



UNIVERSITY
OF ŽILINA

FULL TEXT OF DIRECTIVE No. 215

elaborated on 18 December 2023

On Final, Rigorous and Habilitation Theses under the Conditions of the University of Žilina

Article 1

Introductory Provisions

1. UNIZA Directive on Final, Rigorous and Habilitation Theses regulates a uniform procedure regarding the requirements of final, rigorous and habilitation theses during their preparation and creation, registration, originality verification, storage and accessibility under the conditions of the University of Žilina. This Directive is prepared in accordance with Act No. 131/2002 Coll. on Higher Education and the Change and Supplement to Some Acts, as amended (hereinafter referred to as the "Higher Education Act") and in accordance with the Internal Quality Assurance System of UNIZA (hereinafter referred to as the "IQAS UNIZA") developed in accordance with Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendment of Act No. 343/2015 Coll. on Public Procurement and Amendment of Certain Acts, as amended (hereinafter referred to as "Quality Assurance of Higher Education Act") as well as in accordance with the standards of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "SAAHE").
2. According to Act No. 131/2002 Coll. on Higher Education, as amended (hereinafter "Higher Education Act"), final theses are bachelor theses, diploma theses and dissertation theses.
3. In accordance with Section 51, par. 3 of the Higher Education Act, the final thesis is part of the study of each study programme. The defense of the final thesis falls within the scope of the state exams and is one of the conditions for the successful completion of studies.
4. According to the Higher Education Act, the rigorous thesis is a part of the rigorous procedure carried out at the faculty or other part of UNIZA, which is authorised to award the degree of "Master" in study programmes.
5. According to Section 76, par. 3 and 4 of the Higher Education Act, the habilitation thesis is a condition for obtaining the scientific-pedagogical or artistic-pedagogical title of associate professor.
6. The author of the final thesis (hereinafter referred to as "the author") is a student of UNIZA. The author of the rigorous thesis (hereinafter referred to as the "author") is a UNIZA graduate or a candidate for the rigorous procedure outside UNIZA. The author of the habilitation thesis (hereinafter referred to as the "author") is an UNIZA employee or a candidate for the scientific-pedagogical title/artistic-pedagogical title of associate professor outside UNIZA.
7. The author completes the final, rigorous and habilitation thesis in accordance with this directive, respects the copyright and is responsible for the originality of the final, rigorous or habilitation thesis.
8. Each final, rigorous and habilitation thesis (hereinafter referred to as "thesis") is an independent work of the author. The thesis must be original, made by the author, in compliance with the rules of dealing with information sources. The thesis must not violate the copyrights of other authors. The author of the thesis is obliged to cite the used information sources in accordance with the relevant standard. The thesis must not unlawfully interfere with the rights or legally protected interests of third parties. In particular, it must not violate the intellectual property rights of a third party or unlawfully handle classified information or personal data, confidential information or trade secrets of a third party.
9. Ethics of authorship, originality, objectivity and credibility of outputs are fundamental pillars of the thesis creation. The rules for scientific research activities as well as the elimination of unjustified interference with the rights of third parties are defined in Directive No. 207 Code of Ethics of the University of Žilina, Directive No. 209 Study Regulations for the 1st

and 2nd Degree of University Study at the University of Žilina, Directive No. 110 Study Regulations for the Third Degree of the University Study at the University of Žilina and Directive No. 165 On the Protection of Personal Data under the Conditions of the University of Žilina.

