



Instructions for submission of Bachelor's Theses at the Faculty of Veterinary Hygiene and Ecology of VETUNI in the academic year 2024/2025

The rules for the processing, submission, defense and publication of the Bachelor's Thesis (hereinafter referred to as "the Thesis") at the FVHE VETUNI are set out in the Dean's Directive No. 2/2019. For the academic year 2024/2025, the conditions for the submission of the Thesis, the processing of the Assessment of the Supervisor of Bachelor's Thesis and the Opponent's Assessment of Bachelor's Thesis as well as further administration of the Thesis are as follows:

Obligations of the student

The student's obligations are specified in Article 18 of the Study and Examination Regulations in the Bachelor's and Master's Degree Programmes of the University of Veterinary Sciences Brno and in the Dean's Directive No. 2/2019.

The student is responsible for the conformity of the Thesis title in the Assignment of Bachelor Thesis with the title in the printed and electronic version of the Thesis as well as for the content and formal conformity of printed and electronic version of the Thesis. An integral part of the Thesis are the forms: Student's Declaration, Author's Declaration and Author's Confirmation which have to be inseparably tied to the Bachelor's Thesis.

The student is responsible for citing only existing literary sources in the text of the Thesis and in the chapter References.

The student is responsible for any use of AI in the Thesis and is aware that use of AI in violation of permitted reasons (e.g., obtaining "artificial" results, writing the Thesis, unacknowledged use of AI in the creation of texts) will be viewed as plagiarism.

The student will submit an electronic version of the Thesis to the IS STAG by 31 March 2025. Two signed copies of the written Thesis that are completely identical to the electronic version of the Thesis (except for the student's signature which has to be only in the printed version of the Thesis, not in the electronic version) shall be handed over to the supervisor of the Thesis no later than 7 days after the electronic version has been submitted into IS STAG.

In case a student for serious reasons is unable to submit the Thesis to IS STAG by 31 March 2025 and requests an extension of the deadline for submission of the Thesis by 14 days, he/she must submit a "Request for an extension of the final thesis submission deadline" to the Study Department no later than by 24 March 2025, provided that the Request is already accompanied by a statement and signature of the Thesis supervisor and the Head of the Department. Subsequently, by 14 April 2025, the student must submit the electronic version of the Thesis to the IS STAG and two printed and signed copies of the Thesis to the Thesis supervisor no later than 7 days after submitting the electronic version of the Thesis to IS STAG.



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Obligations of the person responsible for the administration of the Bachelor's Thesis at the Department (Obligations of an Administrator)

The Department administrator fills in the Thesis submission date in IS STAG ("she/he closes the student's access to the Thesis in IS STAG") on 2 April 2025 for the Thesis submitted by 31 March 2025, or on 15 April 2025 for the Thesis submitted by 14 March 2025. By 22 April 2025, she/he checks the accuracy and completeness of the Thesis documents (i.e. the match between the Thesis topic in the pdf file and the Assignment of Bachelor Thesis, and other formalities) in IS STAG.

The administrator sends (via "Notification" in IS STAG) an e-invitation to the Thesis supervisor and opponent to evaluate the Thesis.

The administrator will hand over one checked printed copy of the Bachelor's Thesis (signed by the student) together with a signed printed copy of the Thesis Assessment of the Supervisor and a signed printed copy of the Thesis Opponent's Assessment by 12 May 2025 to the Study Officer. The second printed copy of the Bachelor's Thesis remains at the relevant department for archiving.

Obligations of the Thesis Supervisor

Within 7 days from the student's submitting the electronic version of his/her Thesis to IS STAG the supervisor receives two printed and signed copies of the Thesis from the student.

Based on the electronic (email) Invitation to Evaluate the Thesis ("Notification" from the Dept Administrator), the supervisor elaborates Assessment of the Supervisor of bachelor's thesis and delivers/ensures delivery of the printed and signed Assessment by May 2 2025 to the department administrator. On the same date, he/she submits e-version of the Assessment (without his/her signature) into IS STAG in the pdf format h12345_Smith_AS.pdf (AS = Assessment of the Supervisor). At the same time, he/she will enter the final grade of the student into "Grade, Your evaluation of the thesis" in IS STAG.

The result of the plagiarism check is a part of the Assessment of the supervisor (carried out according to the Methodology (the same as in the Czech study programmes). The result of the evaluation, i.e. whether the Thesis is/is not plagiarized and the % of compliance found, is stated in Assessment. The result of the evaluation (plagiarized/not plagiarized) must be also submitted by the supervisor into IS STAG.

The result of the check in „theses.cz“ sw program:

In the case when the result of the plagiarism check by „theses.cz“ in IS STAG is found to be equal/more than 5%, the Thesis supervisor, based on his/her expertise and experience, will assess the similarity found, excluding partial conformities in the name of the university and faculty, mandatory forms (Declaration, Acknowledgement), chapter titles, citations in the chapter Reference, similarly used substantive formulations in the chapter Material and Methodology, etc., and will state in the Assessment of the supervisor as follows:

- assessment of the thesis as: plagiarized/not plagiarized,



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- percentage similarity with other theses based on the result of the assessment in „theses.cz“ program in IS STAG,
- justification of why he/she considers the Thesis to be plagiarized, i.e. he/she specifies his/her opinion on each similarity of the partial text of the submitted Thesis with similar documents found in IS STAG.

Obligations of the Thesis Opponent

Based on the electronic e-mail Invitation to Evaluate the Thesis ("Notification" from the Dept Administrator), the Opponent, who is an academic staff member of VETUNI, will elaborate an Opponent Assessment of the Bachelor's Thesis based on the electronic pdf version of the Thesis in IS STAG. By 2 May 2025, he/she delivers/ensures delivery of the printed and signed Assessment to the Dept Administrator and submits the Assessment (without signature) into IS STAG, in pdf format h12345_Smith_OA.pdf (OA = Opponent's Assessment). At the same time, he/she will indicate the final grade of the student's Thesis in the "Grade, Your evaluation of the theses" field in IS STAG.

Obligations of the Study Officer

Study Officer will ensure that all forms relevant to the administration of the Thesis from the level of the study programme guarantor upwards are signed by the relevant persons.

By 12 May 2025, the Study Officer will take over from the department administrator one copy of the Thesis (signed by the student), including the Assessment of the Supervisor (in which he/she checks the justification for the plagiarism assessment and other requirements) and the Opponent Assessment. Subsequently, by 22 May 2025, he/she will carry out a final check of the formalities of the submitted Thesis and the conformity of the printed and electronic versions of the Thesis.

The Study officer ensures that one printed and signed copy of the Thesis together with the printed and signed Assessment of the Supervisor and the Opponent's Assessment is delivered (by the deadline for the Thesis defense) to a relevant department where the Thesis defense takes place.

After the end of the Theses defense, he/she will ensure that the Theses and the Assessments are transferred to the Study Office and that the Protocol on the Course of the Thesis Defense is scanned into IS STAG (file format h12345_Smith_DefenseCourse). Subsequently, he/she will ensure that the Thesis copy (without the Assessments) is forwarded to the VETUNI Study and Information Centre for archiving and will ensure that the printed and signed Assessments are archived in the student's file.

In Brno 19 February 2025

Assoc. Prof. MVDr. Radka Dobšíková, PhD
Vice-Dean for Education