

**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**

**INSTRUCTIONS FOR PREPARATION OF FINAL THESES  
(BACHELOR, DIPLOMA, DISSERTATION), RIGOROUS AND  
HABILITATION THESIS**



**Košice 2023**

Pursuant to the Act No. 131/2002 Coll. on Universities and on amendments and supplementation of certain acts, as amended (hereinafter referred to as “Act“) the study includes, according to each study programme, also elaboration of a thesis which represents, together with the defence thereof, one subject; a thesis defence belongs to state exams. Elaboration of the thesis and its defence is a prerequisite for successful completion of university studies at all levels – bachelor, master, doctoral and PhD.

Final theses are divided according to the individual levels of study as follows:

- **Bachelor thesis** – student demonstrates the ability of independent professional work from the content and formal point of view. It may have elements of originality, summarization and compilation. It focuses on the acquisition of theoretical knowledge and practical knowledge based on the current state of science and their use in the pursuit of the profession or in the continuation of the subsequent university study. It can be experimental, technical, applied or theoretical.
- **Diploma thesis** – verifies mastering of theory, professional terminology, application of basic standard scientific methods and level of knowledge and skills acquired by the student during his/her studies. Student demonstrates the ability of independent professional work from the content and formal point of view. Diploma thesis at the second level of study must have experimental, professional, compiled and comparative character or character of applied knowledge. Diploma thesis in doctoral and master study at the combined first and second level of study must have experimental, professional character or character of applied knowledge, but it cannot have theoretical character.
- **Dissertation thesis** – it has the character of scientific work. Dissertation shows the student's ability and readiness for independent scientific and creative activities in the field of research or development. It should be characterized by a high degree of analysis and synthesis of knowledge as well as a sufficient overview of the existing literature.

Act on Universities further regulates theses we classify as qualification works:

- **Rigorous thesis** – is a part of the rigorous exam, which can be taken by graduates of the study programme who have earned a Master's degree. By means of a rigorous examination and the defence of a rigorous thesis, the candidate has to prove, based on his/her self-study, that he/she has a deeper knowledge in his/her field of study on a broader basis and he/she is able to independently acquire new knowledge of science and practice is able to apply this knowledge in a creative way in practice.
- **Habilitation thesis** – is one of the basic conditions for initiating the habilitation procedure and obtaining the academic title of associate professor. Habilitation thesis has an experimental character and presents extensive and long-term own scientific research, rich documentary material and significant results of the habilitant. By habilitation thesis, the applicant for the academic degree associate professor demonstrates, based on the results of his creative work as well as the works of other authors, the ability to postulate scientific conclusions, critically evaluate them and, accordingly, to determine further direction of scientific activity in the given scientific field.

The final or qualification thesis shall not unduly interfere with the works or legally protected interests of third parties, in particular it shall not infringe the intellectual property rights of the third party or misuse the classified information or personal data, confidential information or trade secret of the third party.

Before admitting the student to the defence of the final thesis, rigorous or habilitation thesis, the university sends the thesis electronically to the central register of final theses and on the basis of information from the central register of final, rigorous and habilitation theses verifies the degree of originality of the submitted work. The submitted work shall be kept in the central register for 70 years from the date of registration, together with the relevant assessments of the

tutors, consultants and opponents, the supervisors of the final or rigorous theses, the reviewers or other persons.

Details of the basic requirements of final theses elaborated at universities in the Slovak Republic, their bibliographic registration, preservation and accessibility are regulated by Decree No. 233/2011 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic implementing some provisions of the Act, as amended, and the Methodological Guideline of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 56/2011 on particulars of final theses, their bibliographic registration, preservation and accessibility. The above-mentioned regulations also apply to rigorous theses and habilitation theses accordingly.

