



***Faculty of Public Policy and Public
Administration***

**Directive no.1/2019
on final bachelor, master, PhD and
dissertation theses
on FPP and PA of Danubius College in
Sládkovičovo**

Approved by: Senate of Danubius College

The 24th of October 2019

The present directive on final bachelor, master, doctoral and dissertation theses at the Danubius College of Applied Sciences in Sládkovičovo was issued in accordance with Act No. 131/2002 Coll. 14/2009 - R of 27 August 2009, Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Z. z. of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Z. z, 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "Decree No. 233/2011"), Act No. 618/2003 Coll. on Copyright and Rights Related to Copyright, as amended, and § Section 8(2)(b) of Act No. 183/2000 Coll. on Libraries, it regulates and determines a uniform procedure for processing the final, doctoral and habilitation theses at the Danubius College in Sládkovičovo, their basic elements, assessment of originality, method of registration, storage and accessibility.

Article 1

Introductory provisions

1. 1. The aim of this Directive is to ensure a uniform procedure for editing, bibliographic registration, access to, and storage of final bachelor's, master's, doctoral and dissertation theses at the Danubius College in Sládkovičovo, prepared and defended at individual faculties of the Danubius College in Sládkovičovo (hereinafter referred to as the Danubius College in Sládkovičovo).
2. 2. An integral part of the studies at the College is the final thesis prepared by the student in accordance with the Higher Education Act. Its defence is part of the state exams.¹

Article 2

Basic terms and definitions

1. A thesis is generally a school work created by a student to fulfill his/her study obligations arising from his/her legal relationship with Danubius College.
2. The author of the thesis is the student of Danubius College. The thesis is the independent work of the student at the respective faculty of Danubius College. The dean of the relevant faculty of Danubius College of Applied Sciences or his/her designee shall assign the student a supervisor and the topic of the final bachelor's, master's doctoral or PhD thesis. The conditions for the doctoral procedure and the PhD study programme are laid down separately.
3. The thesis is accompanied by a so-called Licence Agreement², which is a legal document that regulates the use and publication of the thesis. The licence agreement serves to make the thesis available through the central thesis repository. The agreement is concluded by the author with the Slovak Republic represented by Danubius College of Applied Sciences. It is to be submitted in two

¹ Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, § 51 (3)

² Act No. 618/2003 Coll. on Copyright and Rights Related to Copyright (Copyright Act), § 40 to 44

documentary copies, one of which is kept for the author and the second copy is kept in the library and archives of the Danubius College.

7. A training workplace is a workplace of the Danubius College of Applied Sciences or its part (faculty), which creates material and technical conditions for the student to create the respective thesis

Article 3

Scope and content of final theses

1. The bachelor's thesis is to demonstrate the student's ability to work creatively in the study programme or field of study. The student has to demonstrate the ability to collect, interpret, process basic professional literature and present relevant knowledge of the subject, theory and professional terminology. It may have elements of originality, summarization and compilation, or it may be an application in practice or the solution of a sub-task related to the student's future qualification focus. If hypotheses are made in the thesis, they must be verifiable.

2. The student's thesis treats the chosen topic at the level of a scientific study with a representative selection of literature, with appropriately chosen scientific procedures, hypotheses that can be verified. The diploma thesis verifies the knowledge and experience that the student has acquired during his/her studies and his/her competence to use them in solving tasks and situations in the relevant field of study.

3. The thesis verifies the student's ability to demonstrate, on the basis of independent study, that he/she has deeper knowledge in the field of study in its broader basis and is capable of independently acquiring new knowledge of science and practice and is able to apply the acquired knowledge in a creative way in practice.

4. The dissertation demonstrates the student's ability and readiness for independent scientific and creative activity in the field of research or development, for independent theoretical and creative artistic activity and for solving theoretical and practical problems of the scientific/study field. The author's work demonstrates the ability to process the chosen scientific problem with an interdisciplinary approach and with the elaboration of concrete solutions and conclusions. It should be characterised by a high degree of analysis and synthesis of knowledge, as well as a sufficient overview of the existing literature.

5. Each thesis must be original, created by the author in such a way as to comply with the rules of working with information sources. It must not unlawfully infringe the rights or legitimate interests of third parties, in particular it must not infringe the intellectual property rights of a third party or unlawfully deal with classified information or personal data, confidential information or trade secrets of a third party.

