


B3-11/2-PR	 PALACKÝ UNIVERSITY IN OLOMOUC INSTRUCTION OF THE RECTOR OF UP	B3-11/2-PR
AMENDMENT No. 1 to the Instruction of the Rector of UP No. B3-09/3, Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, How They Are Made Accessible to the Public, and Related Record Keeping		
<p>Contents: In view of the fact that as of 1 July 2010 universities are obliged to make the report on the course and results of the defense accessible to the public, the Rector of UP issues the present Amendment No. 1 to the Instruction of the Rector of UP No. B3-09/3, Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, How They Are Made Accessible to the Public, and Related Record Keeping, which amends Article 4 and adds Appendix No. 5, Procedure for entering the digital form of the report on the course and results of the defense, and Appendix No. 6, "Editing the report on the course and results of the defense."</p>		
<p>Drafted by: Vice-Rector of UP for Study Affairs Legal Department of UP</p>		
<p>Date the instruction comes into force: 19 January 2011 Date the instruction comes into effect: 21 January 2011</p>		
<p>In accordance with the existing distribution list, the following persons shall be notified of the effect of the new regulation:</p> <ul style="list-style-type: none"> Rector, Vice-Rectors, Bursar, the Rector's Office, Deans and Secretaries of Faculties, Manager of the Accommodation and Dining Facilities, Managers of the Computer Center, Library, University Press, Project Service, Science and Technology Campus, Academic Sports Center, Managers of the Economic and Technical-administrative, Development and Construction, Operational, Research and International Affairs Departments of the Rector's Office, Department for Operation Programs, Archives of UP, Legal Department of UP, Internal Audit and Inspection Department of UP, Organization and Management Department of UP Heads of Students' Offices. 		

Amendment No. 1

to the Instruction of the Rector of UP

No. B3-09/3, Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, How They Are Made Accessible to the Public, and Related Record Keeping

I. Introductory Provisions

In view of the fact that as of 1 July 2010 universities are obliged to make the report on the course and results of the defense accessible to the public,

I issue

the present Amendment No. 1 to the Instruction of the Rector of UP No. B3-09/3, Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, How They Are Made Accessible to the Public, and Related Record Keeping, which amends Article 4 and adds Appendix No. 5, Procedure for entering a digital form of the report on the course and results of the defense, and Appendix No. 6, "Editing a report on the course and results of the defense."

II. Subject-matter

This Amendment No. 1 amends UP Rector's Instruction No. B3-09/3 as follows:

1. The new heading of Article 4 reads:
Making Theses, the Reports on Them, and the Reports on the Course and Results of the Defense Accessible to the Public
2. In Article 4 (3), Sentence 1 "Workplaces shall..." shall be replaced by "**Designated employees of the respective workplaces shall**".
3. Further text is added to the end of Article 4 (3), which reads as follows:

"After a defense the President of the Examination Board shall ensure that the report on the course and results of the defense is entered in the Study Information System, either in the form of a digital report, i.e. a scanned report on the course and results of the defense" converted into PDF (see Appendix No. 5) or by entering or editing text in the Study Information System (see Appendix No. 6). The names of the examiners present, the result of the defense and the examination questions asked constitute an integral part of the report on the course and results of the defense entered in the Study Information System."

4. New **Appendix No. 5, Procedure for entering a digital form of the report on the course and results of the defense** is added (see the Appendices hereto).
5. New **Appendix No. 6, Editing a report on the course and results of the defense**, is added (see the Appendices hereto).

III. Final Provisions

1. The other provisions of the Instruction of the Rector of UP No. B3-09/3, Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, How They Are Accessible to the Public, and Related Record Keeping, remain unaffected.
2. The present Amendment No. 1 comes into force once it has been signed by the Rector of UP, and comes into effect upon its publication on the official website of UP, i.e. the day following its coming into force.

In Olomouc on 19 January 2011

Prof. RNDr. Miroslav Mašláň, CSc., in his own hand,
Rector of UP

Appendices to Amendment No. 1

Appendix No. 5 – Procedure for entering a digital form of the report on the course and results of the defense

Appendix No. 6 – Editing a report on the course and results of the defense

Procedure for entering a digital form of the report on the course and results of the defense

The screenshot shows the IS/STAG web application interface. The title bar reads "IS/STAG - [Vysokoškolské kvalifikační práce]". The menu bar includes "Akce", "Editace", "Blok", "Záznam", "Pole", "Dotaz", "Okno", and "Nápověda". The toolbar contains various icons for file operations. The main content area is divided into several sections:

- Table Headers:** Os. číslo, Příjmení, Jméno, Kat., Téma práce, Dat. zadání
- Navigation Tabs:** Studenti, Základní údaje, Zásady, literatura, Anotace, přílohy, **Soubory**, Osoby, Hodnocení
- Soubory připojené k práci**
 - Vlastní práce**
 - Fields: Název souboru, Url externího systému, Velikost (kB), Typ souboru
 - Buttons: Uložit do db, Načíst z db, Vymazat z db
 - Posudek vedoucího**
 - Fields: Název souboru, Url externího systému
 - Buttons: Uložit do db, Načíst z db, Vymazat z db
 - Posudek oponenta**
 - Fields: Název souboru, Url externího systému
 - Buttons: Uložit do db, Načíst z db, Vymazat z db
 - Průběh obhajoby**
 - Fields: Název souboru, Url externího systému
 - Buttons: **Uložit do db** (highlighted with a red circle), Načíst z db, Vymazat z db

Editing a report on the course and results of the defense

The screenshot shows a web application window titled "IS/STAG(stag2cl) - [Zápis o st. závěrečné zkoušce]". The interface includes a menu bar with options like "Akce", "Editace", "Blok", "Záznam", "Pole", "Dotaz", "Okno", and "Nápověda". Below the menu is a toolbar with various icons. The main content area has a header with fields for "Os. číslo", "Příjmení", "Jméno", "Kód s.p.", "Studijní program", "Dplom", "Vysvěd.", and "Ak. rok". A navigation bar contains tabs for "Studenti", "Celková klasifikace", "Obhajoba kvalifikační práce" (which is selected), "Vedení kvalifikační práce", and "Závěr zkoušky / Rozprava". The main section is titled "Kvalifikační práce" and contains a form for editing a qualification work report. The form includes a text area for "Téma kvalifikační práce", two input fields for "D. zadání" and "D. odevzdání", two dropdown menus for "Známka vedoucího" and "Známka oponenta", a large text area for "Průběh obhajoby" with "Zobrazení" and "Editace" buttons to its right, and a row of dropdown menus for "Datum obhajoby", "Hodnocení", "Známka", "Slovní hodnocení", "Zkoušející", and "Jazyk". At the bottom left, there is a button labeled "Kvalifikační práce".