## **A. CONTENT AND STRUCTURE OF THE FINAL, RIGOROUS OR HABILITATION THESIS**

The final, rigorous or habilitation thesis has to include following parts:

- 1. Introduction**
- 2. Main text**
- 3. Conclusion**
- 4. Appendices (optional)**

**1. Introduction of the final, rigorous or habilitation thesis contains, in the stated order, the following:**

*a) Hard cover*

- Name of the university
- Evidence number (code)
- Title of the thesis
- Type of the thesis (bachelor/diploma/rigorous/dissertation/habilitation thesis)
- Name, surname, and academic, scientific degree(s) of the author
- Year of thesis publication

*b) Title page*

- Name of the university
- Title of the thesis
- Type of the thesis (bachelor/diploma/rigorous/dissertation/habilitation thesis)
- Name, surname, and academic, scientific degree(s) of the author
- Study programme
- Name of study branch
- Name, surname, and academic, scientific degree(s) of the tutor/supervisor
- In case a consultant was appointed, name, surname, and academic, scientific degree(s) of the consultant
- Name of training workplace
- Place and year of thesis publication

*c) Thesis assignment*

- Type of the thesis (bachelor/diploma/dissertation thesis)
- Title of the thesis in the language of the thesis and secondary language
- Name, surname, and academic, scientific degree(s) of the author
- Name, surname, and academic, scientific degree(s) of the tutor/supervisor
- In case a consultant was appointed, name, surname, and academic, scientific degree(s) of the consultant
- Name, surname, and academic, scientific degree(s) of the opponent
- Name of training workplace – name of institute or section supervising the thesis
- Name, surname, and academic, scientific degree(s) of the head of training workplace
- Annotation of the thesis
- Language of the thesis
- Date of approval of the thesis assignment

*d) Acknowledgements (optional)*

*e) Abstract in the language of the thesis (e.g. Slovak, Czech, English, etc.)*

- This contains information about the thesis objectives, its brief contents and in conclusion, it characterizes fulfilment of thesis objectives, results and significance of the entire thesis. The abstract contains 3 to 5 keywords. It should be written as one coherent paragraph usually ranging from 100 to 500 words.

- f) *Translation of the abstract into English language*
  - In case of thesis elaborated in English language, the abstract is presented only once, there is no need of its translation into Slovak language
- g) *Table of contents*
- h) *List of tables and figures*
- i) *List of abbreviations and symbols*
- j) *Dictionary (optional)*

**2. The main text of the final, rigorous or habilitation thesis contains the following:**

- a) *Introduction*
  - The author provides brief and apt characteristics of the present knowledge or practice in the field which is the subject of the thesis and informs the reader about importance, goals and objectives of the thesis. The author explains why he/she considers the work important and why the presented topic has been selected.
- b) *Core*
  - The present state of the issue being solved in this country and abroad
    - In this part the author presents available information and knowledge on the given topic. The source is found in recently published works by national and foreign authors. This part should constitute approx. 30 % of the thesis.
  - Goal (objectives) of work
    - The goal of work should be stated clearly, concisely and accurately. This part should also include partial goals-in-process, which are inevitable for reaching the principal goal.
  - Methods of work and research
    - Characteristics of the researched object
    - Work procedures
    - Ways of obtaining data and their sources
    - Methods used for evaluation and interpretation of results
    - Statistical methods
  - Work results
    - Work results and their discussion are the most important parts of the thesis. The results (author's own attitudes or author's own solutions of the issue) obtained by the author should be arranged logically and their description should be accompanied by sufficient comment. The author comments on all data and information in comparison with results of other authors. If suitable, work results and discussion can be presented as one single section and together should constitute 30 to 40 % of the thesis.
  - Discussion
  - In the habilitation thesis it is possible to replace the methodology of work, research methods and discussion with a set of significant published works

**3. Conclusion of the final, rigorous or habilitation thesis contains the following:**

- a) *Conclusion*
  - In conclusion it is necessary to briefly summarize obtained results in relation to the stated goals
- b) *Resume in Slovak language (it is obligatory only if the thesis is elaborated in other than Slovak language)*
  - Resume in Slovak language has to constitute about 10 % of the thesis

