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rektorka / rector

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## **Decree of the Rector No. 2/2023,**

**which regulates the rules for the creation and uniform format of the written parts of Bachelor's theses, Master's theses and doctoral dissertations at the Academy of Performing Arts in Prague (AMU)**

*The Rector of the Academy of Performing Arts in Prague, pursuant to Article 5(8) of the AMU Statutes, in accordance with Section 10(1) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments to Other Acts (hereinafter the "Higher Education Act" or the "Act"), as amended, and further to Article 28(3) in connection with Articles 5(2) and 6(2) of the AMU Attendance and Examination Regulations, hereby sets these*

**Rules for the Creation and Uniform Format of the Written Parts of Bachelor's Theses, Master's Theses and Doctoral Dissertations at AMU:**

**Article 1  
Introductory Provisions**

- (1) This Decree regulates the rules for the creation and uniform format of the written parts of Bachelor's theses, Master's theses and doctoral dissertations at AMU (the written part of a Bachelor's thesis, Master's thesis or doctoral dissertation, hereinafter collectively "qualifying work" or "thesis"). The elaboration of the qualifying work is part of the study plan and is generally accounted for through the allocation of credits.
- (2) Bachelor's programmes of study are duly completed with the state final examination, which includes the oral defence of the Bachelor's thesis and generally a graduate performance. In a Bachelor's thesis, the student shall demonstrate that he or she is capable of independently researching the assigned topic, conducting the necessary review of the secondary literature, and possibly also reflecting on his or her own creative activity, as the case may be.
- (3) Master's and continuing Master's programmes of study are duly completed with the state final examination, which includes the oral defence of the Master's thesis and generally a graduate performance. In a Master's thesis, the student demonstrates that he or she is capable of defining the topic, proposing and verifying a hypothesis, conducting the necessary review of the secondary literature, working with primary sources, and/or reflecting on his or her own creative activity, as the case may be.
- (4) Doctoral programmes of study are duly completed with the state doctoral examination and the public oral defence of the dissertation, and possibly also a graduate performance, as the case may be. The written doctoral dissertation is an independent work which is the result of scientific or artistic research based on the student's individual study plan. The written dissertation shall contain original and unpublished results or results which have been accepted for publication.

**Article 2  
Assignment of Qualifying Works**

- (1) The student shall have the right to propose the topic of his or her qualifying work. The student shall propose the topic of his or her qualifying work through AMU's electronic information system (hereinafter the "information system" or "KOS") and by agreement with the presumptive thesis supervisor. In the case of doctoral dissertations, the dissertation supervisor is the student's doctoral supervisor (hereinafter the "thesis supervisor" for purposes of this Decree). The student shall submit the printed and signed thesis proposal by a deadline set by the faculty calendar to the department or to the Department of Academic Affairs (Studijní oddělení), as the case may be.
- (2) The focus of the thesis topic must correspond to the student's programme of study. The thesis topic shall not necessarily be identical the thesis title; the thesis title may specify the topic in greater detail.
- (3) The assignment of the qualifying work shall be approved by the Dean in consideration of the student's proposal upon the recommendation of the department or subject council, as the case may be. The text of the thesis must correspond to the thesis topic, which clearly expresses the basic aim and focus of the thesis. The language of the thesis shall correspond to the language of accreditation of the programme of study; the Dean may, with the consent

of the department head or subject council chair, as the case may be, permit the student to submit the thesis in a different language.<sup>1</sup>

- (4) The assignment of the qualifying work shall contain:
  - a) the thesis topic in the form of an abstract
  - b) the thesis title in Czech and English
  - c) the thesis language
  - d) the name of the thesis supervisor
  - e) the names of the opponents (to be filled in subsequently pursuant to Article 7)
- (5) After its approval and on the basis of the appropriate form, the assignment of a Bachelor's or Master's thesis shall be entered by the department into KOS no later than three months prior to the thesis submission deadline. After its approval and on the basis of the appropriate form, the assignment of a doctoral dissertation shall be entered by the subject council into KOS no later than by the start of the last year of the standard period of studies.
- (6) It is possible to change the thesis title during the course of its elaboration with the consent of the thesis supervisor. A change of the thesis supervisor or thesis topic must be approved by the Dean pursuant to requirements set by the faculty.
- (7) In exceptional and justified cases, the Dean shall be entitled to decide on a change of thesis supervisor upon the recommendation of the department head, subject council chair or thesis supervisor, or on his or her own initiative even without the student's consent. The student shall be informed of such a decision without delay.