10. If it is necessary for the course of the thesis defense to inform the thesis advisor, supervisor, opponent or examination committee about data, which were not disclosed in the thesis, especially because it is a trade secret of a third party, classified information or personal data, the author may, in compliance with the specified conditions, include these data in special non-public documentation, which is not part of the thesis, and which is intended exclusively for the thesis advisor, supervisor, opponent and the examination committee.
11. For this Directive, an educational workplace is a workplace of UNIZA or its part (e.g. a department or institute), which creates technical conditions for a student, UNIZA employee or a candidate for the scientific-pedagogical or artistic-pedagogical title of associate professor in order to prepare the final, rigorous and habilitation thesis at the UNIZA workplace or, on grounds of a mutual agreement, also in the setting of an external entity.
12. The thesis assignment (hereinafter referred to as the "assignment") is a document in which the educational institution determines the student's obligations regarding the preparation of the thesis.
13. The supervisor of the bachelor's and master's thesis (hereinafter referred to as the "thesis supervisor") or the advisor of the dissertation thesis (hereinafter referred to as the "advisor") or the contact person responsible for the supervision of the rigorous thesis is the person appointed by the dean or a person authorized by him/her in the assignment of the thesis. In the case of an external thesis supervisor or dissertation advisor, UNIZA may also assign the author a consultant, specialist supervisor or internal tutor from the staff. The person authorised to appoint the thesis supervisor is the head of the educational workplace, usually the head of the department or institute.
14. Supervisors for students studying in doctoral study programmes at UNIZA faculties are appointed by the dean of the respective faculty after the faculty's Scientific Board approval. Supervisors for students studying in the university-wide study programme are appointed by the rector after the approval of the Scientific Board of the University of Žilina.
15. The Copyright License Agreement (hereinafter referred to as the "License Agreement") is an agreement concluded according to Act No. 185/2015 Coll. the Copyright Act, as amended (hereinafter referred to as the "Copyright Act") and according to Section 63 of the Higher Education Act between the author and the Slovak Republic represented by UNIZA, which regulates the manner of use, publication and access to the final, rigorous and habilitation thesis.

Article 2

Final Theses

1. A final thesis is:
 - a. bachelor's thesis – when studying within the first-degree study programme,
 - b. master's thesis – when studying within the second-degree study programme,
 - c. dissertation thesis – when studying within the third-degree study programme,
2. A bachelor's thesis is an independent professional work of a student of a bachelor's study programme, as defined in Article 18 par. 11 of Directive 209, in which students have to

demonstrate their ability to address a given topic using the knowledge and skills from the field of study that they have acquired in the course of studies in the study programme within the given field of study. In the thesis, a student of the first degree of higher education studies demonstrates generally applicable competencies and skills, the ability to reason and solve problems and tasks in the field of study. In the case of bachelor's theses, the solution must include, in particular, a high-quality analysis of the studied problem in the relevant field, its evaluation and a proposal of solutions and recommendations. Through the elaboration of a thesis, students of the first degree of higher education studies must demonstrate that they can utilize the acquired knowledge and have the competence to solve problems in the field of study. The students can acquire and interpret relevant data, usually in the field of study, based on which they can make ethical and socially responsible decisions. The theoretical foundations of the thesis are focused on the specific procedures used when solving the topic. The solution of the thesis lies in the identification of new aspects of the analyzed phenomenon, or the proposal of a partial solution. The assignment of the final thesis must be formulated as a specific task.

3. The master's thesis is an independent professional work of a student in an engineering/master's degree study programme, as defined in Article 18 par. 12 of Directive 209, which aims to demonstrate professional knowledge and skills when selecting and applying appropriate methods to address a given topic. The author of the thesis demonstrates that he/she can systematically deal with the topic, identify connections and propose feasible variant solutions. In the final theses of the second degree of higher education, the solution must include, in particular, quality analysis-based elaboration of alternative proposals for solving the problem in a broader context beyond the given field, evaluation of the proposals and formulation of justifications for recommendations of specific solution/s from these proposals. The students of the second degree of higher education must demonstrate – by the elaboration of the final thesis – that they can utilize the acquired knowledge and can creatively solve problems in new or unfamiliar conditions, in broader contexts beyond his/her field of study. The students can integrate knowledge and formulate decisions. Important features are originality and creativity, complexity, synthesis of solutions, and social and ethical responsibility in decision-making.
4. Through the dissertation thesis, the student of the third degree of higher education demonstrates the ability and readiness for independent scientific and creative activity in the field of research or development, or for independent theoretical and creative artistic activity. The thesis presents the results of scientific research and the implementation of research results in practice. The dissertation thesis should result in the acquisition of new knowledge in the given subject matter. Scientific research is the process of acquiring new scientific knowledge and expanding the boundaries of human understanding. The student must demonstrate a deep systematic understanding of the field of study, and skills in research work, and must correctly apply the methods of scientific research. Within the scope of the dissertation thesis, the students have to demonstrate that they have carried out a substantial part of the research themselves – and that their research was outlined, constructed, implemented, and optimized in an ethically clean manner.

Article 3 Rigorous Thesis

1. Based on independent study, the rigorous thesis verifies the ability of the master's graduates to demonstrate that they have deeper knowledge in the field of study in its broader context, are capable of independently acquiring new scientific knowledge and can creatively apply the acquired knowledge in practice. As a rigorous thesis, the candidate

may submit a published work or a set of published works that elaborate on the agreed/assigned topic of the rigorous thesis.

