

SLOVAK UNIVERSITY OF AGRICULTURE IN NITRA



Directive 10/2021
on Final and Habilitation Theses

The Rector of the Slovak University of Agriculture in Nitra ('the Rector' and 'SUA') within the meaning of Article 14(4)(d) of the Statute of the SUA ('the Statute') issues the following Directive:

Article 1

Introductory provisions

1. This Directive shall be governed by Act No 131/2002 on higher education and amending certain acts, as amended, (hereinafter referred to as the 'HEI Act'), Decree No 233/2011 of the Ministry of Education, Science, Research and Sport of the Slovak Republic implementing certain provisions of Act No 131/2002 and the Methodological Guideline of the Ministry of Education, Science, Research and Sport of the Slovak Republic No 56/2011 on the elements of final theses, their bibliographic registration, preservation and making available.
2. The Final and Habilitation Theses Directive ('the Directive') lays down a uniform procedure for submitting, registering, storing, making available, collecting and checking the originality of final and habilitation thesis at SUA.

Article 2

Basic provisions

1. Part of the study at the SUA according to each study programme is the final thesis, which with its defence is one of the state exams. It is one of the conditions for proper completion of studies.
2. The final thesis is the independent work of the student (author); any final thesis shall be original, shall not adversely affect the rights or legally protected interests of third parties, in particular it shall not infringe the intellectual property rights of a third party or unlawfully dispose of classified information or personal data, confidential information or trade secrets of a third party.
3. The final thesis within the meaning of the HEI Act is:
 - a) Bachelor's thesis — when studying according to the study programme of the first degree (bachelor study programme),
 - b) Diploma thesis — when studying according to the study programme of the second degree (master study programme),
 - c) Dissertation thesis — when studying according to the study programme of the third degree (doctoral study programme).
4. Final thesis is a school work, i.e. a work created by a student to fulfil the study obligations arising from his/her legal relationship with a university.
5. Habilitation thesis is a work submitted by the applicant for a scientific-pedagogical degree as a lecturer in the habilitation procedure.
6. The training workplace is the Faculty of the SUA, which has an accredited study programme at a given degree of study and in the relevant field of study. The training workplace may, on the basis of a written agreement with another university-wide workplace, but also with an external body (private firm, state or public organisation, etc.), list the topics of the final theses in accordance with the profile of the graduate of the given study programme. The subjects of the final thesis shall be approved by the person responsible for the study programme.
7. The supervisor of the final thesis (Bachelor's or Diploma) or the supervisor of the dissertation thesis is a person designated in the assignment of the final thesis by the Dean of the Faculty. In the case of an external supervisor of dissertation, the Dean can also designate the consultant for the student from the SUA.
8. A licence agreement on the use of final or habilitation thesis is a legal document that regulates the use and publication of final and habilitation thesis.

9. The final thesis template is a model document that serves to unify the formal modification of the final thesis and to assist students in creating the work. It is based on the standards for the above type of publication/scientific text.
10. The enrolment of bibliographical information on the work is based on an analytical sheet created in the information system of the university in xml format.

Article 3

Content focus of final and habilitation theses

1. By bachelor's thesis, the student has to demonstrate the ability to work with basic professional literature, to collect, interpret and present knowledge about the problem and practical solutions to a given problem. Bachelor's thesis may be theoretical, or it may be an application of results in practice or a solution to a partial task.
2. The diploma thesis differs from the bachelor's thesis in its scope and quality. It serves to verify the knowledge, experience and skills acquired by the student during his/her studies, mastering professional terminology and applying basic scientific methods. The student demonstrates the ability to work independently. The thesis may be theoretical, research or application.
3. By dissertation thesis the student demonstrates the ability and readiness for independent scientific and creative activities in the field of research or development, for independent theoretical and creative artistic activities and for solving theoretical and practical problems of the field of study. It should be characterised by a high degree of analysis and synthesis of knowledge and a sufficient overview of existing scientific literature. The results of the dissertation thesis have the character of original, new knowledge in the subject.
4. Habilitation thesis in the form of a monograph, monothematic work or a set of published scientific papers, supplemented by a commentary, brings new scientific knowledge of the applicant for habilitation as an associate professor. The author demonstrates the ability to process the chosen professional problem with an interdisciplinary approach and conclusions. It brings fundamental knowledge or theoretical bases based on its own research to date using scientific field potential. The provisions of Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the procedure for obtaining scientific-pedagogical degrees or artistic-pedagogical titles apply to the processing, assessment and defence of habilitation thesis.

