

University of Chemistry and Technology, Prague	
Title	DIRECTIVE No. A/S/961/6/2018
Subject	Defence and storage of theses with deferred publishing
Applicability	All school
Effective from	October 1, 2018
Effective to	Indefinite time
Revision	Once a year
Cancelled	-
Prepared by	Department of Education - 963
Issued by	Karel Melzoch

Article 1 Introductory provisions

1. The aim of this directive is to specify the terms and procedures related to the defence, storage and publishing of theses with deferred publishing. This directive is a follow up to the provisions of section 47b paragraph 4 of the Act No. 111/1998 Coll., on Higher Education Institutions and on Changes and Amendments of Other Acts (the Higher Education Act), articles 16, 30 - 32 of the Study and Examination Rules of the University of Chemistry and Technology, Prague (hereinafter "SER"), and it amends the directive "Publishing topics of theses and realisation of state final exams in bachelor and master study programmes" and the directive "Rules for submitting and publishing of dissertation theses at UCT Prague" for the cases of theses with deferred publishing.

Article 2 Definition of terms and abbreviations

1. **Thesis** – a bachelor, master or dissertation thesis.
2. **Thesis with deferred publishing** – a thesis for which a request for deferred publishing of the full wording of the thesis has been properly assessed and approved.

Under Article 16 paragraph 4 letters a) - i) of the Study and Examination Rules, the basic information on a thesis is published without unnecessary delay after the defence of the thesis. Deferred publishing applies only to the full version of the thesis.

3. **SIS** – Study Information System used at the University of Chemistry and Technology, Prague (UCT Prague).
4. **Application sphere** – sphere of industry, public administration and local authorities, external scientific research and development partners, or other collaborating institutions and companies.
5. **SFE/SDE** – state final exam/state doctoral exam.
6. **MEYS** – Ministry of Education, Youth and Sports.

Article 3

Request for deferred publishing of thesis

1. Should a thesis contain any information for which deferred publishing is required under Article 16, paragraph 7 of the Study and Examination Rules, the supervisor of the thesis shall enter in the SIS a request for deferral of publishing of the bachelor/master thesis (i.e. of its full version) **no later than by the end of the second month of the summer semester** (i.e. by March 31); in case of a dissertation thesis the request shall be entered by the supervisor no later than 2 months before handing in the application for defence of the thesis. The procedure for entering the application is provided in the user documentation to the system (Information: SIS – Requests for deadline extensions).
2. The reasons for such request may be namely:
 - a) **Agreement with a partner from application sphere** containing the requirement for restricted publishing, or time limited confidentiality of information resulting from the cooperation.
 - b) GAČR/TAČR **project** or other project that has in its rules and conditions a time limit for disclosure of the results.
 - c) Planned protection of **industrial property rights** (namely a patent or a utility model or design) based on the results contained in the thesis.
3. The request shall always contain arguments for such request; in case of a request under paragraph 2 letters a) and b) it shall also contain the reference number of the agreement or the reference number of the project, respectively.
4. The request may include the time/number of days of the requested deferral of publishing. If the number of days of deferral of publishing is not stated, the deferral time will be set to the maximum possible term in compliance with Section 47b paragraph 3 of the Higher Education Act, i.e. for the term of 3 years from the defence of the thesis.

Article 4
Request evaluation and approval

1. Requests entered by supervisors of bachelor and master theses or by supervisors of PhD students under Article 3 paragraph 1 hereof require the opinion of the head of department, or in case of dissertation theses the opinion of the Chair of the Doctoral Study Board and the Dean of the respective faculty. The request is approved by the Vice-Rector for Education in the case of bachelor and master theses, or by the Vice-Rector for Research and Development in the case of dissertation theses.
2. There always needs to be consent from all persons evaluating the request under paragraph 1.
3. The date of approval by the Vice-Rector under paragraph 1 is recorded in SIS; the record in the system is entered by the administrator of theses with deferred publishing.

