

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

### **Concerning Theses**

*In order to implement the Code of Study and Examination of Charles University (the "Code of Study and Examination"), the Rules of Study at the Faculty of Law of Charles University (the "Rules of Study"), the Rigorosum Examination Code of Charles University (the "Rigorosum Examination Code"), and the Rules of the State Rigorosum Examination at the Faculty of Law of Charles University (the "Rules of the State Rigorosum 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 measure:*

#### **PART I**

##### **Introductory Provisions**

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

- (1) This Dean's measure regulates the details concerning theses at the Faculty of Law of Charles University (the "Faculty").
- (2) A thesis means:
  - a) a diploma thesis under Article 40 et seq. of the Rules of Study;
  - b) a rigorosum thesis under Article 3 et seq. of the Rules of the State Rigorosum Examination;
  - c) a dissertation under Article 73 et seq. of the Rules of Study.\*

#### **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**

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\* 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.

## **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.

### 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 the same topic several times if the department wishes to enable the same topic to be assigned to several students; such topics may have the same thesis advisor or different thesis advisors.
- (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 will start on the second Monday of November at 8 pm of a given academic year, and will be closed at midnight from the third Monday to Tuesday of November of the same academic year.

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

- (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 the fifth year students (or higher) with the average grade of 1.5 or less;
  - b) in the second phase, registration is open to the fifth year students (or higher) with the average grade of 2.0 or less;
  - c) in the third phase, registration is open to the fifth year students (or higher) with the average grade of 2.5 or less;
  - d) in the fourth phase, registration is open to the fifth year students (or higher) with the average grade of above 2.5;
  - e) in the fifth phase, registration is open to the fourth year students with the average grade of 1.5 or less;
  - f) in the sixth phase, registration is open to the fourth year students with the average grade of 2.0 or less;
  - g) in the seventh phase, registration is open to the fourth year students with the average grade of 2.5 or less;
  - h) in the eighth phase, registration is open to the fourth year students with the average grade of above 2.5;
  - i) in the ninth phase, registration is open to the 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 ten 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 has confirmed its registration.
- (2) After the registration process for published topics has been closed, the Faculty coordinator for registration and publication of theses (the "Faculty Coordinator") confirms to the

student in the Student Information System the published topic which the student has registered for.

- (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 and the Dean or, where appropriate, the competent Vice-Dean.
- (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) The Dean or, where appropriate, the competent Vice-Dean, approves the application for a student's own (individual) diploma thesis topic by signing the diploma assignment.
- (4) A student's own (individual) topic is assigned to a student at the moment when the student was instructed via diploma assignment to prepare a diploma thesis. If an individual topic has been approved by the Dean or, where appropriate, by the competent Vice-Dean, the department will confirm in the Student Information System that the diploma thesis topic has been assigned.

- (5) If an individual topic has not been approved by the Dean or, where appropriate, by the competent Vice-Dean, the department to which the student had applied will ensure that this topic is deleted from 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 student will collect the diploma assignment in person at the department where the topic has been assigned. The department is required to prepare a printed and signed diploma assignment within 30 days of the assignment of the topic.
- (4) The model of a diploma assignment is set out in Appendix 1 to this measure.

#### 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 an applicant's request.
- (2) The application for assignment of a rigorosum thesis title (topic) is part of an 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.

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

- (2) The dissertation topic is set out by the student in the project of the envisaged dissertation which is attached to the student's doctoral application.
- (3) The topic is assigned once the supervisor has confirmed it in the draft of the student's 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>.

##### 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);

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

<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.

- i) where appropriate, the title of the 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 thesis in English, an abstract in English, and three key words in English;
- (3) The template of a diploma thesis is attached to this measure as Appendix No. 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 Rigorosum Thesis**

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

#### Article 14

### **Length of a Rigorosum Thesis**

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

#### Article 15

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

- (1) Formal elements of a rigorosum thesis are prescribed in the Rules of the State Rigorosum Examination<sup>7</sup>.
- (2) The individual elements of a rigorosum 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>6</sup> Article 4 (1) of the Rules of the State Rigorosum Examination.

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

<sup>8</sup> Article 4 (2) (c) and (d) and Article 4 (3) of the Rules of the State Rigorosum 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 thesis in Czech, an abstract in Czech, and three key words in Czech;
  - j) the title of the thesis in English, an abstract in English, and three key words in English.
- (3) The template of a rigorosum thesis is attached to this measure as Appendix No. 3. If the rigorosum thesis has been drafted in a language other than Czech, the applicant 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 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);

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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 74 (3) of the Rules of Study.