Article 4

Assignment of final theses

1. Proposals for Bachelor and Diploma theses themes shall be published through the University Information System (UIS), after approval by the Programme Committee of the study programme, and shall be published by 30 November of the academic year concerned. The student has the right to submit to the supervisor of the final thesis a proposal for the topic of the final thesis that he/she would like to process. The person responsible for the study programme and the supervisor of the training workplace shall be responsible for publishing the topics of the final theses.
2. The student enrolls through the UIS, usually in agreement with the supervisor of the final thesis on Bachelor's and Diploma thesis. Similarly, through the UIS, the supervisor of the final thesis accepts or does not accept the student's registration on the subject. The person responsible for the study programme through the UIS approves the theme of the final thesis, the supervisor of the final thesis or the consultant of the final thesis to the student degree I and II of the study.
3. Proposals for the topic of doctoral theses shall be published through the faculty's website no later than 2 months before the last day set for submission of the application. At the same time, the way students apply for study will also be published.

4. The assignment of the final thesis (hereinafter referred to as “the assignment ”) is a document by which the university defines the content of the final thesis (Annex 1). It is prepared by the Supervisor of Final Thesis through the UIS. As a rule, the assignment includes:
 - a) indication of the final thesis (bachelor, diploma, dissertation),
 - b) title of the final thesis,
 - c) first name, surname and academic degrees or scientific pedagogical titles of the author,
 - d) first name, surname and academic degrees or scientific pedagogical degrees of supervisor of final thesis;
 - e) first name, surname and academic degrees or scientific pedagogical degrees of consultant from the SUA in the case of an external supervisor,
 - f) the name of the training workplace (if intended for the final thesis),
 - g) first name, surname and academic degrees or scientific pedagogical degrees of the head of the training workplace (if intended for the final thesis),
 - h) annotation of the final thesis,
 - i) the language in which the thesis will be drawn up,
 - j) date of approval of the assignment.

Article 5

Structure of final and habilitation theses

1. As a general rule, the final thesis and habilitation thesis contain the following main parts:
 - A) introductory part,
 - B) main textual part,
 - C) final part,
 - D) attachments (optional).
- A) The **introductory part** of the final thesis shall contain the following items in order:
 - a) cover,
 - b) cover sheet,
 - c) assignment (optional),
 - d) acknowledgment (optional),
 - e) solemn declaration of originality of work and information according to letter Bbde) of this Article (Annex 4)
 - f) abstract in the national language,
 - g) abstract in English,
 - h) content,
 - i) list of illustrations and list of tables (optional),
 - j) list of abbreviations and marks (optional),
 - k) dictionary (optional).
- Aa) The **cover** of the final thesis (Annex 2) shall contain:
 - a) the name of the university,
 - b) the name of the faculty at which the author is enrolled in the study programme, (it does not apply to habilitation thesis.)
 - c) registration number¹,
 - d) title of the thesis, [subtitle of the work, if used (optional)],
 - e) indication of the final thesis (bachelor’s thesis, diploma or dissertation thesis),
 - f) first name, surname, academic degrees and scientific pedagogical degrees of author,
 - g) year of submission.

The cover of habilitation thesis shall bear the particulars referred to in points (a), (c), (d), (f) and (g) of paragraph Aa. The cover of habilitation thesis also contains the name of the faculty at which the habilitation procedure takes place (if it takes place at the faculty).

