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Regulation No. 4/2025	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 4/2025 on the Requirements for Final Theses, Their Bibliographic Registration, Originality Check, Storage and Accessibility

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Directive on the Requirements for Final Theses, Their Bibliographic Registration, Originality Check, Storage and Accessibility

Institute of Technology and Business in Prešov

Directive VŠTE No. 4/2025

2025

Article 1 General Provisions

1. Directive No. 4/2025 of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov" and the "Directive") on the requirements for final theses, their bibliographic registration, originality check, storage and accessibility at VŠTE in Prešov lays down a uniform procedure for the preparation, registration and storage of final and qualification theses produced by students of VŠTE in Prešov and the basic rules for the final internship as an alternative to the final thesis.

2. The Directive is drawn up pursuant to Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (the Higher Education Act) (hereinafter the "Act"), pursuant to the Study Rules of VŠTE in Prešov (Directive VŠTE No. 21/2026), in implementation of Section 8(c) of Act No. 126/2015 Coll. on Libraries, as amended, and in implementation of Sections 82, 83 and 137 of the Act and Sections 16 to 18 of Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (hereinafter the "Decree").

3. The purpose of the Directive is in particular:

- to provide recommendations for the formal layout of final and qualification theses in accordance with international norms and standards,
- to create the conditions for the collection, storage and accessibility of the full texts of theses in electronic form through the electronic system of records (repositories) of final and qualification theses of VŠTE in Prešov via the academic information system AiS2 (hereinafter "AiS2") and in the central register of final theses, rigorosum and habilitation theses and records of final internships (CRZP) produced at higher education institutions in the Slovak Republic.

Article 2 Basic Provisions

1. Under the Act, the final thesis is part of higher education studies under every study programme (Section 56(2) of the Act). Its defence is part of the state examination and is one of the conditions for the proper completion of studies. Where a study programme includes, in addition to the final thesis, a final internship (Section 58(5) and (6) and Section 60(6) of the Act), the student chooses whether to complete the studies by defending the final thesis or by defending the final internship; both defences are state examinations (Article 11).

2. Under Act No. 185/2015 Coll., the Copyright Act, as amended (hereinafter the "Copyright Act"), the final thesis is a school work created by a student in fulfilment of study obligations arising from his or her legal

relationship with the higher education institution (Section 93(1) of the Copyright Act). The rights to a work created by a student in fulfilment of study obligations belong to the student, unless agreed otherwise; VŠTE in Prešov may use the work for the purposes of its own promotion (Section 93(3) of the Copyright Act).

3. The author of the final thesis is the student of the higher education institution. The final thesis is the student's independent work and must be the result of his or her creative activity; it must not interfere with the rights of third parties, in particular intellectual property rights, the protection of classified information, personal data and trade secrets (Section 82(1) and (2) of the Act).

4. The training unit is a unit of the higher education institution or a part thereof (e.g. a department or a centre).

5. No licence agreement on the use of the final thesis and no licence agreement on the use of the review is concluded. By submitting the final or qualification thesis for defence via AiS2, the author consents to the publication of the thesis in the CRZP and to its being made accessible to the public in the manner and to the extent set out in Section 137 of the Act (Section 137(2) of the Act). The reviews of the thesis and the record of the final internship are published in the same way (Section 137 of the Act, Sections 17 and 18 of the Decree).

Article 3 Types of Final and Qualification Theses

1. Under the Higher Education Act, a final thesis is:

- a bachelor's thesis (Section 58(5) of the Act) – in studies under a first-cycle study programme (bachelor's study programme).
- a master's thesis (Section 60(6) of the Act) – in studies under a second-cycle study programme (master's study programme, engineering study programme).
- a dissertation thesis (Section 64(2) of the Act) – in studies under a third-cycle study programme (doctoral study programme).

2. For the purposes of this Directive, a qualification thesis is

- a rigorosum thesis (Section 61(1) of the Act) – graduates of study programmes who have obtained the degree of "magister" may take the rigorosum examination, which also includes the defence of the rigorosum thesis; upon passing it, higher education institutions confer the relevant academic degree within the meaning of Section 61 of the Act. Details of the rigorosum procedure, including the conditions for the recognition of theses, are governed by Directive VŠTE No. 38/2026 on the Rigorosum Examination.
- a habilitation thesis (Section 51(4) of the Act) – its defence is one of the conditions for the successful completion of the habilitation procedure and the conferral of the title "docent" (associate professor).