- 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 measure as Appendix No. 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 thesis has been drafted; in any case, the dissertation must contain a title, an abstract, and three key words in Czech and in English.

#### 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. At least one copy of the diploma thesis must be bound otherwise than comb-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 measure<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. At least one copy of the rigorosum thesis must be bound otherwise than comb-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 Student Registry.
- (4) The Student Registry 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 measure<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 four copies of a dissertation in paper form must be bound. At least one copy of the dissertation must be in hard cover.

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<sup>12</sup> Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.

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

- (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 measure<sup>14</sup>.

#### 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

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<sup>14</sup> Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.

### **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 No. 5 to this measure.
- (2) The content of a reviewer's report is set out in the model reviewer's report, attached as Appendix No. 6 to this measure.

#### Article 30

### **Submission of Reports in Paper Form**

- (1) The thesis advisor and reviewer submit their reports in paper form in two copies, with their original signatures, to the secretary office of the department which assigned the topic of the diploma thesis.
- (2) The student receives one copy of the report no later than at the defence of the diploma thesis, the second copy is deposited in the records of the state final examination.

#### Article 31

### **Submission of Report in Electronic Form**

The submission of the report on a diploma thesis in electronic form is governed by the applicable Rector's measure<sup>15</sup>.

#### TITLE II

### **Reviewer's Report and Opinion on a Rigorosum Thesis**

*(Under Article 8 of the Rules of the State Rigorosum Examination)*

#### Article 32

### **Model Reviewer's 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 No. 7 to this measure.
- (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 No. 8 to this measure.

#### Article 33

### **Submission of the Report and Opinion in Paper Form**

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<sup>15</sup> Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.

- (1) The reviewer of a rigorosum thesis and the competent academic staff member submit their report or opinion in paper form in two copies, with their original signatures, to the Student Registry, usually via the secretary office of the relevant department.
- (2) The applicant receives one copy of the report no later than at the defence of the rigorosum thesis, the second copy is deposited in the records of the state rigorosum examination.

#### Article 34

### **Submission of the Report and Opinion in Electronic Form**

The submission of the report and opinion on a rigorosum thesis in electronic form is governed by the applicable Rector's measure<sup>16</sup>.

#### 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 the reviewer's report on a dissertation is set out in the model reviewer's report, attached as Appendix No. 9 to this measure.
- (2) The content of the supervisor's report on a dissertation is set out in the model supervisor's report, attached as Appendix No. 10 to this measure.

#### Article 36

### **Submission of the Reports in Paper Form**

- (1) The reviewers of a dissertation and the supervisor of a dissertation submit their reports in paper form in two copies, with their original signatures, to the chair of the board for the defence of the dissertation via the Student Registry or secretary office of the relevant department.
- (2) The student receives one copy of the report no later than at the defence of the dissertation, the second copy is deposited in the records.

#### Article 37

### **Submission of the Reports in Electronic Form**

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<sup>16</sup> Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.

The submission of the reports on a dissertation in electronic form is governed by the applicable Rector's measure<sup>17</sup>.

#### 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 VI

##### **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 measure No. 13/2017 - 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

##### **Closure of a Thesis in Paper Form**

- (1) A thesis in paper form is closed once it has been transmitted by the department or Student Registry to the Faculty library.
- (2) The department transmits to the Faculty library a copy of the diploma thesis which is bound otherwise than comb-bound. The Student Registry transmits to the Faculty library a copy of the rigorosum thesis which is bound otherwise than comb-bound, and a copy of the dissertation which is in hard cover.
- (3) The department or the Student Registry may not transmit the thesis to the Faculty library before the time limit has expired for making the thesis available in paper form.

##### Article 40

##### **Closure of a Thesis in Electronic Form**

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<sup>17</sup> Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.

A thesis in electronic form is closed once the record concerning a thesis became finalised in accordance with the applicable Rector's measure<sup>18</sup>.

## TITLE II

### **Access to Theses in Paper Form before Closure**

#### Article 41

##### **Access to Diploma Theses**

- (1) A diploma thesis in paper form submitted for defence is available to the public for inspection at the secretary office of the department to which it had been submitted, from at least five working days before the defence until ten working days after the defence; however, this time-limit may not end before the diploma thesis has been made available in the electronic database of theses.
- (2) The department announces in the publicly accessible part of the Faculty website that a diploma thesis in paper form has become available.