¹ UIS number reported in the student’s (author) final/habilitisation work information

- Ab) The **cover sheet** of the final thesis contains full information on the thesis (Annex 3) in the structure:
- a) the name of the university,
 - b) the name of the faculty at which the author is enrolled in the study programme,
 - c) the title of the final thesis and the subtitle of the final thesis, if used,
 - d) indication of final thesis (bachelor's thesis, diploma or dissertation thesis),
 - e) first name, surname, academic degrees and scientific pedagogical degrees of author,
 - f) the title of the study programme,
 - g) the title of the field of study,
 - h) first name, surname, academic degrees and scientific pedagogical degrees of the supervisor of the dissertation thesis or of the supervisor of the final thesis,
 - i) first name, surname, academic degrees and scientific pedagogical degrees of consultant from the SUA in the case of an external supervisor,
 - j) the name of the training workplace, if intended for the final thesis,
 - k) place and year of submission of the final thesis.

The provisions of points (a), (c), (e), (g), (j) and (k) shall apply to the cover sheet of habilitation thesis. The cover sheet of habilitation thesis also contains:

- l) the name of the faculty at which the habilitation procedure takes place, if it takes place at the faculty,
 - m) indication of thesis (habilitation thesis).
- Ae) The **abstract** contains information on the objectives of the thesis, its concise content and the end of the abstract characterises the achievement of the objective, the results and the importance of the work as a whole. The abstract includes 3-5 keywords. The abstract is written continuously as a single paragraph and its scope is usually 100 to 500 words. An abstract in a foreign language is shown on a separate page.

Ag) The **content** is an overview of the unnumbered and numbered parts (chapters) of the thesis.

B) The **main textual part** of the final thesis consists of:

- a) introduction,
- b) core,
- c) conclusion,
- d) resués (mandatory only if the thesis is drawn up in a language other than the national language),
- e) list of literature used.

Ba) In the **introduction**, the author briefly and concisely characterises the state of knowledge or practice in the field that is the subject of the final thesis and informs the reader of the meaning, objectives and aims of the thesis. In the introduction, the author highlights why work is important and why he/she has decided to process the topic. The introduction as the title of the chapter is not numbered and its scope is usually between 2 and 3 pages.

Bb) The **core** is the main part of the thesis and is divided into chapters, sub-chapters, paragraphs, etc., which are ascending. Each new numbered chapter of the first level begins on the new page.

The division of the core of the thesis is determined by the type of work. In scientific and professional work, the core usually has the following main parts.

Experimental final thesis:

The current state of problem at home and abroad,

The aim of the thesis,

The methodology of the thesis and methods of examination,

The results of the thesis,

Discussion,

Proposal for the use of knowledge for the further development of science and practice (compulsory chapter for dissertation and habilitation).

Compilation (theoretical) final thesis:

- The aim of the thesis,
- The methodology of the thesis and methods of examination,
- The current state of problem at home and abroad.

Note: Compilation (theoretical) final thesis is a set of knowledge about the subject, presented on the basis of a study of domestic and foreign literature with the inclusion of their own opinions and attitudes on the solved issue, or self-solving substantive problems related to the problem solved on the basis of domestic and foreign sources.