2. Rigorous procedures at UNIZA in the fields of ecological and environmental sciences, teaching and pedagogical sciences and the field of media and communication studies are regulated in detail by the internal regulations of individual parts or faculties of UNIZA.

Article 4 Habilitation Thesis

The habilitation thesis demonstrates the author's ability to process the chosen professional problem with a comprehensive approach and conclusions. Based on the author's research and using scientific expertise, it is intended to provide essential knowledge or theoretical insights. The habilitation thesis may take the form of a monograph, a monothematic work that presents new scientific knowledge or a set of published scientific works, supplemented by a commentary of the candidate for obtaining the scientific-pedagogical or artistic-pedagogical title of associate professor. Through the habilitation thesis, the candidate must demonstrate that he/she has created a comprehensive scientific work.

Article 5 Rules for the Approval of Final Theses Supervisors and Advisors

1. The preparation of the drafts of the final thesis assignments takes into account the expected number of students who are to graduate in the respective academic year and the staff capacity of the educational workplace.
2. When designing the drafts, the education workplace ensures that students are offered a sufficient number of topics to choose from and that the load on teachers in each category is even.
3. Bachelor's theses may be supervised by professors, associate professors, professional assistants, assistants, researchers, practitioners and doctoral students.
4. Master's theses may be supervised by professors, associate professors, professional assistants with a PhD degree, researchers, practitioners, and, exceptionally, doctoral students.
5. Supervisors of dissertation theses may be professors, associate professors and other experts approved by the UNIZA Scientific Board or, if the doctoral study is carried out at the faculty, the faculty's Scientific Board.
6. The thesis supervisor/advisor specifies the solution of the thesis topic, and its scope, recommends study and information sources, guides the student in the elaboration of the topic, assesses the thesis and the student's approach to its development, expresses his/her opinion on the degree of originality of the thesis in his/her written review and grades the thesis.
7. The head of the department/director of the institute where the topic has been assigned will appoint an opponent for each final thesis. If necessary, a consultant, a specialist supervisor or an internal tutor will be assigned as well. They will be appointed from among professors, associate professors, professional assistants working in the field of study, scientific researchers (also outside UNIZA) and distinguished experts possessing the necessary qualifications from practice. In the case of bachelor's theses, the opponents may also be doctoral students. The opponent of the thesis assesses, evaluates and grades the final thesis in his/her written review.
8. For the assessment, evaluation and classification of dissertation theses, the dean of the faculty, or, in the case of university-wide study programmes, the rector, appoints at least

two opponents on the proposal of the chairman of the field committee, or the chairman of the review panel.

Article 6

Assignment of the Final, Rigorous and Habilitation Theses

1. Topics and assignments of the final theses are designed by individual educational workplaces of UNIZA.
2. Topics of the final theses may also be proposed by representatives of external partners from practice or students. These topics are the subject of discussion within the educational workplace and the field committee or a review panel. If the proposals correspond with the study programme and the professional focus of the educational workplace, the topics are listed. An accepted topic proposal may then, in case of final theses, be assigned a supervisor from an external practice partner and a consultant from the educational workplace. An assignment in the same form as for the topics proposed by the educational workplace will be prepared.
3. Proposals for topics and assignments of the final theses in the first and second level of higher education are approved by the person with the main responsibility for the implementation, development and quality assurance of the study programme, i.e. the guarantor of the study programme.
4. Proposals for topics of final theses are usually listed and published on the official bulletin board of the educational workplace's website and via the Academic Information and Education System of UNIZA (hereinafter AIES) in the timeframe set in the academic calendar of the faculty for the respective academic year. In the case of university-wide study programmes, it is done so similarly. The publication of the final thesis topics is the responsibility of the educational workplace, usually the profile department or the Department for Education.
5. The lists of approved final thesis topics shall be published at the latest during the exam period of the summer semester of the penultimate year of study.
6. The educational workplace/thesis supervisor will provide consultation to the student on the selected topic.
7. The student shall register for the final thesis within the deadlines and in the manner specified by the relevant faculty.
8. Proposals for rigorous theses topics are listed and published via the official bulletin board of the educational workplace, which also publishes the method and deadlines for students or graduates to apply for the rigorous procedure.
9. Proposals for dissertation theses topics are listed and published via the official bulletin board of the faculty's website, which also publishes the method and deadlines for students to apply for studies. The date of dissertation topic publication is determined by the academic calendar of the educational workplace.
10. When students/graduates choose a thesis topic, the educational workplace usually sends data en block via the Academic Information and Education System to the system of Registry of Final Theses (hereinafter referred to as "RFT"). The data that the educational workplace/department sends to the RFT are the name of the faculty, name of the department, student's personal number, surname and first name of the student, title of the thesis, surname and first name of the supervisor/advisor, surname and first name of the opponent.