c) *References*

- It contains a complete list of bibliographic references. The extent of this part depends on the number of references quoted in the work, which must correspond to citations used in the text.
- Both, the ethical and technical aspects of using the references are important. Ethics of citing determines the way of abiding by the ethical standards in relation to other author's ideas and results obtained in other documents and lists of references. Technique of citing expresses whether, regarding the standard, the author correctly connects citations in the text with the records of the documents that are on the list of bibliographical references and how he does so.
- In final, rigorous or habilitation theses it is recommended to use the method of citation according to the first entry of the source by inserting the first entry in the text in brackets (author's surname or the first word of the title) and the year of publication of the cited document. If the first entry is inserted directly in the text, then only the year of publication is written in the brackets. If necessary, also the cited pages may be presented in the brackets after the year. If two or more documents have identical first entry and identical year, they may be differentiated by lower case letters (a, b, c, etc.) after the year inside the brackets. The same method can be applied in the list of bibliographic references (see manual to use the template for writing the final thesis). There is no comma between the author's surname and the year.
- All individual items of References are arranged in alphabetical order. They are arranged according to the first entry (which is usually the author's surname). Several works by the same author are arranged chronologically by its publication year, works published in the same year are distinguished by a lowercase letter in alphabetical order.

**4. Appendices:**

- Appendices may also be part of the final, rigorous or habilitation thesis. They usually include information that broadly and deeply explains and illustrates the methods and techniques referred to in the main text. Appendices include various supplementary illustrations or tables, graphs, photographs, drawings, maps, forms, questionnaires and the like.
- Appendices are the last chapter of the thesis that is displayed in the table of contents. The first page of the Appendices chapter lists each appendix in the format Appendix 1 – Title of the appendix, Appendix 2 – Title of the appendix, etc., and only this first page is numbered. Each individual appendix shall then begin on a new page, indicated by the number of the appendix and its title according to the list. The individual appendices are not included in the table of contents or the list of tables and figures and their pages are not numbered.
- To the academic information system, the appendices are uploaded separately

## **B. FORMAL ARRANGEMENT OF THE FINAL, RIGOROUS OR HABILITATION THESIS**

1. Requirements for formal arrangement are based on standards developed by the international organization ISO - International Organization for Standardization, which is the standard STN ISO 690, Information and documentation. Guidelines for creating bibliographic references to information sources and their citation.
2. The thesis is written in the state language (Slovak language) in the first person of plural past tense. By the approval of the university the thesis may be written and defended in other than Slovak language (i.e. English language) .
3. Font type: Times New Roman  
Font size: 12 and uniform throughout the work  
Line spacing: 1.5  
Margins: left 3.5 cm, right 2 cm, top and bottom 2.5 cm  
Page orientation: portrait, format A4
4. Thesis extent:
  - a) Bachelor thesis: minimum 30, maximum 40 pages
  - b) Diploma thesis: minimum 50, maximum 60 pages
  - c) Dissertation thesis: minimum 80, maximum 120 pages
  - d) Rigorous thesis: minimum 65, maximum 75 pages
  - e) Habilitation thesis: maximum 150 pages
5. The final thesis, rigorous or habilitation thesis has to be submitted in the printed form with hard cover binding (not in comb/plastic binding) so that individual pages cannot be removed.
6. The author has to glue a paper CD cover with enclosed CD-R onto the inside back cover of the printed thesis (the inside blank back cover page). On the CD the author should write his/her surname, name, title of the thesis and study programme.
7. Colour of the thesis cover:
  - a) Bachelor thesis: dark green, font colour: gold
  - b) Diploma thesis (doctoral): blue (royal blue), font colour: gold
  - c) Diploma thesis (master): dark burgundy, font colour: gold
  - d) Dissertation thesis: black, font colour: silver
  - e) Rigorous thesis: dark brown, font colour: gold
  - f) Habilitation thesis: black, font colour: gold
8. In addition to the rigorous thesis, the student submitting it also submits an author's summary in written and electronic form. The range of author's summary is 5 – 8 pages.
9. In addition to the dissertation thesis, the student submitting it also submits an author's summary in written and electronic form. The range of the author's summary is 10 – 15 pages.
10. Citations in the text of the thesis:
  - a) *Work of one author*
    - Author's surname appears in the introductory sentence or in brackets each time the work is cited, e.g. Author (1996) or (Author 1996)