- Bba) In the Current state of problem, the author presents available information and knowledge on the subject. The source for processing is the current published works of domestic and foreign authors. The share of this part of the work is about 30 %.
- Bbb) The Objective of work clearly, concisely and precisely characterises the subject matter of the solution. It also includes developed milestones that make the achievement of the main objective conditional.
- Bbc) As a general rule, the Methodology of Work and Methods of Examination section shall include:
 - a) characteristics of the object of the investigation,
 - b) working procedures,
 - c) the way data are collected and their sources,
 - d) methods of evaluation and interpretation of results used,
 - e) statistical methods.
- Bbd) The Results of Work and the Discussion are the most important parts of the final thesis. The results (own attitudes or own solutions) reached by the author must be logically organised and sufficiently evaluated when describing them. The discussion also commented on all the facts and knowledge in confrontation with the results of other authors. The use of the results obtained as part of the research task or research project of the supervisor of the final thesis must be clearly declared in the final thesis by the author (student). The Results of Work and the Discussion may also form one separate part; together, they generally account for between 30 and 40 % of the final thesis. Discussion is a mandatory chapter for experimental work.
- Bbf) Proposal for the use of knowledge for the further development of science and practice (compulsory chapter for dissertation and habilitation).
- Bc) In **Conclusion**, it is necessary to briefly summarize the results achieved in relation to the set objectives.
- Bd) If the final thesis is written in one of the world's languages, at least 10 % of the amount of work must be written in Slovak as a summary of the work.
- Be) The **list of literature used** contains a complete list of bibliographic references. The scope of this section is determined by the number of literary sources used, which must correspond to the quotes used in the text.
- C) The **Annex** section (optional part) contains materials that have not been included directly in the text. Each annex starts on a new page, marked with a separate capital letter and the list of annexes is part of the content.
- D) The **final part** of the work (optional) may include the register of work, the biography of the author and other additional materials.

Article 6

Citations and bibliographical references

1. The citation technique (i.e. respect for relevant norms and rules of data entry) and the ethics of citation (i.e. respect for copyright and ethical rules when receiving information) are followed when citing and making references to the literature used.
2. It is necessary to follow STN ISO 690 (Annex 5) when citing and creating bibliographic references. The citation or processing of references has certain specificities in the final thesis compared to the recommendations contained in that standard.
3. In the final thesis, it is recommended to use the method of quoting by the name and date system, at which the first entry in brackets (the surname of the author or first word from the title) and the year of issue of the document quoted. If necessary, the numbers of the pages quoted shall also appear in brackets per year. If two or more documents have the same first indication and the same year, they shall be distinguished in lowercase letters (a, b, c, etc.) per year inside brackets. The same designation shall be made in the list of bibliographical references.
4. The items in the list of bibliographical references are listed in alphabetical order. They are arranged according to the first element (data), followed by the year of issue of the document. It shall be followed, where appropriate, by lower case letters distinguishing references with the same first data and the year of issue.

Article 7

Formal modification of the final thesis

1. The formal modification of the final theses is based mainly on standards:
 - a) STN ISO 2145: 1997. Documentation. Numbering of sections and subsections of written documents.
 - b) STN ISO 214: 1998. Documentation. Abstracts for publications and documentation.
 - c) STN ISO 690: 2012 Information and documentation. Instructions for creating bibliographic links to information sources and citing them.
 - d) STN 01 6910: 2011. Rules governing the writing and presentation of documents.
2. The final thesis is usually done in the state (Slovak) language, in the first person of the plural in the past tense. With the approval of the Dean of the Faculty, the final thesis may be written and defended in a language other than the state language. Dissertation thesis or habilitation thesis can be prepared by the student (author) with the written consent of the Dean of the Faculty or the Programme Committee also in another language. In this case, the work shall include a summary in the national language.
3. The recommended font type is Times New Roman, size 12 and is uniform throughout the work. Recommended side adjustment — line spacing 1.5, edges left 3.5 cm, right 2 cm, top and bottom 2.5 cm, height orientation, A4 format.
4. The recommended range of Bachelor's thesis is 30 to 40 pages (54 000 to 72 000 characters including spaces), diploma thesis between 50 and 70 pages (90 000 to 126 000 characters), dissertation thesis 80 to 120 pages (144 000 to 216 000 characters), and habilitation thesis up to 150 pages.
5. For the study programme Landscape and Garden Architecture at the Faculty of Horticulture and Landscape Engineering, the following guidance applies: General principles for the content and formal modification of the final thesis in the field of study field landscape and garden architecture.
6. The final thesis must be written according to the applicable rules of the Slovak language (or a foreign language used).
7. Thesis has standard arrangements and must respect formal and citation criteria as well as principles of reference to primary and secondary literature.