11. The thesis assignment (hereinafter referred to as the "assignment") is a document by which the educational workplace determines the student's obligations regarding the completion of the thesis. The assignment usually includes:
 - the name of the university, faculty and department,
 - the registration number assigned by the department,
 - the student's name, surname and titles,
 - the name of the field/s of study,
 - the name of the study programme,
 - type of final thesis,
 - the language in which the thesis will be completed,
 - the title of the thesis,
 - an annotation of the thesis and instructions for its preparation,
 - name, surname and titles of the supervisor/advisor, in case of external supervisor also name, surname and titles of the consultant from UNIZA,
 - educational workplace,
 - name, surname, title and signature of the guarantor,
 - name, surname, titles and signature of the head of the educational workplace,
 - the date of submission of the thesis,
 - the date of approval of the assignment.
12. The assignment is prepared by the advisor/supervisor of the thesis and is usually signed by the head of the educational workplace and the guarantor of the study programme. The authorised person at the educational workplace/faculty shall make an electronic version of the signed assignment and deliver it to the student.
13. The assignment must be delivered to the student in the winter term of the final academic year of study no later than the end of October. The student inserts the assignment into his/her thesis according to the instructions of the educational workplace.

Article 7

Structure of the Final, Rigorous and Habilitation Thesis

1. The final, rigorous and habilitation thesis contains the following main parts:
 - a. introduction,
 - b. the main text part (body),
 - c. appendices (if relevant).
2. The introduction of the final, rigorous and habilitation thesis contains the following items in the given order:
 - a. cover,
 - b. title page,
 - c. assignment (does not apply to habilitation thesis),
 - d. affidavit of the author,
 - e. acknowledgements (optional),
 - f. abstract in the national language,
 - g. abstract in the language of the thesis, if different from (f)
 - h. abstract in English, if different from (g),
 - i. table of contents,
 - j. list of illustrations and tables (optional),
 - k. list of abbreviations and symbols (optional),
 - l. glossary (optional).

3. The cover of the final thesis contains:
 - a. name of the university,
 - b. name of the faculty in which the student is enrolled,
 - c. title of the thesis and the subtitle of the thesis, if used (optional),
 - d. designation of the type of thesis (bachelor's thesis, master's thesis, dissertation thesis),
 - e. name, surname and titles of the author of the thesis,
 - f. year of submission.

The details referred to in paragraph 3, points (a), (c), (e) and (f) are to be given on the cover of the rigorous and the habilitation thesis. The cover of the rigorous thesis and the habilitation thesis shall further indicate whether it is a rigorous thesis or a habilitation thesis. If the rigorous procedure or habilitation procedure is held on the faculty, the name of the faculty is also indicated.

4. On the title page of the final and habilitation thesis, the following information is given:
 - a. name of the university,
 - b. name of the faculty in which the student is enrolled,
 - c. title of the thesis and the subtitle of the thesis, if used (optional),
 - d. designation of the type of thesis (bachelor's, diploma, dissertation),
 - e. name, surname and titles of the author of the thesis,
 - f. name of the study programme,
 - g. name of the study field,
 - h. name, surname and titles of advisor/supervisor of the thesis,
 - i. name, surname and titles of the consultant from UNIZA, in case of external supervisor
 - j. name of the educational workplace,
 - k. place and year of submission.

The provisions of paragraph 4, points (a), (c), (e), (g), (j) and (k) apply to the title page of the rigorous and habilitation thesis. Where a supervisor has been appointed for the rigorous thesis, the provisions of paragraph 4 (h) shall apply to the title page of the rigorous thesis. The title page of the rigorous and habilitation thesis shall also include the name of the faculty where the rigorous procedure or habilitation procedure is carried out (if it is carried out at the faculty) and the designation of the thesis (rigorous thesis or habilitation thesis).

