



## Submission of a dissertation and its publication Guidelines

Faculty of law » Ph.D. in English » Submission of a dissertation and its publication Guidelines

Elements of a dissertation are stipulated in the Rules of Study at the Faculty of Law of Charles University and in Dean's Measure N. 17/2017 regulating final theses. The format of a dissertation must follow the sample format in Appendix N. 4 to this Dean's Measure.

- An application for the defence of a dissertation is submitted by the student in the doctoral programme of study in writing to the Dean through the Student Registry not earlier than after he or she has passed the state doctoral examination.
- Before the student submits a hard copy of the dissertation to the Student Registry he or she must upload in the Student Information System (a) the whole dissertation as a file in PDF/A-1 format - the electronic version of the dissertation must be identical with the hard-copy version; and (b) abstracts in two languages.
- The written application for the defence is to be complemented with the following documents:
  - (a) the latest version of the professional curriculum vitae signed by the student;
  - (b) 5 bound copies of the dissertation of which at least one is a hard-copy;
  - (c) a minimum of 10 copies of the detailed summary of the dissertation;
  - (d) the list of all published and not published papers of the student, in particular peer-reviewed journal articles, chapters in monographs, presentations at workshops, conferences and other academic and scientific events as they are listed in the SIS and recorded in OBD; the list is to be acknowledged by the supervisor.
    - o The student visibly marks titles of papers – published or accepted for publication – where partial outcomes of the dissertation have been included (such outcomes should be recorded in OBD). In case the partial outcomes of the dissertation have been accepted for publication, but not been published yet, the student is to submit an acknowledgment of intended publishing issued by a respective publishing house. This rule applies to the publishing of a dissertation as a whole.
    - o A dissertation whose partial outcomes have not been published may not be admitted for defence:
      - The Higher Education Act in its section 47 (4) stipulates that a dissertation must contain original outcomes of research or theoretical work or outcomes accepted for publication. Therefore a dissertation whose partial outcomes have not been published as a book, chapter(s) in a book, journal article or an article in proceedings may not be accepted for defence. Thus the published and to-be-published outcomes must be visibly marked in the list of publication of a doctoral student applying for the defence. Alternatively and especially, should a dissertation be intended for publication as a whole in the form of a monograph the anticipated publisher is to issue an acknowledgment of the intention to publish the dissertation; the acknowledgment will contain the name of the doctoral student, title of the dissertation submitted for defence, the title of the planned publication if it differs from the title of the dissertation, stamp and signature of the publishing house.
- The detailed summary of the dissertation is composed of:
  - a) a summary of the dissertation in the language of dissertation; the extent should be a maximum of 36000 characters including gaps and the content should include the objective of dissertation, its content, outcomes, characteristics of the original solutions and references and bibliography;
  - b) a brief summary of the dissertation in English.