Article 8

Collection, submitting, making available, storage of final and habilitation theses and control of their originality

1. A condition for admission to the defence of the final thesis is the student's written consent to the publication and disclosure of the final thesis to the public. An exception is only those final and habilitation theses which have been published as part of a periodic publication or as a non-periodical publication. If only part of the thesis has been published in this way, the exception applies only to that part.
2. Final and qualification works shall be published and made available electronically through the Central Register of Final and Qualification Works (CRZP).
3. CRZP is a physical repository of electronic versions of final (bachelor, diploma, dissertation) and qualification (rigorous and habilitation) works, managed by the Ministry of Education, Science, Research and Sport of the Slovak Republic, in which the originality of final and qualification works is evaluated by software means and which serves to publish final and qualification works according to specified criteria.
4. In the SUA conditions, final and habilitation theses are published and made available in electronic form, including through the library-information system and UIS. In printed form (if issued in this form), the final and habilitation theses are stored and made available through the Slovak Agricultural Library at the SUA, which also carries out their bibliographical registration.
5. The student's written consent to the publication and disclosure of the final thesis to the public contains a license agreement concluded by the author of the work with the Slovak Republic represented by the SUA.
6. In the licence agreement between the author of the final thesis and the Slovak Republic, the author may restrict the disclosure of his/her thesis:
 - a) time, i.e. the final thesis does not need to be published immediately, but with the delay specified by the author, but this may not exceed 12 months from the date of its defence, the 12-month standstill period may exceptionally be extended for serious reasons (up to a further 24 months) with the agreement of the Dean of the Faculty concerned,
 - b) technically, i.e. by using technological measures, to prevent work from being printed or stored on a storage medium.
7. Under the authority of the Rector of the SUA, the Dean of the respective Faculties or the authorised person sign the licence agreement.
8. The final thesis must undergo an originality check before submission to the defence in two consecutive steps. The originality check is done at the level of the working (pre-final) version first through the Theses system and then, by the supervisor of the final thesis of the agreed version of the text, in the CRZP. The sending (export) of the final thesis to the CRZP is agreed by the supervisor of the final thesis in the UIS.
9. The opinion on the originality of the final thesis will be presented by the supervisor and opponent in the final thesis report on the basis of the originality check protocol generated in the CRZP.
10. The submitted thesis is kept in the CRZP together with the name of the author and the name of the university that sent the final or habilitation thesis for 70 years from the date of registration. The thesis is kept in the Theses system only for the purpose of comparing texts, it is not made available to the public.
11. The results of the originality check in the Theses system and CRZP may vary due to the different algorithms and corpuses of different systems.
12. The student will submit the final thesis in electronic form via the UIS within the deadline set by the respective Faculty. The works are sent to the Theses system and CRZP via UIS. When handing over the work, the student will create through the UIS:

a licence agreement on the use of final (habilitation) thesis (hereinafter referred to as “licence agreement”) concluded between the student and the Slovak Republic represented by the SUA or a solemn declaration of the issue of final or habilitation thesis in the context of a periodic or non-periodical publication.