5. Acknowledgements of the author of the final, rigorous or habilitation thesis are optional. Such acknowledgements include a note of thanks to the thesis advisor/supervisor and other individuals, workplaces or institutions for their help and support in completing the thesis.
6. The abstract contains information on the objectives of the thesis, its brief content, results and significance as a whole. The abstract shall include 3 – 5 keywords. It is written coherently as a single paragraph and generally ranges from 100 to 500 words. The language version of each abstract shall be presented on a separate page.
7. The table of contents is an overview of the unnumbered and numbered sections (chapters) of the thesis.
8. The list of illustrations, the list of tables, the list of abbreviations and symbols, as well as the glossary, are optional parts of the thesis. Lists shall be given where they contribute to greater transparency, clarity of interpretation and comprehensibility of the work.
9. The main text part (body) of the thesis consists of:
 - a. introduction,
 - b. main part,
 - c. conclusion,

- d. synopsis (mandatory only if the thesis is written in a language other than the national language),
 - e. bibliography (literature review).
10. In the introduction, the author briefly and concisely characterizes the state of knowledge or practice in the field that is the focus of the final, rigorous or habilitation thesis and introduces the significance, objectives and aims of the thesis. In the introduction, the author emphasizes why the thesis is important and why he/she has decided to elaborate on the topic. The introduction as the title of the chapter is not numbered and is generally 1 to 2 pages long.
 11. The body of the thesis is its main part and is divided into chapters, subchapters, paragraphs, subsections, etc., which are numbered in ascending order. Each new chapter of the separate level starts on a new page. The structure of the body of the thesis is determined by the type of thesis. In scientific and professional works, the body usually comprises of the following main parts:
 - a. Current state of the issue both at home and abroad – in the description of the current state of the issue, the author presents accessible information and knowledge related to the topic. The sources for the processing are currently published works of domestic and foreign authors. The proportion of this part of the thesis is to be approximately 30%.
 - b. The objective of the thesis – here, the author clearly, concisely and explicitly characterizes the subject of the solution. It also includes elaborated sub-objectives that determine the achievement of the main objective.
 - c. Work methodology and research methods – in the section work methodology and research methods, the author usually presents the characteristics of the research object, working procedures, the method of data acquisition and their sources, the methods used to evaluate and interpret the results, and statistical methods.
 - d. Results of the thesis, discussion – the results of the thesis and the discussion are the most important parts of the final, rigorous or habilitation thesis. The author's results (his/her views or solutions to the substantive problems) must be logically organized and sufficiently evaluated when described. At the same time, all relevant facts and findings are commented on in confrontation with the results of other authors. If appropriate, the results of the thesis and the discussion may also form one shared part and will normally cover between 30% and 40% of the thesis.
 12. In the Conclusion, it is necessary to briefly summarize the achieved results concerning the set objectives, to evaluate the methods used, or to indicate the limitations of the research methodology and the impact of the author's research on the field of research, as well as to outline the grounds for further research. The Conclusion shall be at least two pages long. The conclusion as a chapter is not numbered.
 13. If the final, rigorous or habilitation thesis is written in a foreign language, it must contain a synopsis (summary) in the Slovak language, as a rule, to the extent of 10% of the scope of the thesis.
 14. The bibliography (literature review) contains a complete list of bibliographical references. The scope of this section is determined by the number of literature sources used, which must be consistent with the topic of the thesis and the citations used in the text. It must necessarily include sources that reflect the current state of the studied issue in the Slovak Republic and abroad.
 15. The optional part, the Appendix, contains materials that have not been included directly in the text. Each appendix starts on a new page, is labelled and a list of appendices is included in the table of contents.

16. The optional closing part of the thesis may include a thesis index, author's curriculum vitae and other supplementary materials.

Article 8 Formal Requirements of Final, Rigorous and Habilitation Theses

1. Details on the requirements of the final theses are regulated by the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Coll. which implements certain provisions of Act No. 131/2002 Coll. on Higher Education and the Change and Supplement to Some Acts, as amended (hereinafter referred to as Decree MESRS SR) and the Methodological Guideline of the Ministry of Education, Science, Research and Sport of the Slovak Republic 56/2011 on the Requirements of Final Theses, their Bibliographic Registration, Storage and Accessibility (hereinafter referred to as "Methodological Guideline MESRS SR"). The methodological guideline of the MESRS SR applies appropriately to rigorous theses and habilitation theses.
2. The Decree of the MESRS SR and the Methodological Guideline of the MESRS SR are binding for all students and employees of the faculties and departments of UNIZA when the final theses are being processed, registered, stored, made accessible and their originality verified.
3. Samples of the main parts of the thesis and a template for writing the text can be found in the subsequent methodological guidelines.