3. The bachelor's thesis verifies mastery of the fundamentals of theory and professional terminology, of basic standard scientific methods and the level of knowledge, understanding and skills acquired by the student during studies. It demonstrates the ability to carry out independent professional work in terms of content and form. It may contain elements of originality, summarisation and compilation. The bachelor's

thesis deals with certain specific problems of the relevant field and usually brings partial findings within the field.

4. The master's thesis verifies mastery of theory and professional terminology, the application of basic standard scientific methods and the level of knowledge, understanding and skills acquired by the student during studies, and his or her ability to use them in solving tasks of the field of study. It demonstrates the ability to carry out independent professional work in terms of content and form. It may contain elements of originality, summarisation and compilation.

5. The dissertation thesis has the character of a scientific work in which the doctoral student, on the basis of ongoing research and using rich documentary material as well as scientific methods, demonstrates the ability and readiness to work independently, scientifically and creatively in the field of research or development, or readiness for independent theoretical and creative artistic activity, and to solve theoretical and practical problems of the scientific discipline. Through the thesis the author demonstrates the ability to treat the chosen professional problem with an interdisciplinary approach and to draw conclusions.

6. Through the rigorosum thesis the author demonstrates the ability to treat the chosen professional problem with regard to interdisciplinary connections. The approach to the subject matter of the field should be interdisciplinary, opening a new perspective on the topic treated.

7. Each of the above final and qualification theses must be original, created by the author in compliance with the rules for working with information sources. None of them may have the character of plagiarism or infringe the copyright of other authors (PRIBULA, M., LACHYTOVÁ, L. 2009. Metodológia vedeckej práce. Prešov: VŠMP ISM Slovakia v Prešove. ISBN 978-80-89372-07-2; Section 101 of the Act – academic fraud). Outputs of artificial intelligence tools may be used in preparing the thesis only in accordance with the rules of VŠTE in Prešov (Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff) and with an indication of their origin; the author is obliged to state truthfully whether and how he or she used artificial intelligence in preparing the thesis (Section 8, Section 93(3)(d) and Section 101 of the Act).

Article 4 Assignment and Approval of Topics of Final and Qualification Theses

1. The student has the right to choose the topic of the final or qualification thesis and the supervisor of the final or qualification thesis from the higher education institution or from the external environment, in accordance with the schedule of the academic year. If the student does not choose a topic and a supervisor within the set deadline, this right lapses. In such a case, the head of department assigns a supervisor to the student for the purposes of the final thesis. The procedure for qualification theses is laid down in a separate regulation.

2. The choice of the topic and supervisor of the final or qualification thesis is confirmed to the student by the head of department on the assignment sheet in AiS2 within the set deadline.

3. Topics of final and qualification theses are announced so as to be in line with the field/subjects taught. Topics are proposed by the teachers. All topics are approved at meetings of the individual departments. A final and qualification thesis contains a theoretical and an analytical (applied) part. The title of the thesis must make clear what the basic aim (intent) of the thesis is. The title of the thesis must reflect the scope of

the issue examined and answer the question of what will be addressed in the thesis. The title should not contain the specific name of an organisation and usually indicates the sector in which the thesis will be carried out.

4. The supervisor of the final or qualification thesis, in agreement with the student, draws up the Assignment Sheet, which contains the exact title and annotation of the thesis. The assignment of the thesis is approved by the head of department or another employee authorised by the Rector, who by signing the Assignment Sheet approves both the topic and the annotation of the thesis.

5. The supervisor of a final thesis must hold higher education at least one degree higher than the cycle of the study programme in which the final thesis is prepared; in justified cases, the supervisor of a final thesis may be an expert from practice approved by the Scientific Board of VŠTE in Prešov (Section 82(4) of the Act). The rules for approving supervisors of final theses form part of the internal quality assurance system of VŠTE in Prešov.

Article 5 Formal Layout and Structure of Final Theses

1. The formal layout of theses must be based on the following standards (MEŠKO, D. et al. 2005. Akademická príručka. 2nd suppl. ed. Martin: Osveta. ISBN 80-8063-200-6):

- STN 01 6910:1999 Rules for writing and layout of documents,
- STN ISO 2145:1997 Documentation. Numbering of divisions and subdivisions in written documents,
- ISO 7144:1986 Documentation – Presentation of theses and similar documents.
- ISO 690:2021, Information and documentation — Guidelines for bibliographic references and citations to information resources (STN ISO 690:2022, Information and documentation. Guidelines for bibliographic references and citations to information resources).
- STN ISO 214:1998, Documentation. Abstracts for publications and documentation.