- b) *Work of two authors*
- Both authors' surnames appear in the introductory sentence or in brackets each time the work is cited; surnames are separated by the conjunction "and", e.g. Autor1 and Autor2 (2005) or (Autor1 and Autor2 2005)
- c) *Work of three authors*
- All authors' surnames appear in the introductory sentence or in brackets each time the work is cited; surnames are separated by a comma, e.g. Autor1, Autor2, Autor3 (2005) or (Autor1, Autor2, Autor3 2005)
- d) *Work of four or more authors*
- In the introductory sentence or in brackets only the name of the first author and the abbreviation *et al.* appear, e.g. Author *et al.* (2003) or (Author *et al.* 2003)
- e) *Author of the work is unknown*
- If the author of the work is unknown, the source is cited by the abbreviated title of the book or article, possibly based on the title in the introductory sentence, or the first two words of the text are used. Titles of books and reports are in italics, titles of articles or chapters are given in quotation marks, e.g. (Methodological Guidelines of the Ministry of Education, Science, Research and Sport of the Slovak Republic 2009) or ("List of domesticated animals" undated)
- f) *Organization as an author*
- If the author is an organization or a governmental institution, its title shall appear in the introductory sentence or as a reference in brackets at the first citation of that source. If the organization has a generally known abbreviation, the first citation shall show the full name of the organization together with the abbreviation in square brackets and in further citations only abbreviation is used, e.g. (World Health Organization [WHO] 2012), further only (WHO 2012)
- g) *Undated work*
- If the author's name is known but the work is not dated, the word "undated" or the abbreviation "n.d." is used instead of the year, e.g. (Author undated) or (Author n.d.) – the chosen method must be kept the same throughout the whole work
- h) *Same fact in several works*
- If several works point to a certain fact, the text shall enclose several citations in brackets separated by a comma in the order in which they appear in the list of bibliographic references, e.g. (Autor1 2010, Autor1 2015, Autor2 2016)

## 11. General rules for writing and editing texts:

### a) *Page numbering*

**Cover (binding)** is not included in the page numbering.

**Title page, thesis assignment, acknowledgements, abstracts, table of contents, list of tables and figures, list of abbreviations and symbols and dictionary** are included in page numbering, but the number is not displayed on their page.

**Page numbers of the thesis are displayed** from the first page of chapter Introduction to the last page of chapter, which contains a list of bibliographic references or up to the first page of chapter Appendices, if the thesis contains such.

### b) *Hyphen, dash*

**Hyphen** is written using a hyphen mark without a space, e.g. 3-piece, 15-percent, hyper-sensitive.

**Dash** is written with spaces from the left and right side, e.g. 1995 – 2005, pages 8 – 15. A special symbol is used to write a dash, which is longer than a hyphen.



- c) *Punctuation mark, exclamation mark, question mark, comma, semicolon, colon, parentheses, quotation marks*

**The punctuation mark, exclamation mark, question mark, comma, semicolon and colon** are written immediately after the word without a space. If a sentence ends with an abbreviation followed by a punctuation mark, the punctuation mark also acts as a punctuation mark after sentence. If the text uses parentheses in a sentence, the punctuation mark is written after the parenthesis. If the whole sentence or multiple sentences are in parentheses, the punctuation mark is written before the parenthesis.

**Parentheses and quotation marks** are written without spaces from the left and right sides of the phrase enclosed in parentheses or quotes.

- d) *Abbreviations*

All **abbreviations used in work, except for commonly used abbreviations**, must be listed in the List of abbreviations and symbols. Regardless of whether the List of abbreviations is in use, the first time you use an abbreviation, you must first write down the entire term or name, and then put the abbreviation that will be used, in the brackets. A common text abbreviation is followed by a punctuation mark and a space, e.g. no. = number, etc. = and so on, Coll. = Collection of Laws.

- e) *Percentages*

**Percentages** are written with a space, e.g. 15 %, 55 %.

- f) *Numbers*

**Positive numbers** are written with a plus sign (+), **negative numbers** are written with a minus sign (-) before the corresponding number without a space, e.g. -5, +5.

**Decimal numbers** are separated by a dot without a space, e.g. 55.5, and if several numbers follow, they are separated by a semicolon and a space, e.g. 15.5; 25.5; 35.5; 45.5.