#### Article 42

##### **Access to Rigorosum Theses and Dissertations**

- (1) A rigorosum thesis or dissertation in paper form submitted for defence is available to the public for inspection at the Student Registry, from at least five working days before the defence until ten working days after the defence; however, this time-limit may not end before the rigorosum thesis or dissertation has been made available in the electronic database of theses.
- (2) The Student Registry announces in the publicly accessible part of the Faculty website that a rigorosum thesis or a dissertation in paper form have become available.

#### Article 43

##### **Written Transcripts, Copies, and Reproductions**

- (1) Written transcripts and copies from a thesis in paper form which has been submitted for defence can be made in person during office hours at the secretary office of the relevant department or at the Student Registry.
- (2) Reproductions of a thesis in paper form which has been submitted for defence can be made during office hours via the competent worker at the secretary office of the relevant department or the Student Registry in the IT unit's printing centre.

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<sup>18</sup> Article 4 (7) of the Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.



- (3) Among other things, a reproduction under paragraphs 1 or 2 means the printout of the electronic form of a thesis made in the IT unit's printing centre.

Article 44

**Cost of Written Transcripts, Copies, and Reproductions**

- (1) Written transcripts and copies from a thesis in paper form which has been submitted for defence can be made free of charge.
- (2) Reproductions of a thesis in paper form which has been submitted for defence can be made at a cost indicated in the printing price list of the IT unit's printing centre.

Article 45

**Advice before Inspection**

Before allowing an inspection of a thesis in paper form, a worker at the secretary office of the department or the Student Registry advises the applicant of the fact that the information thus acquired may not be used to make profit or to be passed off as academic, scientific or other work of a person other than the author himself.

TITLE III

**Access to Theses in Electronic Form before Their Closure**

Article 46

Access to theses in electronic form before their closure is governed by the applicable Rector's measure<sup>19</sup>.

TITLE IV

**Access to Theses after Their Closure**

Article 47

**Access to Theses in Paper Form**

- (1) The Faculty library adds the transmitted thesis in paper form to the library stock and adds any necessary library details.
- (2) The Faculty library provides access to the thesis in paper form for five years from its transmission date.

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<sup>19</sup> Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.

- (3) Written transcripts, copies, or reproductions of theses in paper form which are available in the Faculty library can be made under the conditions and in the manner stipulated in the library rules of the Faculty library<sup>20</sup>.
- (4) Before allowing an inspection of a thesis in paper form, a library worker advises the applicant of the fact that the information thus acquired may not be used to make profit or to be passed off as academic, scientific or other work of a person other than the author himself.

#### Article 48

#### **Access to Theses in Electronic Form**

Access to theses in electronic form after their closure is governed by the applicable Rector's measure<sup>21</sup>.

#### 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. In such case, the Dean does not designate a competent academic staff member and no defence of the rigorosum thesis is held.
- (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 copy of the thesis in paper form bound otherwise than comb-bound; 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”);

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<sup>20</sup> Dean's measure No. 13/2016 issuing the Library Rules for the Faculty of Law, Charles University.

<sup>21</sup> Rector's measure No. 13/2017 – Access to the Electronic Database of Theses.

- 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 thesis after the defence;
  - e) if the content of the diploma thesis is not outdated; and
  - 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.
- (4) In his report, the reviewer indicates whether or not the conditions under paragraph 3 have been satisfied.
- (5) If the board of examiners does not recognise the diploma thesis as a rigorosum thesis, no oral examination is held, and the thesis may not be amended to repeat the recognition procedure.

#### Article 50

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

- (1) An applicant applies for the recognition of a dissertation as a rigorosum thesis through his application for the state rigorosum examination. In such case, the Dean does not designate a competent academic staff member and no defence of the rigorosum thesis is held.
- (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 copy of the dissertation in paper form bound otherwise than comb-bound; 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 the 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.
- (5) If the board of examiners does not recognise the dissertation as a rigorosum thesis, no oral examination is held, and the dissertation may not be amended to repeat the recognition procedure.
- (6) The first sentence of paragraph 1 applies by analogy to an application for the recognition of the state doctoral examination as an oral examination which is part of the state rigorosum examination.