Article 9 Registry of Final Theses

1. Within the deadline set for the submission of the thesis, the author of the thesis personally inserts its electronic version (identical to the bound version) in the form of .pdf in one file with the possibility to convert it to plain text (the document must not be a scanned version of the printed version of the thesis) into the system of the Registry of Final Thesis (hereinafter referred to as RFT, *in Slovak EZP*). Access to the RFT is via the website: <http://kniznica.uniza.sk/ezp>.
2. A unified access method is used to access the RFT via the LDAP server of UNIZA. There is a separate LDAP access for each staff position and for each study.
3. After logging into the RFT system, the student sequentially selects in the form the individual parts necessary for inserting the thesis and sending it to the Central Registry of Theses and Dissertations (CRTD) for originality verification. After uploading the thesis, filling in the necessary data, marking the thesis for export, and processing the license or the affidavit (only if the thesis has already been published), the thesis is sent for originality verification. A detailed description of its result is the so-called Originality Verification Protocol.
4. The entered data about the author, supervisors/advisors, opponents, the result and date of the originality verification, and the reviews remain permanently in the RFT system. They are also sent to the Academic Information and Education System (AIES). After the thesis defense, the data whether the thesis has or has not been defended successfully is sent from the AIES system to the RFT system. Information about the thesis is also in the Central Registry of Theses and Dissertations.
5. By entering the data into the RFT system, the author fills in the analysis sheet of the thesis.
6. The detailed procedure for uploading a thesis is described in the document "Registry of final theses – user manual".
7. After completion of the study/rigorous and habilitation procedure, the author does not have access to the RFT system.

Article 10
Registration of Final, Rigorous and Habilitation Theses
and Verification of the Degree of Originality

1. According to Act No. 131/2002 Coll. on Higher Education, as amended, the university is obliged to send each final, rigorous and habilitation thesis in electronic form to the central register of final, rigorous and habilitation theses, which is administered by the Ministry of Education, Science, Research and Sport of the Slovak Republic.
2. The Central Registry of Theses and Dissertations (hereinafter referred to as "CRTD", *in Slovak CRZP*) is an information system that collects final and qualification theses of students and employees of universities in the Slovak Republic. It is connected to the Academic Information and Educational System of UNIZA (hereinafter referred to as "AIES"), the system of Registry of Final Theses (hereinafter referred to as "RFT") and the Library Information System of UNIZA (hereinafter referred to as "LIS", in Slovak "KIS").
3. The defense of the final thesis at the state exam, rigorous and habilitation procedure can only take place after the author's written consent to the publication and access to the thesis in accordance with the Higher Education Act. According to the Copyright Act, a thesis is a school work created by a student to fulfil his/her study obligations arising from his/her legal relationship with the university. According to the Copyright Act, the licence agreement is a contract between the author and the university that regulates the manner of use and publication of the thesis.
4. In the licence agreement, the author may also stipulate a grace period of no more than 12 months following the defense of the respective thesis. Within this period, his/her consent for the publication of his/her thesis is not effective. In exceptional cases and for serious reasons, this period may be extended, following the statement of consent from the dean of the relevant UNIZA faculty, in the case of university-wide study programmes from the rector of UNIZA. The author must disclose this consent prior to the conclusion of the licence agreement, but the period may be extended only for a further 12 months. The author shall specify the reason for the grace period in the licence agreement, which shall be accessible in the Central Registry of Theses and Dissertations until its expiry.
5. UNIZA shall send the thesis in electronic form to the Central Registry of final, rigorous and habilitation theses, where the degree of originality of the submitted thesis will be verified.
6. Unless the author has requested a grace period for publication, the administrator of the Central Registry shall publish the thesis within 30 days from the date of the defense of the thesis concerned. If the author has requested a grace period for publication, the work will be published within 30 days after the grace period expires.
7. The submitted thesis is kept in the Central Registry of final, rigorous and habilitation theses together with the author's name and surname and the name of the university that submitted the final, rigorous or habilitation thesis for 70 years from the date of registration.
8. Along with the final, rigorous or habilitation thesis, the relevant reviews from opponents, advisors, final or rigorous thesis supervisors, reviewers or other individuals shall be sent in electronic form. These reviews shall be stored in the Central Registry of final, rigorous and habilitation theses along with the relevant thesis for the duration of its storage. To make these reviews available to the public or publish them in another way, a licence agreement with the copyright holder of the review is required.
9. From the CRTD, the university obtains the information needed to verify the degree of originality – originality verification. The result is described in detail in the so-called Originality Verification Protocol. Details of the structure of the protocol and the information on interpretation are given on the CRTD website (<https://crzp.sk/vysvetlivky20.pdf>). The

