



In Pilsen, 15 August 2024
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DEAN'S MEASURE NO. 10/2024

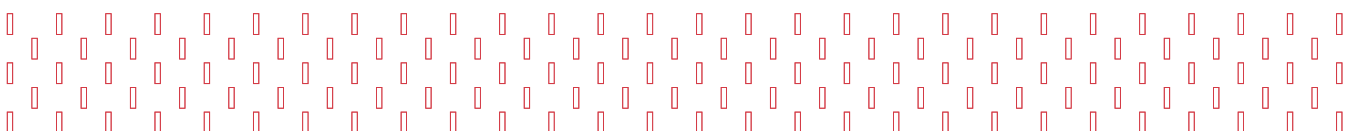
ON DETAILS OF THE MASTER'S THESES AND THEIR DEFENCE

Art. 1 Introductory Provisions

- 1.1 This Dean's measure implements the relevant provisions of Articles 23c to 23e of the Rules of Study at the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "**Rules**").
- 1.2 This measure applies only to studies in a Master's degree programme which is a continuation of a Bachelor's degree programme. Master's degree programmes which are not consecutive to a bachelor's degree programme are unaffected by this measure.

Art. 2 Procedure for Assigning a Thesis Topic

- 2.1 Once the student has applied for a topic of the master's thesis and the authorised person of the relevant basic department of the faculty has confirmed his/her choice in the Study Information System (hereinafter referred to as "**SIS**"), the possible supervisor of the master's thesis in cooperation with the student fills in the relevant specification boxes in the SIS (Principles for Elaboration and List of Literature), the authorised person at the relevant basic department of the faculty prints out the master's thesis specification, submits it to the guarantor of the study programme for approval and then submits it without undue delay to the Study Department. In SIS, the Study Department then confirms the approved topic of the master's thesis and the student receives an e-mail generated from SIS notifying him/her of this confirmation. If guarantor of the study programme does not approve the topic, the Study Department will remove the topic from the student's SIS and the student must propose a new topic.
- 2.2 From the moment of the confirmation of topic of the master's thesis by the Study Department, the student is able to edit only keywords in Czech and English in SIS. At the same time, the student is allowed to save the electronic form of the master's thesis, its annexes and abstracts via SIS.
- 2.3 From the moment of the confirmation of the topic of the master's thesis by the Study Department, the thesis supervisor, in agreement with the student, has the ability to modify



the title of the master's thesis in the SIS while maintaining the original topic of the master's thesis. This may only involve partial changes to the title of a formal nature or a more precise definition of the topic, not changes that would alter the topic of the master's thesis itself. Likewise, the thesis supervisor has the option to modify the Principles for the Elaboration and the List of Literature in agreement with the student.

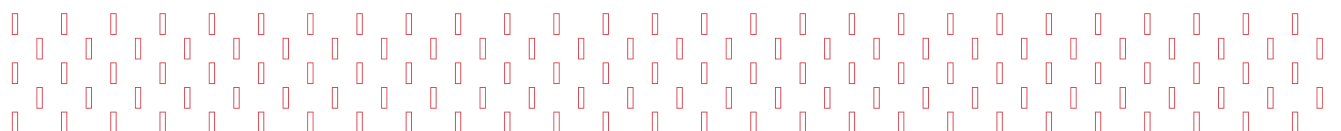
- 2.4 The topic of the master's thesis is not necessarily identical to the title of the master's thesis. The title of the thesis may specify the topic and may be changed during the course of the master's thesis with the consent of the thesis supervisor. In contrast, the topic of the master's thesis may be changed only on the basis of a written request by the student on the prescribed form, which is decided by the Dean of the Faculty. The thesis supervisor and the guarantor of the study programme shall comment on the request and its positive resolution is usually subject to their approval.
- 2.5 A change in the language of the master's thesis is authorized by the dean on the basis of a written request from the student recommended by the study programme guarantor.

Art. 3 Change of Thesis Supervisor

- 3.1 Any change of thesis supervisor is authorized by the dean on the basis of a written request of the student recommended by the guarantor of the study programme.
- 3.2 The Dean of the Faculty may, in extraordinary justified cases, on the proposal of the study programme supervisor, the thesis supervisor or on his/her own initiative, decide to change the thesis supervisor even without the student's consent. The student must be informed of such a change without delay.

Art. 4 Fundamental Requirements of a Master's Thesis

- 4.1 The recommended format of the thesis to be submitted and its minimum scope are set out in more detail in the SIS guidelines. The scope of the thesis includes all text except for the appendices.
- 4.2 The title page of the thesis must contain the following information:
 - 4.2.1 name of the university, faculty where the thesis is submitted for defence;
 - 4.2.2 designation: "Master's Thesis";
 - 4.2.3 the study programme;
 - 4.2.4 the name of the author of the master's thesis;
 - 4.2.5 title of the master's thesis in Czech and English;
 - 4.2.6 the name of the thesis supervisor;
 - 4.2.7 year of submission of the master's thesis for defence.