Article 5
Requirements for theses with deferred publishing

1. An abstract of a thesis with approved request for deferred publishing shall not contain any information that is the reason for deferring the publishing of the thesis. Students have to avoid wording which may breach the agreement or the rules of the project, or which might endanger protection of industrial property (patent, utility model or design).
2. The student´s statement, which forms part of the printed thesis with deferred publishing under Article 3 paragraph 2 letters a) - b), contains the reference number of the agreement or of the project, and the following wording:
“I hereby declare that the submitted bachelor/master/dissertation thesis is my own work and that I have used only the sources of information acknowledged and referenced in the list of used literature. For the thesis I have used information that cannot be published due to the existence of an agreement between UCT Prague and, No....., and such information is available exclusively to the members of the committee for the defence of the thesis and to the reviewers.”
3. The student´s statement, which forms part of the printed thesis with deferred publishing under Article 3 paragraph 2 letter c) hereof (patent, utility model), has the following wording:
“I hereby declare that the submitted bachelor/master/dissertation thesis is my own work and that I have used only the sources of information acknowledged and referenced in the list of used literature.
In the bachelor/master/dissertation thesis I provide information which cannot be published as at today because it may constitute by its nature an invention, and such information is available exclusively to the members of the committee for the defence

of the thesis and to the reviewers. The publishing will be deferred, however no later than within 3 years from the defence of the bachelor/master/dissertation thesis.”

Article 6

Submitting of thesis with deferred publishing

1. The electronic version of a bachelor/master thesis has to be entered by the student in SIS in compliance with the time schedule of the academic year; in the case of a dissertation thesis this needs to be done before the submission of the printed copies of the dissertation thesis to the authorised employee of the Dean´s Office.
2. The procedure for entering the thesis in SIS is described in the user documentation of the system (Information: SIS – Odevzdání závěrečných prací do systému – Delivery of theses to the system).
3. Theses with deferred publishing **are not** sent for automatic checking for plagiarism by the system Thesis.cz.
4. Printed copies of bachelor/master theses are delivered to the authorised employee of the department/faculty where the respective thesis was written. The printed copies of dissertation theses are delivered to the authorised employee of the Dean´s Office of the respective faculty.

Article 7

Confidentiality statement

1. A confidentiality statement has to be signed by anybody who encounters or has the possibility to encounter a printed copy or electronic version of a thesis with deferred publishing.
2. The confidentiality statement is signed always by all members of the committee for SFE or the committee for defence of the dissertation thesis and the final part of the SDE (hereinafter the “Committee”), the minute taker, the author of the thesis, the supervisor of the thesis, the consultant, the reviewers of the thesis and the authorised employee of UCT Prague who receives the thesis from the student.
3. Access to the full electronic version of the thesis is provided to a limited group of SIS users (Information: SIS – User roles). They are the users with the following assigned roles in SIS:
 - a) Administrator (all theses of UCT Prague),
 - b) Administrator of theses with deferred publishing (all theses of UCT Prague),
 - c) Vice-Dean, Dean (theses of the faculty),
 - d) Supersecretary (theses of the faculty),
 - e) Secretary (theses of the department),

- f) Assistant (theses of the department).
- 4. In case of SIS users with the above stated user roles, the confidentiality statement for a specific thesis is usually replaced with the confidentiality statement which forms attachment to the work contract.
- 5. Reviewers receive the thesis for review only after signing the Confidentiality Statement.
- 6. The signed Confidentiality Statements for the particular thesis form part of the Minutes of SFE or the minutes of the defence of the dissertation thesis.

Article 8

Defence of thesis with deferred publishing

1. The defence of a thesis with deferred publishing, including discussion, always takes place without the presence of public. The management of the course of the SFE where the defence of the bachelor or master thesis with deferred publishing takes place is the responsibility of the Chair of the Committee.
2. The defence of a dissertation thesis with deferred publishing proceeds in compliance with the SER, Article 40, paragraph 15.
3. The defence under paragraphs 1 and 2 may be attended only by members of the Committee, the student, and, as the case may be, the minute taker and those who have signed a Confidentiality Statement for that particular thesis.

Article 9

Handling the printed copy of thesis before the time of its possible publishing

1. The printout of a thesis with deferred publishing is stored at the department where the theses was prepared; in case of a dissertation thesis, the printout will be stored in the Dean ´s Office.
2. The thesis is kept in a lockable cabinet to avoid free access. The storage is the responsibility of the head of the department, or the authorised employee of the faculty ´s Dean Office.
3. The thesis cannot be freely viewed for the term of the deferred publishing.
4. In compliance with Section 47b paragraph 4 of the Higher Education Act, one printout shall be kept for 3 years at the Ministry of Education, Youth and Sports (MEYS) in a sealed envelope.
5. After the term of deferred publishing, the printout of the dissertation thesis stored at MEYS is handed over by the employee of the Dean ´s Office to the Centre of Information Services (CIS) for publishing in NTK (the National Technical Library).