**APPENDIX 1 – EXAMPLE OF THE FINAL THESIS, RIGOROUS OR HABILITATION THESIS  
HARD COVER**

**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**

Evidence number

**TITLE OF THE THESIS**

**Bachelor thesis, Diploma thesis, Dissertation thesis, Rigorous thesis  
or Habilitation thesis**

**YEAR**

**Academic degree(s), name and surname of the author**

**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**

**TITLE OF THE THESIS**

Bachelor thesis or Diploma thesis

Name of the study programme: Title

Study branch: Title

Training workplace: Title of department/institute or clinic/section

Tutor/Supervisor of the thesis: Academic degree(s), name and surname, scientific degree(s)

Consultant: Academic degree(s), name and surname, scientific degree(s)

**Košice YEAR**

**Academic degree(s), name and surname of the author**

**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**

**TITLE OF THE THESIS**

Dissertation thesis

Name of the study programme: Title

Study branch: Title

Training workplace: Title of department/institute or clinic/section or organisation

Tutor of the thesis: Academic degree(s), name and surname, scientific degree(s)

Consultant: Academic degree(s), name and surname, scientific degree(s)

**Košice YEAR**

**Academic degree(s), name and surname of the author**

**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**

**TITLE OF THE THESIS**

Rigorous thesis

Study branch: Title

Training workplace: Title of department/institute or clinic/section or organisation

Tutor/Supervisor of the thesis: Academic degree(s), name and surname, scientific degree(s)

Consultant: Academic degree(s), name and surname, scientific degree(s)

**Košice YEAR**

**Academic degree(s), name and surname of the author, scientific degree(s)**

**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**

**TITLE OF THE THESIS**

Habilitation thesis

Branch of habilitation and inaugural procedure: Title

Workplace: Title of department/institute or clinic/section or organisation

**Košice YEAR**

**Academic degree(s), name and surname of the author, scientific degree(s)**

## **APPENDIX 6 – DATA FOR COMPLETION OF THE TITLE PAGE**

### **First, combined first and second and second level of study**

Name of the study branch:

Name of the study programme:

Veterinary Medicine

General Veterinary Medicine

Animal Science

Food Hygiene

Safety of Feeds and Foodstuffs

Market and Quality of Foodstuffs

Cynology

Man-Animal Relationship and Its Use in Canistherapy and Hippotherapy

Veterinary Nurse

Animal welfare and protection

Pharmacy

Pharmacy

### **Third level of study**

Name of the study branch:

Name of the study programme:

Veterinary Medicine

Food Hygiene

Veterinary Morphology and Physiology

Internal Diseases of Animals

Veterinary Surgery, Orthopaedics and Radiology

Veterinary Obstetrics and Gynaecology

Infectious Diseases of Animals

Parasitic Diseases of Animals

Forensic and Public Veterinary Medicine

Nutrition of Animals and Dietetics

Animal Hygiene and Environment

Biology

Microbiology

Virology

Immunology

Neuroscience

### **Rigorous procedure**

Name of the study branch:

Veterinary Medicine

Graduates of the following study programmes:

- Market and Quality of Foodstuffs
- Animal welfare and protection

Pharmacy

Graduates of Pharmacy study programme

## **APPENDIX 7 – EXAMPLE OF CITATIONS AND BIBLIOGRAPHIC REFERENCES ACCORDING TO STANDARD ISO690 AND ISO690-2**

### **1. Books / Monographs**

*Parts of description:*

Author. *Title : subtitle (optional)*. Order of the issue. Details of issue (place of issue : publisher), year of issue. Number of pages. ISBN.

If there are three authors, they are separated by the dash. If there are more than three authors, only the first author surname is written and followed by abbreviation “*et al.*”

The first issue does not have to be given in the citation description.

*Examples:*

OBERT, V. *Návraty a odkazy*. Nitra : Univerzita Konštantína Filozofa, 2006. 129 s. ISBN 808094-046-0.

TIMKO, J. – SIEKEL, P. – TURŇA, J. *Geneticky modifikované organizmy*. Bratislava : Veda, 2004. 104 s. ISBN 80-224-0834-4.

HORVÁT, J. a kol. *Anatómia a biológia človeka*. 1. vyd. Bratislava : Obzor, 1999. 425 s. ISBN 80-07-00031-5.