## 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) transmits a diploma assignment to a student;
  - d) takes over the submitted diploma theses in paper form and enters the submission dates thereof;
  - e) closes the diploma theses in paper form;
  - f) transmits to the Faculty library the copies of diploma theses bound otherwise than comb-bound;
  - g) ensures and announces the availability of a diploma thesis in paper form;
  - h) before allowing an inspection of a diploma thesis in paper form, it advises the applicant of the fact that the information thus acquired may not be used to make profit or to be passed off as academic, scientific or other work of a person other than the author himself.

- (2) The head of department can delegate to one or more workers of the department the activities which are, in accordance with this measure, within the competence of the department.
- (3) In this measure, a department also means an institute and a centre provided they deal with theses. In such case, the head of department in this measure also means the director of an institute and the head of a centre.

## **Article 52**

### (1) The Student Registry

- a) takes over the submitted rigorosum theses and dissertations in paper form and enters the submission dates thereof;
  - b) closes the rigorosum theses and dissertations in paper form;
  - c) transmits to the Faculty library the copies of rigorosum theses bound otherwise than comb-bound and dissertations in hard cover;
  - d) ensures and announces the availability of a rigorosum thesis and dissertation in paper form;
  - e) before allowing an inspection of a rigorosum thesis in paper form and a dissertation in paper form, it advises the applicant of the fact that the information thus acquired may not be used to make profit or to be passed off as academic, scientific or other work of a person other than the author himself.
- (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 measure, within the competence of the Student Registry.

## **Article 53**

### **Faculty Library**

#### (1) The Faculty Library

- a) adds the transmitted thesis in paper form to the library stock and adds any necessary library details;
- b) provides access to the thesis in paper form;
- c) before allowing an inspection of a thesis in paper form, it advises the applicant of the fact that the information thus acquired may not be used to make profit or to be

passed off as academic, scientific or other work of a person other than the author himself.

- (2) The head of the Faculty library delegates to one or more workers of the Faculty library the activities which are, in accordance with this measure, within the competence of the Faculty library.

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

Article 56

**Repeal**

The following acts are hereby repealed:

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

Article 57

**Effect**

This measure becomes effective on 1 January 2018.

.....

Professor JUDr. Jan Kuklík, DrSc.

Dean

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

**Higher Education Institution:** Charles University

**Faculty:** Faculty of Law

**Department:**

**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, please 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 s. 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 the Dean's measure No...../2017.

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Head of Department

---

Dean

In Prague on



# **CHARLES UNIVERSITY**

## **Faculty of Law**

**[Name of student]**

**[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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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, and 3 key words in the language of the thesis /if any/)	
.....	
Title of the diploma thesis in Czech, abstract in Czech, and 3 key words in Czech	
.....	
Title of the diploma thesis in English, abstract in English, 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 Finacial Legislation: Basic Elements of University Lectures] Part I.* 3rd edition. Praha: Všehrd, 1929. 356 pages.

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Judgment 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.







# **CHARLES UNIVERSITY**

## **Faculty of Law**

**[Name of applicant]**

**[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

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4. Part .....	
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Conclusion.....	
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A list of references.....	
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(Appendix No. ... /if any/).....	
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Personal consultation with Professor Novák on 14 November 2017.



**[Title of thesis in Czech]**

**Abstract**

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

text  
text  
text  
text text

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



# **CHARLES UNIVERSITY**

## **Faculty of Law**

**[Name of student]**

**[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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### 15. A list of other sources

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Personal consultation with Professor Novák on 14 November 2017.





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

**THESIS ADVISOR'S REPORT**

Name of student:	
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 No. 6 to the Dean's measure No.../2017 – Reviewer's Report on Diploma Thesis**

**REVIEWER'S REPORT**

Name of student:	
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 No. 7 to the Dean's measure No.../2017 – Reviewer's Report on Rigorosum Thesis**

**REVIEWER'S REPORT**

Name of applicant:	
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**
- 5. Evaluation criteria**

Achievement of thesis aims	
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 No. 8 to the Dean's measure No.../2017 – Opinion of Competent Academic Staff Member**

**OPINION OF COMPETENT ACADEMIC STAFF MEMBER**

Name of applicant:	
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	
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 No. 9 to the Dean's measure No.../2017 – Reviewer's Report on Dissertation**

**REVIEWER'S REPORT**

Name of student:	
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	
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 No. 10 to the Dean's measure No.../2017 – Supervisor's Report**

**SUPERVISOR'S REPORT**

Name of student:	
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	
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