6. The author is obliged to cite the sources of information used consistently, to mention by name and specifically the results of research by other authors or author teams, to describe accurately the methods and working procedures used by other authors or author teams, to document the results obtained and the field research by other authors or author teams.

7. The course of the defence of a thesis containing classified information or personal data shall be governed by Section 62 a, paragraph (2) of the Higher Education Act.

Article 4

Assignment of final theses

1. Proposals for the topics of Bachelor's and Master's theses are published in the Academic Information System (hereinafter referred to as the AIS) by the deadline set in the academic year schedule. The publication of thesis topics is the responsibility of the person in charge of the faculty concerned.
2. The student shall apply for the final bachelor's and master's thesis through the AIS. There the given topics are listed or published by the supervisors.
3. Proposals for thesis topics are dealt with in the context of the admission of candidates to the doctoral (PhD) procedure. The topic is approved by the respective supervisor (mentor) in agreement with the student.
4. Proposals for dissertation topics are dealt with in the context of the admission of applicants to the PhD programme. The publication of the themes is the responsibility of the relevant appointed committee. Approval.
5. The assignment of the thesis or doctoral thesis is the document by which the Danubius College of Applied Sciences sets out the student's obligations in connection with the preparation of the thesis.
6. The assignment includes:
 - (a) the designation and title of the thesis,
 - b) the name, surname and title of the student,
 - c) the name, surname and titles of the thesis supervisor or supervisor,
 - d) the supervising workplace (department),
 - e) the name, surname and titles of the supervisor of the study programme/head of the training department,
 - f) annotation of the thesis (optional part),
 - (g) the language in which the thesis is to be written,
 - (h) the date of approval of the assignment.
7. The programme supervisor or the supervisor will confirm/accept the student's thesis assignment after assessing all the circumstances.

Article 5

Formal arrangement and structure of the thesis

1. The thesis is written in Slovak or Czech language. The bachelor's and master's thesis may be written and defended in another language with the consent of the study programme supervisor. The thesis and dissertation may also be written and defended in a language other than the state language. The author may also submit the thesis for defence in another language with the written consent of the thesis committee or the dean of the faculty. The thesis written in a foreign language includes an abstract in Slovak and a resume in Slovak, which constitutes 10 % of the thesis scope.
2. The final thesis should have a standard layout in accordance with the international standard ISO 7144:1986: Documentation - Presentation of theses and similar documents, or STN 01 6910:1999 Rules for writing and editing of documents and this Directive, including other guidelines.
3. The thesis shall normally comply with the following formal requirements⁴:

³ STN ISO 690:1998 Dokumentácia. Bibliografické odkazy. Obsah, forma a štruktúra. STN ISO 2145:1997 Dokumentácia. Číslovanie oddielov a pododdielov písaných dokumentov. STN ISO 690-2:2001 Informácie a dokumentácia. Bibliografické citácie. Part 2:Elektronické dokumenty alebo ich časti.

⁴ MEŠKO, D. – KATUŠČÁK, D. et al. *Akademická príručka*. 2005.