### **2. Article in a journal**

*Parts of description:*

Author. *Title of the source document (newspaper, magazine)*. ISSN, year, volume, volume number, number of pages (pages from - to).

*Examples:*

STEINEROVÁ, J. Princípy formovania vzdelania v informačnej vede. In *Pedagogická revue*. ISSN 1335-1982, 2000, roč. 2, č. 3, s. 8-16.

BEŇAČKA, J. et al. A better cosine approximate solution to pendulum equation. In *International Journal of Mathematical Education in Science and Technology*. ISSN 0020739X, 2009, vol. 40, no. 2, p. 206-215.

### **3. Article in a volume or monograph**

*Parts of description:*

Author. Title of the article. In *Title of a volume*. Place of issue : Publisher, year of issue. ISBN. Number of pages (pages from - to).

*Examples:*

ZEMÁNEK, P. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference : proceedings. Vol. 2. Fruit Growing and viticulture*. Lednice : Mendel University of Agriculture and Forestry, 2001. ISBN 80-7157-524-0, p. 262-268.

BOŽDOVÁ, M. at al.. An introduction to algorithmic and cognitive approaches for information retrieval. In *18. Informatické dni : sborník referátů z mezinárodní vědecké konference o současných poznatcích informačních a komunikačních technologiích a jejich využití*. Praha : Univerzita Karlova, 1990. ISBN 80-01-02079-7. s. 17-28.



#### 4. Electronic documents – monographs

*Parts of description:*

Author. *Title* [Type of data carrier]. Issue. Place of issue : Publisher, date of issue. Date of updating. [Date of citation]. ISBN. Availability and access.

*Example:*

SPEIGHT, J. G. *Lange's Handbook of Chemistry*. [online]. London : McGraw-Hill, 2005. 1572 p. [cit. 2009.06.10.] ISBN 978-1-60119-261-5. Available at:

<[http://www.knovel.com/web/portal/basic\\_search/display?\\_EXT\\_KNOVEL\\_DISPLAY\\_bookid=1347&\\_EXT\\_KNOVEL\\_DISPLAY\\_fromSearch=true&\\_EXT\\_KNOVEL\\_DISPLAY\\_searchType=basic](http://www.knovel.com/web/portal/basic_search/display?_EXT_KNOVEL_DISPLAY_bookid=1347&_EXT_KNOVEL_DISPLAY_fromSearch=true&_EXT_KNOVEL_DISPLAY_searchType=basic)> .

#### 5. Articles in electronic journals and other contribution

*Parts of description:*

Author. *Title*. In *Name of the journal*. [Type of data carrier]. Year of issue, volume, number [date of citation]. Availability and access. ISSN.

*Example:*

HOGGAN, D. Challenges, Strategies, and Tools for Research Scientists. In *Electronic Journal of Academic and Special Librarianship* [online]. 2002, vol. 3, no. 3 [cit. 2003-01-10]. Available at <[http://southernlibrarianship.icaap.org/content/v03n03/Hoggan\\_d01.htm](http://southernlibrarianship.icaap.org/content/v03n03/Hoggan_d01.htm)>. ISSN 1525-321X.

#### 6. Article in a volume on a CD-ROM

*Parts of description:*

Author. *Title*. In *Name of the volume* [Type of data carrier]. Place of issue : Publisher, year of issue, number of pages (pages from - to). ISBN.

*Example:*

ZEMÁNEK, P. The machines for "green works" in vineyards and their economical evaluation. In *9th International Conference : proceedings. Vol. 2. Fruit Growing and viticulture* [CD-ROM]. Lednice : Mendel University of Agriculture and Forestry, 2001, p. 262-268. ISBN 807157-524-0.

#### 7. Scientific – qualification theses

*Parts of description:*

Author. *Title of the thesis* : type of the thesis (dissertation, PhD). Place of issue : Name of the university. Year of issue. Number of pages.

*Example:*

MIKULÁŠIKOVÁ, M. *Didaktické pomôcka pre praktickú výučbu na hodinách výtvarnej výchovy pre 2. stupeň základných škôl* : diplomová práca. Nitra : UKF, 1999. 62 s.