2. The thesis is written in the first person plural in the language in which the study programme in which the student is enrolled is delivered. In study programmes delivered in Slovak, the language of the thesis is Slovak; the use of the Czech language is also permitted. In language versions of study programmes delivered in English, the language of the thesis is English. Upon a written request by the student, the Rector may, after the opinion of the supervisor, permit the thesis to be written and defended in another language. A thesis written in a language other than Slovak or Czech must contain a summary in Slovak according to the instruction given below. The language of the rigorosum thesis is determined by Directive VŠTE No. 38/2026 on the Rigorosum Examination.

3. The thesis must meet the following formal requirements:

a) it is prepared in A4 format (210 x 297 mm) and submitted in electronic form under Article 7(1); if the student voluntarily also submits a paper copy, it is printed single-sided on white paper, in black type so as to be clearly legible, in hard binding. Cover of the final thesis: black boards – gold lettering,

b) the typeface is Times New Roman, size 12 points, uniform throughout the thesis. For clarity, the thesis is logically divided into chapters and sub-chapters. The font size for chapter headings is 16 points bold for a

main chapter, 14 points bold for a sub-chapter and 12 points bold for a third-level sub-chapter. The typeface for chapters and sub-chapters is standard; capitals and small capitals are not used.

c) A uniform system of bullets is used throughout the thesis – the choice is up to the author. E.g. 1) → a) → - or • → ○ → ▪ or any other type of bullet. However, one type of formatting is always used for the individual levels throughout the thesis. After the last bullet, at any level, a line space is recommended for better readability of the text,

d) page setup – margins 3.5 cm on the left, 2 cm on the right, 2.5 cm top and bottom. Page orientation is portrait, A4 format. Line spacing throughout the thesis is 1.5. First-line indentation of a paragraph is 0.5 and the text is justified. In footnotes or endnotes the line spacing is 1 and the font size is a maximum of 10 points.

e) the thesis has a standard layout and must respect the formal and citation criteria and the principles of referencing primary and secondary literature in accordance with generally binding legal regulations.

f) the length of the thesis includes the pages beginning with the introduction and ending with the conclusion of the thesis.

g) the length of the thesis is determined by the assigning party, the recommended length being as follows (the decisive measure of the length of the thesis is the number of characters including spaces):

- bachelor's thesis: 30 to 40 standard pages excluding annexes (54,000 to 72,000 characters including spaces),
- master's thesis: 60 to 80 standard pages excluding annexes (108,000 to 144,000 characters including spaces),
- dissertation thesis: 80 to 120 standard pages excluding annexes (144,000 to 216,000 characters including spaces).
- rigorosum thesis: 70 to 90 standard pages excluding annexes (126,000 to 162,000 characters including spaces).
- habilitation thesis: 120 to 240 standard pages (216,000 to 432,000 characters).

In theses of an economic or technical nature (Department of Economics, Management and Marketing), the empirical part should as a rule exceed the theoretical part and make up roughly 2/3 of the text.

In theses oriented towards the humanities and social sciences, such as ethics and philosophy (Department of Social Sciences), the student may already work as an author in the theoretical part, so the ratio between the empirical and the theoretical part of the thesis may well be the reverse. In the case of such theses (Department of Social Sciences), any ratio between the empirical and the theoretical part is therefore permitted. At the same time, this recommendation does not exclude, in theses oriented towards the humanities and social sciences, the possibility of producing a thesis of a purely theoretical nature.

In all cases, however, the final thesis must have a demonstrable contribution. Only the counts made up of the main text part, i.e. the INTRODUCTION, the BODY and the CONCLUSION of the thesis, as set out below, are included in the number of pages and characters.

h) the pages of the thesis are numbered consecutively in Arabic numerals. The page number is placed at the bottom right of the page. Pages are numbered in the same typeface and size as the text of the thesis. The title page, the assignment and the abstracts are counted in the pagination but the number is not printed on them. The first page number appears on the first page of the table of contents. Annexes are paginated continuously as part of the text. If the annexes are separate documents, they are numbered separately. Full-page figures are counted in the pagination of the main part of the thesis even if no page numbers appear on them. Pagination is something different from the length of the thesis. Pages may be numbered but need not be counted towards the length of the thesis (MEŠKO, D. et al. 2005. Akademická príručka. 2nd suppl. ed. Martin: Osveta. ISBN 80-8063-200-6).

4. The thesis must meet internationally respected formal and citation criteria and the principles of referencing the literature used in accordance with ISO 690:2021. Students of VŠTE in Prešov use the name-and-date citation standard (the so-called Harvard system). (Annex H)

5. A final or qualification thesis has the following main parts, which follow one another in the thesis in the order given:

– introductory part,

– main text part,

– annexes.