Article 11

Requirements related to storage of thesis printout at MEYS

1. One printout of a thesis with deferred publishing will be delivered by the authorised person of the department in a closed and labelled envelope to the Dean 's Office of the respective faculty.
2. The envelope shall contain the following information:
 - a) UCT Prague,
 - b) name and surname of the author of the thesis,
 - c) study programme / sub-programme,
 - d) the label "Don 't open",
 - e) the date till when the publishing is deferred.
3. The Dean 's Office of the faculty will deliver all defended theses with deferred publishing together with their list to the Department of Education no later than by the end of the examination period of the summer semester, or promptly after defence of a dissertation thesis.
4. The Department of Education will make sure all theses with deferred publishing are sent to MEYS and their list to CIS.

Article 12

Publishing of theses with deferred publishing

1. The full text of a thesis with deferred publishing is moved to repository of theses of UCT Prague on the day following the expiry of the term for which the publishing was deferred.
2. The term of deferral is counted from the day of successful defence of the thesis.
3. The maximum term for which publishing can be deferred is 3 years.
4. During the term for which the publishing of the thesis is deferred, the following information is available:
 - a) Czech and English titles of the thesis,
 - b) author of the thesis,
 - c) supervisor of the thesis,
 - d) reviewer(s) of the thesis,
 - e) consultant(s) of the thesis,
 - f) study programme / sub-programme,
 - g) date of defence,
 - h) ID of the thesis,
 - i) department where the thesis was done,

- j) Czech and English abstracts of the thesis,
- k) reason for deferred publishing.

Article 13

Submitted not defended theses with deferred publishing

1. A thesis with deferred publishing which was submitted but not defended is archived in such version in SIS and at the department where the thesis was done, or in case of a dissertation thesis at the Dean´s Office of the respective faculty, in compliance with the archiving rules.
2. The printout of a not defended thesis must be secured against free access. The thesis bears the label “neobhájená” (not defended). In case of a bachelor / diploma thesis the way of storage of the thesis is the responsibility of the head of department, in case of a dissertation thesis the responsibility lies with the authorised employee of the Dean´s Office of the respective faculty.
3. The reasons why a thesis was not defended may include namely the following:
 - a) the thesis was submitted but the defence has not taken place yet,
 - b) a bachelor or master thesis was not recommended for defence by the supervisor,
 - c) the committee agreed that the result of the defence of the thesis was “nedostatečně” (insufficient) in case of a bachelor or master thesis or “neprospěl/a“ (failed) in case of a dissertation thesis and the committee recommended the thesis to be re-written.
4. In SIS the thesis is transferred to the status “archived”; the reasons for archiving are:
 - a) in case the thesis is not recommended for defence – **“Nesplnění předpokladů pro konání obhajoby” (Failure to meet the requirements for defence)**
 - b) in case of failed defence and recommendation for re-writing of the thesis – **“Práce neobhájena – doporučena k přepracování” (Thesis not defended –re-writing recommended).**

Karel Melzoch

Rector

Attachment 1: CONFIDENTIALITY STATEMENT

Attachment No. 1:

CONFIDENTIALITY STATEMENT

I, **xxxx**, born on XX. XX. XXXX, with residence at XXX, XXX, employee of the University of Chemistry and Technology, Prague,

hereby acknowledge and undertake that with regard to any information and facts that I have learnt in connection with the defence of the bachelor / master / dissertation thesis with the title “**title of the thesis**” (hereinafter the “thesis”) written by “**student ´s name**” where I act as “**Committee member, reviewer, etc.**”

- I shall maintain confidential such information and facts as well as any facts that I have learnt in connection with the proceedings stated in this statement unless such information and fact have been disclosed otherwise, and I shall not use the information or facts for my benefit or for the benefit of any third party;
- I shall not enable any third party to learn such facts and information, except for the cases implied by generally binding legal regulations;
- I undertake not to make any written, audio or audiovisual recording of the proceedings regarding the thesis and not to make any copy of the above stated thesis or any part thereof;
- I shall maintain confidentiality of everything I learn in connection with the defence of the thesis.

Hereby I explicitly agree to comply with the obligations stated in this statement even after termination of my activities related to the above stated thesis for the **term of 3 years** from the defence of the thesis.

I understand that the University of Chemistry and Technology, Prague has the right to claim injury or damages caused by my breach of the above stated obligations and I agree to pay in full such damages upon request of the University of Chemistry and Technology, Prague.

This statement comes to force and effect on the day of its signing.

Dated in Prague