- (a) It shall be computer-printed on white A4 paper (297 x 210 mm), in black type so as to be clearly legible. Double-sided printing may be used,
- (b) The left and right margins around the text should be 3,0 cm (exactly 3,17 cm) from the edge of the sheet of paper; for binding purposes, the page may be shifted horizontally so that the left margin is set at 3,5 cm and the right margin at 2,0 cm; The top and bottom margins around the text should be 2,5 cm (exactly 2,54 cm) from the edge of the sheet. If header and footer are used, the free margin must remain 1.9 cm from the edge of the sheet from the top and bottom sides, the margins from the sides must remain as shown,
- c) A uniform line spacing of the main text, normally 1.5, must be used throughout the work, including the title page. In footnotes or after the text, a line spacing of 1 may be used,
- d) The font size and typeface shall be chosen by the author of the thesis in order to respect the recommended length of the thesis in terms of number of characters. The recommended character size is 12 points. First level headings are 14 point size. The recommended font type is Times New Roman;
- e) The length of the thesis shall be determined by the thesis supervisor, with the following appropriate length:
 - ea) Bachelor thesis: 30-40 pages (54 000-72 000 characters),
 - (eb) thesis: 50-70 pages (90 000-126 000 characters),
 - (ec) doctoral thesis: 60-80 pages (108 000-144 000 characters),
 - (ed) dissertation: 80-120 pages (144 000-216 000 characters),
- (f) The pages of the thesis shall be numbered continuously in Arabic numerals. The page number shall be placed at the bottom of the page (footer), in the middle or on the outside of the page. Pages shall be numbered in the same font and size as the text of the thesis. The title page counts towards the pagination, but the number is not written on it. Pages with appendices are numbered but do not count towards the scope of the thesis. The thesis contains an introductory part, main text part, appendices (optional), final part (optional) in items according to the following order ⁵:
 - a) *cover* - the outer side of the cover (envelope, binding), on the cover the name of the College; the name of the faculty; the title of the thesis; the designation of the thesis; the name, surname and titles of the author; the registration number; the year of submission of the thesis; the mandatory introductory part of the thesis,
 - b) *title page* - the following data shall be provided: the name of the College, the name of the faculty, the title and subtitle of the thesis (if used); the designation of the thesis (bachelor's thesis, master's thesis, doctoral thesis, PhD thesis); the registration number; the study programme; the number and title of the field of study; the title, name and surname of the author; the workplace; the title, name and surname of the supervisor or supervisor of the thesis; the place and year of submission; the compulsory introductory part of the thesis,
 - (c) *assignment* - a copy of the official assignment of the thesis, as specified in Article 4 of this Directive, approved by the head of the training institute; optional introductory part of the thesis,
 - (d) *an affidavit of the originality of the thesis*, including, where appropriate, an acknowledgement of thanks; optional introductory part of the thesis,
 - e) *abstract* - the content and editing of the abstract is governed by the international standard ISO 214 Documentation - Abstracts for publications and documentation, it is obligatory to be presented in Slovak language, its English version is recommended, which is necessary for integration into international information systems (e.g. Network Digital of Theses and Dissertations); it contains the name of the author and the title of the thesis, the name of the College, faculty and training institute, the name of the supervisor or the supervisor's

⁵ MEŠKO, D. – KATUŠČÁK, D. et al. *Akademická príručka*. 2005.

supervisor, degree of professional qualification, place, year, scope of the work; abstract text - short (informative) description of the content of the work, which includes data on the aim of the work, methods, results and conclusions of the research, expected contribution and 3-5 keywords; obligatory introductory part of the work,

a) *preface* - basic characteristics of the thesis, circumstances of its origin, defining the main topic, the subject of the thesis or research, the methods used, the aim and social significance of the thesis, information on the provision of assistance, the purpose of its use, the status of the developed issue in theory and practice; written in an impersonal style, in the third person, factual and concise, should not exceed 2/3 of a page, mandatory introductory part of the final thesis, doctoral thesis and PhD dissertation,

b) *the content* includes the titles of the parts of the thesis and the page numbers, compulsory introductory part of the thesis,

c) *list of illustrations and list of tables*, optional introductory part of the thesis,

(d) a list of abbreviations and symbols, in the natural sciences, a compulsory part of the thesis,

(e) *a glossary*, optional part of the thesis,

f) *introduction* - in comparison with the more general preface, it refers specifically to the topic being treated and introduces the reader to its issues; it familiarizes the reader with the meaning, aims and objectives of the thesis; the author emphasizes why the thesis is important and why he/she has chosen to treat the topic; the length is usually 1 - 2 pages; compulsory main text part of the thesis,

g) *core* - the text of the thesis divided into chapters, paragraphs, etc. usually contains the theoretical part of the thesis focused on the current state of the problem solved at home and abroad (approximately 30% of the thesis); the aim of the thesis, the methodology of the work and methods of research; the analytical and design part of the thesis, i.e. the results of the work and the discussion; the current state of the problem solved states the available information and knowledge related to the topic, the source for the processing are the current published works of domestic and foreign authors; the aim of the thesis concisely characterizes the subject of the thesis and it includes sub-objectives, which condition the achievement of the main objective of the work; the methodology of the work and methods of investigation includes the characteristics of the object of investigation, working procedures, the method of obtaining data and their sources, the methods used to evaluate and interpret the results, statistical methods; the results of the work and the discussion are the most important parts of the final thesis and represent the author's own views or own solutions to the substantive problems that the author has arrived at, they must be logically arranged and sufficiently evaluated; the main text part of the thesis is compulsory,

h) *Conclusion* - contains factual conclusions, summary, author's own contribution or view to the stated objectives of the thesis and possible hypotheses of the thesis; mandatory main text part of the thesis,

i) *resume* - obligatory part of the thesis, If the final thesis is written in a language other than the state language, it contains a resume in the Slovak language, usually 10 % of the scope of the final thesis.

