report whether the conditions under Article 49 (3) / Article 50 (3) of Dean's Directive No. 17/2017 Concerning Thesis have been satisfied.

- 1. Topic of the diploma thesis in relation to the domain covered by the state rigorosum examination:**
- 2. Grade for diploma thesis**
- 3. Length of the actual text of the diploma thesis**
- 4. Additions**
- 5. Outdatedness of diploma thesis**
- 6. Applicant's ability to work independently and creatively within the domain covered by the state rigorosum examination**
- 7. Publication of a significant part of the diploma as a scholarly book or as a peer-reviewed article, or award of a prize for an outstanding diploma thesis or student work by a public higher education institution or other renowned academic institution**

|  |  |
|--|--|
| <b>Recommended / not recommended for recognition</b> |  |
|--|--|

In Prague on: \_

\_\_\_\_\_  
reviewer

**Appendix 8 to Dean's Directive 17/2017 – Opinion of Competent Academic Staff Member**

**OPINION OF COMPETENT ACADEMIC STAFF MEMBER**

|                         |  |
|-------------------------|--|
| Applicant's name:       |  |
| Rigorosum thesis topic: |  |
| Length of thesis:       |  |
| Submission date:        |  |

- 1. Relevance (novelty) of the topic**
- 2. Demands of the topic on the applicant's theoretical knowledge, the input data, the treatment of the data, and methods used**
- 3. Formal and systematic subdivision of the thesis**
- 4. Opinion on the thesis as to whether the envisaged aim of the rigorosum thesis has been appropriately addressed**
- 5. Evaluation criteria**

|   |  |
|---|--|
| Achievement of thesis aims  |  |
| Student's ability to work independently, including comments on plagiarism |  |
| Logical structure of thesis   |  |
| Use of references (foreign sources), including citations                  |  |
| Depth of analysis (with respect to the topic)                             |  |
| Formal lay-out (text, charts, tables)                                     |  |
| Language and stylistic standard   |  |

- 6. Comments and questions to be raised during defence**

In Prague on: \_

\_\_\_\_\_  
competent academic staff member

**Appendix 9 to Dean's Directive No. 17/2017 – Reviewer's Report on Dissertation**

**REVIEWER'S REPORT**

|                         |  |
|-------------------------|--|
| Student's name:         |  |
| Dissertation topic:     |  |
| Length of dissertation: |  |
| Submission date:        |  |

- 1. Relevance (novelty) of the topic**
- 2. Demands of the topic on the student's theoretical knowledge, the input data, the treatment of the data, and methods used**
- 3. Formal and systematic subdivision of the dissertation**
- 4. Opinion on the dissertation**
- 5. Evaluation criteria**

|   |  |
|---|--|
| Achievement of dissertation aims  |  |
| Student's ability to work independently, including comments on plagiarism |  |
| Logical structure of dissertation   |  |
| Use of references (foreign sources), including citations                  |  |
| Depth of analysis (with respect to the topic)                             |  |
| Formal lay-out (text, charts, tables)                                     |  |
| Language and stylistic standard   |  |

**6. Comments and questions to be raised during defence**

|  |   |
|--|---|
| <b>Recommended / not recommended for defence</b> | I recommend / do not recommend the dissertation for defence before the competent board for the defence of the dissertation. |
|--|---|

In Prague on: \_

\_\_\_\_\_  
reviewer



**Appendix 10 to Dean's Directive No. 17/2017 – Supervisor's Report**

**SUPERVISOR'S REPORT**

|                         |  |
|-------------------------|--|
| Student's name:         |  |
| Dissertation topic:     |  |
| Length of dissertation: |  |
| Submission date:        |  |

- 1. Relevance (novelty) of the topic**
- 2. Demands of the topic on the student's theoretical knowledge, the input data, the treatment of the data, and methods used**
- 3. Formal and systematic subdivision of the dissertation**
- 4. Opinion on the dissertation as to whether the envisaged aim of the dissertation has been appropriately addressed**
- 5. Evaluation criteria**

|   |  |
|---|--|
| Achievement of dissertation aims  |  |
| Student's ability to work independently, including comments on plagiarism |  |
| Logical structure of dissertation   |  |
| Use of references (foreign sources), including citations                  |  |
| Depth of analysis (with respect to the topic)                             |  |
| Formal lay-out (text, charts, tables)                                     |  |
| Language and stylistic standard   |  |

**6. Comments and questions to be raised during defence**

|  |   |
|--|---|
| <b>Recommended / not recommended for defence</b> | I recommend / do not recommend the dissertation for defence before the competent board for the defence of the dissertation. |
|--|---|

In Prague on: \_

\_\_\_\_\_  
supervisor