### **Article 3**

#### **General Principles of Qualifying Works**

- (1) The student shall be required to create the thesis personally, honestly and in observance of the rules set by AMU and the faculty. In particular, the student shall rigorously avoid all forms of plagiarism, including the repeated use of his or her own previous work without providing the requisite citation including its authorship (self-plagiarism), or any form of elaboration of a thesis on the student's behalf by a third party (contract cheating). Such conduct may be considered a disciplinary offence or a violation of the AMU Code of Ethics.
- (2) The student shall observe the rules of orthography, scholarly nomenclatures and clear stylistic expression. The text must not be needlessly overloaded with abbreviations. It is always necessary to provide an alphabetical list of abbreviations. The student shall carefully proofread the thesis for orthographic and substantive errors prior to submission.
- (3) Further to the assignment of the qualifying work, it is advisable to first outline its overall structure. The student shall designate the main chapters, sections, subsections and further subdivisions of the thesis, as the case may be, along with their hierarchical relationships and appellations.
- (4) The thesis title shall be apposite, unambiguous and succinct. The thesis title may specify the topic in greater detail, and it can be further refined as the work progresses with the help of a suitable subtitle.
- (5) The table of contents shall provide a list of all parts of the thesis (including annexes, indexes, list of works cited, etc.) and their page numbers.
- (6) The student shall explain the meanings of all concepts and terms used, unless they are commonplace in the field in question. If the thesis topic is specific, then it will also be necessary to provide basic information and contexts, unless it can be assumed that these are commonly known. In the introduction, the student shall explain the rationale and objectives of the thesis, and shall briefly comment on the contents of the individual chapters. In the case of

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<sup>1</sup> In the case of programmes of study realised in the Czech language, it is also possible to submit theses and the assessments of the thesis supervisor or opponent written in the Slovak language.

a Master's thesis or doctoral dissertation, the introduction shall also include an explanation of the methodology used.

- (7) In the conclusion, the student shall evaluate the achieved results, in particular with respect to fulfilment of the assigned objectives and to the student's own contribution, and possibly also a proposal for further investigation of the issue, as the case may be.
- (8) At the end of the process, the student shall elaborate an abstract of the thesis summarising its substantive contents – objectives, methods, results and conclusions. The abstract must be between 100 and 300 words in length and must be elaborated in Czech and English. If the thesis is elaborated in a different foreign language, then the abstract must be elaborated in that language as well.