j) *list of bibliographical references*; obligatory part of the thesis.

k) *appendices* - contain information that illustrates the procedure and techniques contained in the main text of the thesis; optional part of the thesis,

l) *supporting material* - diskettes, advertising material, films, maps, products, etc, optional part of the thesis

Article 6

Submission of the final thesis

1. The thesis is submitted in at least two copies in printed form and one copy in electronic form. The final thesis in printed form shall be bound in paperback (paperback, not comb-bound) or hardback so that the individual pages cannot be removed and are easy to read. The electronic form of the thesis shall be produced in Portable Device Format (PDF) with the possibility of conversion to plain text.
2. The electronic version of the thesis in PDF format shall be uploaded by the author into the thesis filing system (hereinafter referred to as the thesis filing system). The electronic version of the thesis must be identical to the printed version.
3. The submission of the thesis includes the conclusion and submission of a licence agreement.
4. Along with the final thesis, the relevant opinions of the opponents, supervisors or thesis supervisors are sent in electronic form. These evaluations are archived in the central thesis register together with the thesis for the specified period of its retention.

Article 7

Responsibilities of Danubius College towards the author of the thesis

1. Danubius College and its individual faculties shall create the necessary material, organizational and personnel conditions for the fulfilment of the tasks arising from this Directive.
2. The training centre or department shall ensure the control of the final theses and the necessary formalities. It is responsible for the submission of the licence agreement and the digital version of the thesis on a non-rewritable medium (CD).
3. Author for the purpose of processing, preserving and making available the thesis:
 - (a) prepare the thesis in accordance with Article 3 of this Directive,
 - (b) upload the thesis into the AIS, alone or with the relevant cooperation, and fill in the necessary identification data,
 - (c) submit the required number of copies (in hard copy and electronic form) of the thesis to the department as instructed by the supervisor,
 - (d) is responsible for the conformity of the printed and electronic versions of the thesis,
 - (e) produce the licence agreement and the confirmation of the thesis upload to the AIS by himself/herself or with the relevant cooperation.
4. The responsibilities of the Danubius College Library are as follows:
 - (a) register the theses defended by Danubius College of Applied Sciences,
 - (b) builds a bibliographic database of theses of Danubius College of Applied Sciences,
 - (c) makes the theses available electronically in the library system,
 - (d) keeps the licence agreements of the authors of the theses in view of the degree of their accessibility.

Article 8

Central register of final theses and registration of final theses

1. The originality of the thesis (the degree of conformity of the thesis text with the database of original texts) is assessed in the defence process by means of the so-called originality protocol.
2. Final theses in electronic form are permanently stored in the so-called Central Register of Final Theses (hereinafter referred to as CRZP).
3. The dean of the faculty determines in the academic year schedule the time limit (scope) for the insertion of the thesis in electronic form into the AIS.
4. The result of the check for the originality of the thesis shall be made available to the examination committee before which the defence of the respective thesis of the author takes place. The result of the originality check of the thesis is an integral part of the record of the state examination.
5. In case it is found that the thesis contains foreign parts without the indication of the information source, the author has the right to prove the originality of the work immediately at the thesis defence. If the Examination Board confirms that the author of the thesis has infringed copyright, the thesis shall be deemed unacceptable. The thesis can be submitted only once, which in this case means a failing grade (FX). Any case of plagiarism identified by the Board of Examiners concerned will subsequently be dealt with as a serious offence. The relevant disciplinary committee of the faculty or Danubius College is appointed for this purpose.

In Sládkovičovo, the 24th of October 2019

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Doc. Ing. Ján Králik, CSc.
Chairman of DC Academic Senate

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Doc. PhDr. et Mgr. Peter Ondria, PhD.
Dean of FPP and PA