Originality Verification Protocol is distributed from the CRTD to the RFT and from there to the AIES.

10. The evaluation of the originality of the final, rigorous and habilitation thesis is carried out as follows:
 - a. The thesis supervisors or advisors (hereinafter referred to as "advisor") shall acquaint themselves with the thesis Originality Verification Protocol in the AIES system and shall print the title page of the protocol to be attached to their thesis review. If the thesis has an external advisor, the department or other responsible workplace of UNIZA, which has assigned the thesis, shall appoint an internal consultant who will handle the administration associated with the thesis.
 - b. Based on the result of the text conformity control, the advisor shall assess the level of originality. In the review, the advisors shall state whether, in their opinion, the work is original or plagiarised. The advisor hands over the protocol on the result of the thesis originality to the workplace that assigned the thesis, or to another responsible workplace of the faculty/UNIZA.
 - c. If the advisor marks the thesis as plagiarized, the thesis will be graded FX.
 - d. After the defense, the thesis originality will be judged by the examination committee for the state final examinations or the thesis defense committee (hereinafter referred to as the "examination committee"). The basis for the committee's decision on the thesis is the review of the thesis advisor, the review of the thesis opponent or opponents, the Originality Verification Protocol and the author's personal performance (thesis defense).
11. The procedure for theses set out in paragraphs 1 to 10 of this Article shall accordingly apply to rigorous and habilitation theses.
12. The committee, or the person authorized by the committee – the secretary, enters the evaluation of the thesis in the AIES and in the record of the state examinations, or the record on the rigorous or habilitation thesis defense.
13. If plagiarism is confirmed during the defense of the thesis, the chairman of the examination committee informs the dean of the faculty, who immediately initiates disciplinary proceedings against the author of the thesis.
14. The method of publication or non-publication of the defended final, rigorous or habilitation thesis may be reconsidered by the examination committee based on credible supporting documentary materials, which become part of the record of the state examination.
15. The UNIZA University Library archives the theses and makes them available through the publicly accessible LIS electronic register in accordance with the licence agreement and the internal rules of UNIZA.

Article 11

Submission of Final, Rigorous and Habilitation Theses

1. Authors submit the final, rigorous and habilitation theses also in paper form and on electronic media according to the instructions of the responsible department and following the methodological guidelines of the Ministry of Education, Science, Research and Sport of the Slovak Republic. In terms of content, both versions (electronic and paper) must be identical to the uploaded electronic version of the thesis, which has been marked as final in the RFT system.
2. The submission of the thesis in the paper form includes:

- a. license agreement, filled in and signed by the student in two copies. If the author requests a grace period longer than 12 months in the submitted draft license agreement, he/she shall simultaneously submit a justification for the requested extension of the grace period with the approval of the rector/dean of the faculty. The draft of the licence agreement is generated by the RFT. The licence agreement shall be concluded within 30 days from the date of the receipt of the draft. Licence agreements for the university are signed by the dean of the faculty, in case of university-wide study programmes, by the director of the institute or the head of another responsible department where the thesis is defended,
 - b. an affidavit of the author on the thesis' publication in a periodical or non-periodical press, if it has been published,
 - c. confirmation that the thesis has been uploaded in electronic form to the RFT (Uploaded files confirmation),
 - d. Originality Verification Protocol.
3. Reviews are entered into the RFT system by the thesis supervisors/advisors and thesis opponents. In the case of an external student, the review shall be entered by the designated staff member of the educational workplace. If reviews of the final, rigorous or habilitation thesis are to be made available, the author of the respective review shall submit to the university a signed draft of the licence agreement for the use of the review of the final, rigorous or habilitation thesis. If the publication of the review has been confirmed, the draft of the licence agreement is generated automatically by the RFT. The licence agreement shall be concluded within 30 days from the date of the receipt of the draft. Licence agreements on the use of the reviews of final, rigorous and habilitation theses for UNIZA are signed by the dean of the faculty and, in the case of university-wide study programmes, by the director of the institute or the head of another responsible department where the thesis is defended.
 4. UNIZA sends to the administrator of the Central Registry of final, rigorous and habilitation theses information about the conclusion of the license agreement for the thesis and license agreement for the review.