#### **Article 4**

##### **Formal Requirements of Qualifying Works**

- (1) The minimum length of the student's own text in a written Bachelor's thesis is:
  - a) **20 standard pages** (36,000 characters including spaces and footnotes, excluding the list of works cited, abstract and any annexes) if it is supplemented with a graduate performance;
  - b) **40 standard pages** (72,000 characters including spaces and footnotes, excluding the list of works cited, abstract and any annexes) in other cases.
- (2) The minimum length of the student's own text in a written Master's thesis is:
  - a) **40 standard pages** (72,000 characters including spaces and footnotes, excluding the list of works cited, abstract and any annexes) if it is supplemented with a graduate performance;
  - b) **60 standard pages** (108,000 characters including spaces and footnotes, excluding the list of works cited, abstract and any annexes) in other cases.
- (3) The minimum length of the student's own text in a written doctoral dissertation is:
  - a) **80 standard pages** (144,000 characters including spaces and footnotes, excluding the list of works cited, abstract and any annexes) if it is supplemented with a graduate performance;
  - b) **120 standard pages** (216,000 characters including spaces and footnotes, excluding the list of works cited, abstract and any annexes) in other cases.
- (4) For the running text, 11-point Arial font (or 11-point Roboto font) shall be used. The line spacing shall be set to 1.5 lines. The font colour shall always be black. A standard page has 60 characters per line and 30 lines per page, i.e. 1,800 characters including spaces. Margins shall be set to 2 cm on the bottom, top and right sides; the left margin shall be set to 3 cm for the binding. The text is normally fully justified (i.e. aligned on both sides).
- (5) Chapters shall always begin on a new page. Chapter titles shall be formatted in boldface, always at least 3 points larger than the running text. It is essential to select a suitable and synoptic numbering method for the chapters, sections, subsections, etc., which must correspond to the structure of the thesis.
- (6) The introductory pages (front matter) shall not be numbered – see para. 1, points a) - h) of the following article. Continuous Arabic numbering of all other pages shall be inserted in the centre of the footer. The introductory pages (front matter – see para. 1, points a) - h) of the following article) shall not be counted toward the minimum length of the student's own text in the thesis.
- (7) Parts of the thesis which are cited word-for-word from the specialist and other works of other authors, the student's earlier works, or any other sources used (including the internet and other electronic media), must be clearly enclosed inside inverted commas (quotation marks). It is appropriate to always cite from the primary sources or originals. Specific methods of citation shall be obligatorily governed by the relevant norm, ČSN ISO 690 (010197).

- (8) For inserting notes which should not be in the main text (commentary and references to cited works or authors), the relevant feature of the word processor and 8-point font shall be used. The selected method shall be uniform throughout the thesis.
- (9) If not in the main text, annexes, examples in musical notation, pictures, photographs, diagrams, statistical annexes, and the like, shall be attached at the end of the work as continuously numbered annexes. References shall be made in the main text to their numbers. The origin of annexes must always be specified, unless they are the result of the student's own work.

## **Article 5**

### **Requisite Contents of Qualifying Works**

- (1) The requisite contents of Bachelor's and Master's theses are:
  - a) a title page containing the thesis title in the thesis language, the full names of AMU and of the faculty, the programme of study, possibly the specialisation or field, as the case may be, the names of the thesis supervisor and student, the academic title, and the month and year of submission of the thesis;
  - b) a translation of the title page into English, or Czech in the case of a thesis written in a foreign language;
  - c) the student's declaration on the originality of the thesis on a separate sheet of paper;
  - d) acknowledgements as a non-obligatory part of the thesis;
  - e) an abstract in Czech and English, and in another foreign language, as the case may be;
  - f) a table of contents;
  - g) a list of annexes;
  - h) a list of appellations and abbreviations;
  - i) an introduction, containing the objectives of the thesis and rationale for the research topic;
  - j) the text of the thesis, ordered according to chapters and sections, and possibly with sectional conclusions at the end of each chapter;
  - k) a conclusion, containing a summary of the results and their implications for the field, outlook for further research, etc.;
  - l) a list of works cited;
  - m) separately numbered annexes containing drawings, examples in musical notation, developmental diagrams, photographs and tables, if these could not be included in the main text and constitute part of the thesis;
  - n) as the case may be, a list of the student's own artistic works or documentation of the artwork or artistic performance which is the topic of the written part, together with the date and venue of the publication or performance.
- (2) The dissertation generally consists of the following parts:
  - a) a title page containing the thesis title, the full names of AMU and of the faculty, the programme of study and field, possibly the specialisation, the names of the thesis supervisor and student, the academic title, and the month and year of submission of the thesis;
  - b) a translation of the title page into English, or Czech in the case of a thesis written in a foreign language;
  - c) the student's declaration on the originality of the thesis on a separate sheet of paper;
  - d) acknowledgements as a non-obligatory part of the thesis;
  - e) an abstract in Czech and English, and in another foreign language, as the case may

