



DEAN'S DIRECTIVE NO. 3/2019

**RULES FOR EDITING, SUBMISSION AND
PUBLICATION OF FINAL THESES AT
THE FACULTY OF CHEMISTRY**

Supplement to the BUT DIRECTIVE No. 72/2017
Editing, submission and publication of final theses

Validity: 1 September 2019
Responsible for the factual aspect: Dean of FCH BUT
Effectiveness: 1 September 2019
Binding: FCH BUT
Issued by: Dean of FCH BUT
Number of pages: 3

Approval of AS FCH BUT

On 26 June 2019, the Academic Senate of the Faculty of Chemistry, Brno University of Technology, approved the following version of the Rules for editing, submission and publication of final theses at the Faculty of Chemistry (hereinafter referred to as the "Rules").

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On Article 1
Introductory provisions

1. The Rules for editing, submission and publication of final theses at the Faculty of Chemistry, Brno University of Technology (hereinafter referred to as "FCH") are an internal standard of FCH according to Article 16(1) of the Directive No. 72/2017 on editing, submission and publication of final theses and contain details for the implementation of the provisions specified in the BUT Directive No. 72/2027.

On Article 3
Assignment and selection of thesis topics

2. The deadlines for electronic registration of students for the bachelor's and master's thesis assignments are set annually in the Dean's decision concerning the timetable for the current academic year. Registration for thesis and dissertation assignments can be made continuously throughout the year.

On Article 4
Submission of the electronic form of the final thesis

1. The data volume of the electronic form of the thesis must not exceed 10 MB.
2. The deadlines for the submission of the electronic form of the bachelor's and master's thesis are set annually in the Dean's decision concerning the timetable for the current academic year. The dissertation can be submitted continuously throughout the year.

On Article 5
Submission of the paper form of the final thesis

1. The deadlines for the submission of the paper version of the bachelor's and master's thesis are set annually in the Dean's decision concerning the timetable for the current academic year. The student shall submit the paper form of the thesis at the same time as the electronic form.
2. Attachments must be submitted by the student as part of the thesis in paper form, if the nature of the attachments allows it.
3. In the case of bachelor's and master's theses, the student will produce and have two compulsory documentary forms of the final thesis printed in the laboratory of printing processes of FCH BUT and will insert the assignment of the thesis into both of them, bearing all signatures. The student submits these two paper forms to the secretariat of the respective institute.
The student will make and have four mandatory paper forms of the dissertation, and four paper forms of the dissertation thesis printed in the laboratory of printing processes of the FCH BUT, while the paper form of the dissertation will contain the thesis assignment with all signatures. The student will submit these compulsory copies to the Department study, research and international relations at FCH BUT.

On Article 6
Preparation of evaluations and reports

2. The supervisor of the thesis, when evaluating the final thesis in the bachelor's or master's programme, will comment in particular on:
 - a) the quality of the processing of the results,
 - b) the interpretation of the results, their discussion,
 - c) the conclusions of the work and their formulation,
 - d) the use of consultation in solving the thesis,

- e) the overall approach to solving the tasks,
- f) meeting the requirements of the assignment,
- g) studying and elaborating the literature,
- h) the use of knowledge from the literature.

During the preparation of the final thesis review, the opponent, both in the bachelor's and in the master's programmes, will comment in particular on:

- a) meeting the requirements of the brief,
- b) the logical structure of the work,
- c) the quality of the processing of the results,
- d) interpretation of the results, their discussion,
- e) use of literature and its citation,
- (f) the level of language processing,
- g) the formal level of the thesis – overall impression,
- h) the conclusions of the thesis and their formulation.

The supervisor's evaluation and the opinion of the opponent of the bachelor's and master's thesis include the evaluation of all parts a) to h) and the overall evaluation according to the ECTS grading scale, where the overall evaluation with grade F means not recommending the thesis for defence. The evaluation and the report also contain an overall verbal evaluation of the thesis by the supervisor or the opponent. Additional questions from the opponent are a usual part of the evaluation.

In the review of the doctoral student's supervisor the dissertation, the supervisor will express in particular:

- a) whether the dissertation has fulfilled the stated aim,
- b) the overall contribution of the doctoral candidate to the results included in the thesis,
- c) the doctoral student's overall approach to their studies; and
- d) finally, assess whether or not the student has demonstrated creative ability in the given area of research, whether or not the thesis meets the standard requirements for dissertations in the given field, and whether or not the thesis is recommended for defence.

The supervisor's evaluation includes a verbal evaluation of all the above-mentioned parts and an overall evaluation of the work.

The structure and requirements of dissertation opponents' reports are set out in Article 46 paragraph 4 of the BUT Study and examination rules. In the opinion, the opponent shall express in particular:

- a) the topicality of the dissertation topic,
- b) whether the dissertation has met its stated aim,
- c) the process of solving the problem and the results of the dissertation, indicating the specific contribution of the doctoral candidate,
- d) its relevance to practice or the development of the discipline,
- e) the formality of the dissertation and the level of its language,
- f) whether the dissertation fulfils the conditions referred to in Article 47(4) of the Act,
- g) whether or not the student has demonstrated creative ability in the field of research and whether or not the thesis meets the standard requirements for dissertations in the field. Without this conclusion, the assessment is invalid.

The report of the dissertation reviewer includes a verbal evaluation of all the above-mentioned parts and an overall evaluation of the thesis. Additional questions from the reviewer are a usual part of the report.

On Article 7
Publication of the thesis before the defence

2. The making of extracts, copies and reproductions is charged at an amount determined by a decision of the Dean.

On Article 9
Publication of final theses after defence

3. One copy of the paper form of the bachelor's thesis, diploma thesis and dissertation and the paper form of the dissertation thesis is stored for archiving in the Campus Library of the FCH BUT.

On Article 15
Requirements and arrangement of the textual part of the thesis

1. The dissertation must contain a section that allows the opponent to evaluate the specific contribution of the doctoral student to the results included in the dissertation and their significance for the practice or development of the scientific field.

On Article 17
Transitional and final provisions

1. These Rules were approved by the Academic Senate of FCH BUT on 26 June 2019.
2. These Rules come into force on 1 September 2019.
3. These Rules shall take effect on the date of their entry into force.

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doc. Ing. Pavel Diviš, Ph.D.
Chair of AS FCH

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prof. Ing. Martin Weiter, Ph.D.
Dean FCH VUT