13. The final thesis and the electronic habilitation thesis must be identical to the printed version.
14. The final thesis and the habilitation thesis in printed form are tied in a firm binding (not ridge) in such a way that individual sheets cannot be selected. Final and habilitation thesis can be printed both sides.
15. The student submits the Bachelor’s thesis and the diploma thesis in two copies at the competent department of the Dean’s Office of the Faculty at which he/she is enrolled, within the deadline set by the respective Faculty. The dissertation and habilitation thesis is handed over by the student (author) in four versions.
16. The submission of the final thesis and the habilitation thesis in printed form includes the documents pursuant to paragraph 12 of this article and the protocol on the control of originality from the CRZP.
17. The documents referred to in paragraph 12 of this Article shall be drawn up in duplicate. After signing by the Dean of the Faculty, one copy is based in the student’s personal file at the Dean’s Office of the Faculty, the other receives the author.
18. Verification of originality and obtaining an originality check protocol from the CRZP is a precondition for admitting the student (author) to defend the final and habilitation thesis.
19. In the case of dissertation, the originality check protocol will be accessible to the supervisor who will express his/her opinion in the supervisor’s assessment part.
20. In habilitation thesis, the originality check protocol will be accessible to the Habilitation Committee, which will draw up a common position to the Dean, as the Chairman of the Scientific Council.
21. Opponents’ assessments and the supervisor’s assessment must be entered in the UIS no later than 10 days before the thesis is defended. These are uploaded to the UIS unsigned in a PDF format.
22. The student is obliged to complete the final thesis with errata and insert it into the UIS, if stated by the opponent or supervisor in his/her assessment.
23. The head of the training workplace will arrange for the handover of the assessed final thesis (with the originality check protocol) to the competent department of the faculty on the date specified by the faculty.
24. In the case of one negative assessment (supervisor of final thesis or opponent), the student has the right to defend his/her bachelor’s or master’s thesis in front of the State Examination Board. In dissertation and habilitation theses, the student (author) has the right to defend dissertation thesis and habilitation thesis even in case of two negative assessments.
25. If, for the conduct of the defence, it is necessary to inform the supervisor of the final thesis, the opponent or the Examination Committee with data the publication of which is excluded in the final thesis, in particular because it is a business secret of a third party, classified information or personal data, the student may, subject to the conditions laid down in the specific regulations, include those data in a special non-public documentation, which is not part of the final thesis and which is intended solely for the supervisor of the final thesis, the opponent and the Examination Board. This provision shall apply mutatis mutandis to habilitation thesis.
26. The final thesis Defence Committee or the Habilitation Committee shall decide on the outcome of the defence on the basis of the assessments of the supervisor of the final thesis, the opponents of the final or habilitation thesis, the protocol on the originality check and the defence of the final or habilitation thesis of the student (author). The Commission shall record its assessment and draw up a report on the defence of the final thesis or habilitation thesis.

27. If the Commission confirms copyright infringements by the author of the final thesis and habilitation thesis, such work is considered unacceptable, the Commission's decision will be — the final thesis or habilitation thesis “fails” and the overall assessment of the defence of the final thesis will be insufficiently marked (4).
28. The SUA sends the following to the CRZP without delay after defending the relevant thesis through the UIS:
 - a) Information on the conclusion of the license agreement for the final and habilitation thesis between the author and the Slovak Republic in the scope of
 1. Name and surname of the author of the final and habilitation thesis
 2. Title of thesis
 3. Verified indication of the standstill period (if the author requests access to the work with a delay pursuant to paragraph 6(a) of this Article)
 4. Information on the possibility of saving or printing the final and habilitation thesis.
 - b) Assessments on final and habilitation thesis.
 - c) Information on the day of defence of the final (habilitation thesis).
29. The SUA is responsible for sending final and habilitation theses, their supervisor and opponent assessments to the CRZP. Assessments sent to the CRZP shall not be published.

Article 9

Final provisions

1. The Directive repeals the validity and effectiveness of Directive No 2/2020 on final and habilitation theses.
2. The Directive enters into force on the date of its approval by the Meeting of the Management of the SUA in Nitra on 27.9.2021 and in force on the date of its signature by the Rector of the SUA.

Nitra on 11.10.2021

doc. Ing. Klaudia Halászová, PhD.
Rector

Attachments:

1. Template of the assignment of final thesis
2. Template of the cover of final thesis
3. Template of the cover sheet of final thesis
4. Declaration of honour on the originality of the thesis and information on the use of the results obtained in the research project
5. Examples of description of citation documents according to STN ISO 690
6. Model of a licence agreement between the author and the Slovak Republic
7. Declaration of honour on the issue of final or habilitation thesis in the framework of a periodic or non-periodical publication

8. Assessment of final thesis (supervisor's assessment of the final thesis; opponent's assessment of the final thesis of experimental, creative, design; opponent's assessment of the final thesis of the compilation)