- be;
  - f) a table of contents;
  - g) a list of annexes;
  - h) a list of appellations and abbreviations;
  - i) an introduction, containing the objectives of the dissertation and rationale for the research topic;
  - j) information about the current state of research in the selected area;
  - k) the theoretical and methodological bases of the work;
  - l) chapters devoted to the student's own research on the topic;
  - m) a conclusion, containing a summary of results and their implications for the field, outlook for further research;
  - n) a list of works cited;
  - o) separately numbered annexes containing drawings, examples in musical notation, developmental diagrams, photographs and tables, if these could not be included in the main text and constitute part of the thesis;
  - p) possibly a list of the student's own artistic works or documentation of the artwork or artistic performance which is the topic of the written part, together with the date and venue of the publication or performance.
- (3) Along with the dissertation, the student shall provide a syllabus (5-10 standard pages in length), which shall serve to inform other members of the scientific public of the dissertation's main results; a list of the student's published works during the course of his or her studies, including bibliographical citations and possibly also a list of the student's own artistic works including the date and venue of publication or performance, shall be provided as an annex to the syllabus.
- (4) The recommended format for submitted qualifying works including requisite contents pursuant to para. 1 or 2 is published on the faculty website and in KOS.

#### **Article 6 Submission of Qualifying Works**

- (1) The deadline for submitting qualifying works shall be stipulated by the Dean of the faculty in the faculty academic calendar. The deadline for submitting Bachelor's and Master's theses must be at least one month prior to the date of the oral defence. In the case of dissertations, the time interval between the submission and the oral defence of the dissertation shall be at least two months and at most six months. The student shall be required to submit the syllabus of the dissertation at least ten days prior to the set date of the oral defence.
- (2) Theses shall be submitted through the information system. The student shall upload the thesis in PDF format (without password protection or other software security instruments).
- (3) No later than at the time of submission, the student shall fill in the prescribed information about the thesis in KOS. These are as follows:
- a) a translation of the thesis title into English or another foreign language according to the thesis assignment;
  - b) an abstract of the thesis in Czech and English, and possibly also another foreign language according to the thesis assignment;
  - c) keywords.

After filling in the form and uploading the thesis, the student shall lock the form. Should the student need to correct any information subsequently, he or she must make a request at the department to make the form accessible.

- (4) The date of submission shall be the date on which the thesis is uploaded to the information system, the prescribed information is filled in pursuant to the previous paragraph, and the

student's confirmation is provided by means of the "Confirm submission" ("Potvrdit odevzdání") button.

- (5) If the student uses graphs, diagrams, photographs or other graphic elements or audio-visual files in his or her thesis, whether in the main text or as separate annexes, then these elements shall be connected to the other parts in such a way so as to create a single data file (PDF), if this is possible.
- (6) After the thesis is submitted, KOS will automatically generate the following:
  - a) a request for a final check of the thesis in the Theses.cz system, which serves as a national register of theses and a repository of scholarly papers for comparison of texts for the purpose of identifying plagiarism; information on the result of this check, including the option to download a protocol, is accessible in KOS to the student, to the thesis supervisor, to the opponents, to the department, and to the Department of Academic Affairs (Studijní oddělení) of the faculty.
  - b) notifications to the thesis supervisor and the opponent with an appeal to upload their assessments.
- (7) In addition, the student shall hand over to the department one printed and bound copy of the thesis as a supplemental for the needs of the opponent and the examination committee for the state final examination or doctoral examination, as the case may be. The manner of binding and other formal requirements of the printed version of the thesis shall be set by the Dean according to the programme of study.
- (8) The student shall be responsible for submitting the printed and electronic versions of the thesis, as well as for the correctness and completeness of the thesis files uploaded into the information system, and for their accord with the submitted printed version of the thesis.
- (9) By submitting the thesis, the student agrees to its publication in accordance with the Act and with AMU internal regulations and norms, regardless of the result of the oral defence.
- (10) After submitting the work, the student shall have the opportunity, within fifteen days after the oral defence, to submit to the faculty through the Department of Academic Affairs (Studijní oddělení) a file containing errata in the thesis (corrections to typographic and other minor errors). The faculty will then publish this file together with the thesis.
- (11) Regardless of the outcome of the oral defence, the department or subject council shall enter the date of the oral defence and thesis evaluation into the information system, and shall hand over to the relevant faculty library the printed version of the thesis.
- (12) The faculty library shall be responsible for publishing theses for which an oral defence took place. The department or subject council shall be responsible for the correctness and completeness of the information entered into the information system, including the result of the oral defence, and into the student's file, including a report of the course of the oral defence.