Article 12

Evaluation of Final Theses

1. In the final thesis, the following is evaluated:
 - a. originality of the thesis,
 - b. fulfilment of set objectives,
 - c. level of analysis and mastery of the current state of knowledge of the given issue,
 - d. quality of the practical/empirical part of the thesis,
 - e. solution procedure and methods used,
 - f. level of results' interpretation, level of conclusions drawn and solutions proposed,
 - g. practical applicability of results,
 - h. structure of the thesis,
 - i. professional language level and used terminology,
 - j. dealing with literature and bibliographical references,
 - k. graphic design of the thesis,
 - l. the level of cooperation with the advisor and the activity in solving.
2. The evaluation is made in the form of reviews from opponents, advisors, final or rigorous thesis supervisors, reviewers or other individuals.

3. Rules for final thesis evaluation:

Classification grade	
A	The final thesis is in terms of content and overall formality processed in an above-standard manner. The objectives of the thesis are consistently met and their fulfilment is supported by consistent reasoning. The solution is exceptional, innovative and realistic. Recommendations include innovative and creative ideas in the form of proposals that are suitable for practice.
B	The final thesis is prepared at a very good level with no shortcomings. The objectives of the thesis are met. Recommendations are appropriate, identifying potential opportunities and risks for implementation in practice.
C	The final thesis is processed in a standard way, minor shortcomings do not affect its results. The objectives of the thesis are met, although consistent reasoning is lacking. The theoretical analysis of the problem is partly supported by arguments and comparisons. Recommendations are appropriate.
D	The thesis is processed adequately. It contains more significant shortcomings that do not affect its results. The objectives of the thesis are partially met. Recommendations are appropriate.
E	The thesis is processed in a manner, which is still satisfactory. It shows an understanding of the topic, but the assignment is processed incompletely. The solution is only proposed, but the conditions and benefits of implementation are not identified. Supporting arguments for the feasibility of the stated conclusions are lacking.
FX	The final thesis is processed in an unsatisfactory manner. The objectives of the thesis are not met. Conclusions and recommendations are not included. The presented solution is only superficial, without realistic conclusions and conditions for implementation. The thesis displays serious shortcomings and does not meet the criteria for a final thesis. The FX grade is also given if the work has been processed in violation of the copyright of third parties, or intellectual property rights, or if it has been proven based on the Originality Verification Protocol that the work is plagiarized.

4. In addition to the professional aspect, the evaluation of the final thesis considers how the thesis is processed in the given language within the linguistic lexical-grammatical and stylistic aspects and whether the applied linguistic features reflect its scientific and academic background.
5. From the AIES, the result of the job evaluation is generated into the RFT.
6. In case of an unsuccessful defense of the thesis, the thesis is marked as temporarily undefended in the CRTD.
7. In case of a successful thesis defense, an instruction is generated automatically for the University Library of UNIZA for bibliographic processing and registration of defended final, rigorous and habilitation theses and making the theses available in accordance with the license agreement. These theses are stored in the CRTD and RFT within the time limit specified in the Higher Education Act.

8. The provisions of paragraphs (1) to (7) of this Article shall also apply accordingly to the rigorous and habilitation theses.

Article 13 Final Provisions

1. This Directive was discussed by the UNIZA Academic Senate on 22 November 2021.
2. This Directive enters into force on the date of its approval by the UNIZA Scientific Board, i.e. on 25 November 2021 and into effect on 26 November 2021.
3. It repeals Directive No. 103 on Final Theses under the Conditions of the University of Žilina, which was dated 23 January 2012, as amended.
4. This Directive is binding for all parts of UNIZA and for all students, employees and candidates for the scientific-pedagogical or artistic-pedagogical title of associate professor.
5. Amendment No. 1 to Directive No. 215 was discussed by the UNIZA Scientific Board on 14 December 2023. It enters into force on the day of its approval by the UNIZA Accreditation Board on 18 December 2023 and into effect on the day of its publication.

Prof. Ing. Ján Čelko, CSc.
Rector