#### 8. Research reports

*Parts of description:*

Author. *Title of the report* : type of report (VEGA, interim report). Place of issue : name of the institution, year of issue. Number of pages.

*Example:*

BAUMGARTNER, J. a kol. *Ochrana a udržiavanie genofondu zvierat, šľachtenie zvierat* : výskumná správa. Nitra : VÚŽV, 1998. 78 s.

## 9. Standards

*Parts of description:*

Standard labelling. Name of the standard. Year of issue (not the year of approval or coming into force).

*Example:*

STN ISO 690. Dokumentácia – Bibliografické odkazy – Obsah, forma a štruktúra. 1998.

## 10. Electronic resources, unknown author and organization as an author

In general, electronic documents are cited in the same way as any other documents, wherever possible.

*Parts of description in case of unknown author:*

Name, [Type of data carrier]. [date of citation] Availability and access.

*Parts of description in case of organization as an author:*

Organization name or abbreviation. *Title of the document*. Place of issue : name of the institution, year of issue. Number of pages. [date of citation] Availability and access.

*Examples:*

*Metodické usmernenie Ministerstva školstva SR č. 14/2009-R z 27. augusta 2009 o náležitostiach záverečných prác, ich bibliografickej registrácii, kontrole originality, uchovávaní a sprístupňovaní č. CD-2009-31655/30400-1:02, [online]. [cit. 2011-10-23]. Dostupné na internete: <[http://www.minedu.sk/data/USERDATA/Legislativa/RezortnePredpisy/2009/14\\_2009\\_R\\_Metodicke\\_usmernenie.zip](http://www.minedu.sk/data/USERDATA/Legislativa/RezortnePredpisy/2009/14_2009_R_Metodicke_usmernenie.zip)>.*

List of domesticated animals, [online]. [cit. 2019-05-23] Available at <[https://en.wikipedia.org/wiki/List\\_of\\_domesticated\\_animals](https://en.wikipedia.org/wiki/List_of_domesticated_animals)>.

MPSVR SR. *Prílohy k Správe o sociálnej situácii obyvateľstva Slovenskej republiky za rok 2009*. Bratislava, 2010. 71 s. [cit. 2010-12-20]. Dostupné na internete: <[http://www.employment.gov.sk/get\\_file.php?SMC=1&id=19197](http://www.employment.gov.sk/get_file.php?SMC=1&id=19197)>.

## **APPENDIX 8 – FINAL THESIS ASSIGNMENT**

### **The final thesis assignment is printed from the AIS and inserted into the final thesis**

The thesis tutor/supervisor is obliged to print out and hand over the final version of the final thesis assignment to the student at the latest at the end of the winter semester of the year in which the student will submit and defend the thesis. The assignment is printed in two copies, of which the tutor/supervisor signs only one, the other remains without signature:

- An assignment of the final thesis that is not signed is scanned (recommended 300 DPI in gray) and inserted as an image in the template for writing the final thesis at the specified location – thus modified work is uploaded to the AIS
- When printing, the unsigned image of the assignment is replaced by the undersigned original, which is subsequently bound in the hardcover

**APPENDIX 9 – SOLEMN DECLARATION ON THE PUBLICATION OF THE FINAL, RIGOROUS OR HABILITATION THESIS IN A PERIODICAL OR NON-PERIODICAL PUBLICATION**

**Student will fill it in AIS and print it out**

Name and surname:  
Date and place of birth:  
Permanent address:  
University:

I thereby solemnly declare that the thesis

- bachelor
- diploma

with the title:

the author of which I am, was published

- before submitting
- after submitting

into Central Register of theses and dissertations

- in the whole extent
- partially

as

- periodical publication:  
under name:  
publisher:  
ISSN:  
volume of series within which it was issued:

- non-periodical publication:  
publisher:  
year of issue:  
number of copies:  
ISBN:

In case that only a part of the work has been published I specify number of pages of PDF document submitted into information system of the University that were published:

In ..... date .....

.....

Author

## **APPENDIX 10 – APPENDICES**

### **Appendices**

Appendix 1 – Title of the appendix

Appendix 2 – Title of the appendix

Appendix 3 – Title of the appendix