## **Article 7**

### **Supervisor and Opponents of Qualifying Works**

- (1) The supervisor of the qualifying work and its opponents shall be appointed by the Dean upon the recommendation of the department head or subject council chair, as the case may be. In the case of doctoral programmes of study, the supervisor of the qualifying work is always the student's programme supervisor. The opponent is appointed by the Dean no later than two months prior to the thesis submission deadline. In the case of doctoral dissertations, at least one of the opponents of the dissertation must not be an AMU academic staff member or an AMU employee.
- (2) The supervisor of the qualifying work may also be an expert who is not an AMU academic staff

- member. In the case of doctoral programmes of study, thesis supervisors (programme supervisors) may be professors, associate professors, subject to the approval of the artistic council also other holders of a Ph.D. degree and experts with commensurate artistic erudition.
- (3) The thesis supervisor may supervise at most ten theses at the same time in aggregate across both Bachelor's and Master's programmes, and at most five dissertations within the scope of doctoral programmes of study.
  - (4) The thesis supervisor shall be required to provide the student with continuous consultation on the thesis contents, and methodological support during the preparation of the thesis. The student shall be required to inform the thesis supervisor about his or her progress and to regularly consult emergent text with the supervisor, generally after its final version has been elaborated.
  - (5) The thesis supervisor and the opponent(s) shall elaborate written assessments of the thesis, which they shall be required to enter into the information system no later than 3 working days (or 7 working days in the case of doctoral programmes of study) prior to the date of the oral defence; if an assessment is made accessible only later, then the student shall have the right prior to the oral defence to request a new state examination date. The assessments shall be translated into the language of accreditation of the programme of study. The thesis supervisor and the opponent(s) shall submit to the department or to the subject council, as the case may be, one copy of the signed assessment in printed form to be included in the student's file. The formal requirements and requisite contents of the assessments of the thesis supervisor and the opponent are stipulated in Annexes d) and e) of this Decree.
  - (6) Written assessments of a Bachelor's or Master's thesis elaborated by the supervisor and opponent(s) must expressly state a grade (i.e. a letter grade), as well as whether they recommend or do not recommend the thesis for oral defence. If the supervisor does not recommend the thesis for oral defence, then the student cannot be permitted to defend it. A student who has not been permitted to defend his or her thesis, or has failed to defend the thesis, shall be given a grade of "F" by the examination committee.
  - (7) Written assessments elaborated by the supervisor and opponent(s) of a doctoral dissertation must expressly state whether they recommend or do not recommend the dissertation for oral defence. If the dissertation is not recommended for oral defence by a majority of the assessments elaborated by the supervisor and the opponents, then the student cannot be permitted to defend the dissertation and the oral defence shall be considered to have duly taken place and to have received a grade of "Not defended". As a precondition for a repeat oral defence, the doctoral student must revise or supplement the dissertation.
  - (8) In the event that a check by the Theses system reveals matches between the thesis and other documents, the thesis supervisor's assessment shall also express an opinion on these matches. In the event that a high level of matching is revealed between the thesis and an original source which is not duly cited (i.e. the thesis thus satisfies the definition of plagiarism), then it shall be necessary to take this into consideration in the assessment and evaluation of the thesis. During the oral defence, the thesis supervisor and subsequently also the examination committee must express an opinion on whether or not this constitutes a clearly intentional failure to respect ethical rules.

### **Article 8** **Oral Defence of Qualifying Works**

- (1) The oral defence of the qualifying work is part of the state final examination or state doctoral examination, as the case may be, and shall take place in the language of accreditation of the programme of study. Within the scope of the oral defence, the student shall present a brief overview of his or her thesis and then reply to questions, comments and objections of the thesis supervisor, the opponent and members of the committee. The state final examination or state doctoral examination, as the case may be, and the announcement of its results shall be public.