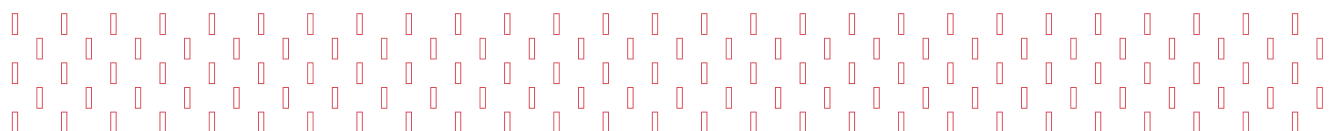
- 4.3 On a separate sheet after the title page there must be a statement by the author on the originality of the thesis confirming that:
- 4.3.1 produced the master's thesis independently,
 - 4.3.2 all used sources and literature have been properly cited,
 - 4.3.3 the thesis has not been submitted to fulfil a study requirement in another study or submitted for defence in another university study or for another or the same degree.

Art. 5 Master's Thesis Submission

- 5.1 The master's thesis must be submitted by the student in electronic format via SIS. The electronic version of the master's thesis must consist of the following separate PDF files: the actual text of the thesis, abstract in Czech, abstract in English. Optionally, the master's thesis may contain additional attachments. The student is responsible for the full submission of the electronic form of the thesis including the mandatory attachments. On the basis of the instructions of the study programme guarantor, the student is obliged to submit a maximum of two printed copies of the duly electronically submitted thesis as an auxiliary basis for the work of the opponent and the examination committee.
- 5.2 The deadline for the submission of the master's thesis is set by the guarantor of the study programme.

Art. 6 Master's thesis defence

- 6.1 The master's thesis defence can take place no earlier than 2 months after the thesis submission deadline.
- 6.2 The student may proceed to the thesis defence only after successful fulfilment of the conditions of subject study control of subjects Thesis Project I. and II.
- 6.3 The master's thesis will be available for public viewing via the electronic thesis database at least five working days prior to the defence and for the period from the twenty-first day after the defence until the day of its publication in the university repository, or during office hours at the Study Department, unless a request for postponement of the thesis publication has been made.
- 6.4 Each submitted master's thesis must be assessed in writing by the thesis supervisor and one opponent. The thesis opponent is appointed by the guarantor of the study programme. The guarantor of the study programme shall ensure that the thesis is available to the thesis supervisor and the thesis opponent and that the master's thesis is available for the defence. The reports are prepared in general in the language in which the master's degree programme is accredited, in English only with the consent of the study programme guarantor. The assessments of the thesis supervisor and opponent must be available to the student in the SIS at least ten days before the thesis defence date. The reports must include

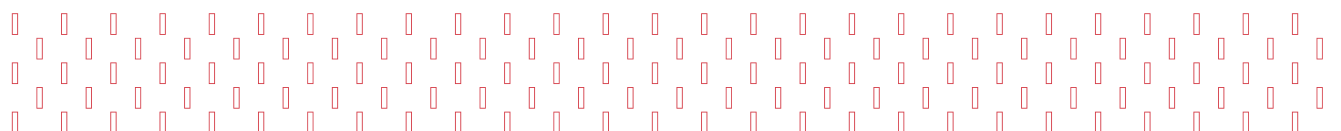


a proposal for classification. Compliance with these requirements is ensured by the guarantor of the study programme

- 6.5 If both reports propose a classification of "failed", the student has the right to withdraw from the thesis defence, but no later than seven days before the thesis defence. The notice of withdrawal, in which the student declares that he/she has read the assessments, that he/she acknowledges the reservations stated therein, and that, based on the supervisor's and opponent's assessment, he/she considers it necessary to revise or amend the master's thesis, must be sent in electronic version to the thesis supervisor and the study programme guarantor within this time limit, and also in paper version with a handwritten signature to the Study Department. On the basis of such a declaration, the thesis defence date will be cancelled.

Art. 7 The Course of Defence

- 7.1 The defence of the final thesis is always held before an examination committee, which must be at least three members. The examining committee always includes the thesis supervisor and the opponent.
- 7.2 The thesis defence is held in the language in which the study programme is accredited. The thesis defence may also be held in English if justified by the language of the master's thesis, and the language of the thesis defence may be changed in this way only on the basis of a written request from the student, which is decided by the study programme guarantor. The request is subject to the opinion of the thesis supervisor, whose approval is necessary for the approval of the request.
- 7.3 When defending the master's thesis, the examination committee takes into account the opinions of the thesis supervisor and the opponent. During the thesis defence, the student presents a brief outline of his/her thesis and responds to questions, comments and objections from the thesis supervisor, thesis opponent and members of the committee.
- 7.4 If the student fails to present himself/herself for the defence on the appointed date, he/she must not interfere with the master's thesis in any way before the next defence date.



Art. 8
Final Provisions

8.1 This Dean's Measure shall come into force and effect on the date of the Dean's signature.¹

prof. MUDr. Jindřich Fínek, Ph.D., MHA
dean of the faculty

¹ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