- (2) The oral defence of the thesis is graded within the scope of:
- a) the state final examination on the scale "A, B, C, D, E, F". The examination committee shall decide the overall assessment for the state final examination by vote in camera. For an overall grade of "A", however, both the graduate performance and the oral defence of the thesis must receive a grade of "A", and none of the component subjects may receive a grade lower than a "B". If the student receives a grade of "F" in any part of the state final examination, then the overall state final examination shall also receive the grade of "F".
  - b) the state doctoral examination with the words "Defended" ("Obhájíl") or "Not defended" ("Neobhájíl").

*Oral defence within the scope of Bachelor's, Master's and continuing Master's programmes of study*

- (3) The oral defence of the thesis and the state final examination may be repeated only once within the scope of Bachelor's, Master's and continuing Master's programmes of study, but no later than one year from the date of the unsuccessful oral defence or unsuccessful examination attempt. The student shall repeat only those parts of the state final examination which received a grade of "F".
- (4) If the oral defence of the thesis receives a grade of "F" on the regular oral defence date, then the examination committee may decide whether, as a precondition for a repeat oral defence, the student must revise or supplement the thesis on the current topic or elaborate a new thesis.

*Oral defence within the scope of doctoral programmes of study*

- (5) The date and time of the oral defence and the topic of the dissertation or graduate performance, as the case may be, must be published on the faculty's official notice board at least ten days prior to the set date of the oral defence.
- (6) The oral defence of the dissertation or graduate performance, as the case may be, may be repeated only once. The student may request an oral defence of the revised dissertation in a period between five months and one year from the unsuccessful oral defence.
- (7) If the result of the oral defence is negative, the Dean shall subsequently notify the student of the committee's decision in writing as well. In accordance with its conclusions, the committee shall state in the decision the conditions under which the oral defence may be repeated.

## **Article 9**

### **Publication of Qualifying Works**

- (1) AMU publishes theses for which an oral defence took place, including the assessments of the opponents and the result of the oral defence in accordance with Section 47b of the Act. Publication will take place in faculty libraries as well as electronically in the "Dspace" repository of AMU qualifying works on <http://dspace.amu.cz>. It is strictly prohibited to borrow the originals of theses outside of the faculty library.
- (2) During the regular opening hours of the relevant department or other designated unit in the case of doctoral programmes of study, theses submitted by students for oral defence will be available to members of the public (hereinafter "requesters") in the presence of an authorised employee for inspection or to procure extracts. Theses will be made available in this manner for at least five working days prior to the date of the oral defence. The requester shall submit a written request at least one working day in advance with the relevant department or unit to inspect the thesis, to procure extracts, or to make a duplicate or reproduction, as the case may be, in the sense of Section 47b(2) of the Act. In the case of a request for a duplicate or reproduction through AMU, these shall be procured by means of printing from electronic media against payment by the requester. Payment shall be set in the amount of CZK 5 per one page in A4 format. If extracts, duplicates or reproductions have been procured, then the requester

shall make a list of the procured extracts, duplicates and reproductions, and shall hand it over to the relevant department or unit, as the case may be.

**Article 10**  
**Common and Final Provisions**

- (1) In justified cases, a Decree of the Rector may also set exceptions to the rules governing qualifying works set hereunder which apply to studies within the scope of a joint programme of study of the joint-degree, multiple-degree or cotutelle type.
- (2) The annexes of this Decree are as follows:
  - a) Sample form for the assignment of a qualifying work
  - b) Sample formal requirements of a qualifying work
  - c) Aid for creating citations and the list of works cited
  - d) Assessment form for the thesis supervisor
  - e) Assessment form for the thesis opponent
- (3) Decree of the Rector No. 2/2006, Decree of the Rector No. 4/2006, Decree of the Rector No. 4/2009 and Decree of the Rector No. 11/2020 are hereby rescinded.
- (4) This Decree shall become valid upon its signing and effective on 13 February 2023.

PhDr. Ingeborg Radok Žádná m.p.  
Rector