INTRODUCTORY PART

In the introductory part of the thesis, each item is given on a separate sheet of paper. The introductory part of the thesis consists of:

a) the cover (template – Annex D), which contains:

– the name of the higher education institution,

– the title of the final thesis and the subtitle of the final thesis, if used,

– the name, surname, academic degrees and academic titles of the author,

– the year of submission of the final thesis.

b) the title page (Annex E), which contains:

– the name of the higher education institution,

– the title of the final or qualification thesis and, if used, the subtitle of the final thesis,

– the designation of the final or qualification thesis (bachelor's, master's, dissertation, rigorosum, habilitation),

– the name, surname, academic degrees and academic titles of the author,

– the name of the study programme,

– the number of the field of study under a separate regulation (the first four digits of the code under Decree of the Statistical Office of the Slovak Republic No. 243/2012 Coll. issuing the Statistical Classification of Fields of Education) and the name of the field of study (Section 31 and Annexes 4 and 5 of the Decree – system of fields of study of the Slovak Republic),

– the name, surname, academic degrees and academic titles of the supervisor of the final or qualification thesis,
– the name, surname, academic degrees and academic titles of the consultant, if one was appointed for the final or qualification thesis,
– the name of the training unit, if one was designated for the final or qualification thesis,
– the place and year of submission of the final or qualification thesis (Section 17 of the Decree).

c) the assignment of the final thesis

This is the document by which the institution sets out the student's study obligations in connection with the preparation of the final or qualification thesis. The assignment contains:

– the type of final or qualification thesis,
– the title of the final or qualification thesis,
– the name and surname of the student with degrees,
– the name and surname of the supervisor with degrees,
– the training unit (department),
– the name and surname of the head of department with degrees,
– the annotation of the final or qualification thesis,
– the language in which the thesis will be written,
– the date of approval of the assignment.

d) the abstract in the state language (Annex F)

It is a mandatory part of every final and qualification thesis. It is placed immediately after the assignment of the thesis on a separate new page. The abstract is a short, concise characterisation of the final or qualification thesis. It is prepared by the author himself or herself to help the reader become quickly acquainted with the content of the thesis. After the heading Abstract, the bibliographic identification of the thesis is given, which contains:

– the name and surname of the author with degrees,
– the title of the thesis,
– the type of thesis,
– the name of the higher education institution,
– the name of the department,
– the name and surname of the supervisor with degrees,
– the level of professional qualification,
– the place and date set for submission of the thesis according to the schedule of the academic year,
– the number of pages of the thesis,
– the number of characters with spaces in the thesis.

The content and layout of the abstract are governed by the international standard STN ISO 214:1998, Documentation. Abstracts for publications and documentation. The length of the abstract is as a rule 100 to 500 words and it is written continuously as a single paragraph. The abstract should briefly inform about the following three basic points:

- the aim of the thesis,
- the methods and data used,
- the findings (the principal results arising from the thesis, including the potential contribution and impact of the thesis).

Given the length of the abstract text (max. 500 words), factual expression is important. The text of the abstract also contains no graphic elements or citations. The abstract is the reader's first encounter with the thesis and should therefore attract interest and encourage further reading. The abstract must be attractive from a professional point of view.

Keywords also form part of the abstract section. Each keyword begins with a capital letter and is followed by a full stop. These are not the most frequently used words in the text, but keywords in the context of the content and aim of the thesis. 3 – 5 (max. 7) keywords in Slovak are given.

e) the abstract in English on a separate page (Annex G)

It is a mandatory part of every final and qualification thesis. Its content faithfully mirrors the abstract in the state language.

f) the table of contents

It is a mandatory part of every final and qualification thesis. It is written on a new page. It contains the titles of the main parts and sub-parts of the thesis with page numbers. It is recommended to create a so-called interactive table of contents, which is practical, clear and gives the thesis a higher standard. If the thesis contains numbered parts of chapters and sub-chapters, numbering should go to a maximum of the third level (e.g. 1; 1.1; 1.1.1;). The table of contents must always be updated after the whole thesis has been completed.

g) the list of illustrations and the list of tables and graphs

If the main part of the thesis (not the annexes) contains illustrations, tables and graphs, a complete list of their titles as used in the thesis must be given. Each item is accompanied by the number of the page on which it appears. First the "List of illustrations" is given, followed by the "List of tables" and so on. Each list is given on a separate page. In the text, tables are identified by a number and a title above the table. The source of the table is placed below the table. Figures, graphs, diagrams and illustrations are captioned below the figure together with a serial number and a title. The source is given below the caption. If no source is given, this means that the author of the final thesis is their author. This fact need not be stated explicitly. The list of tables and figures must always be updated.

h) the list of abbreviations and symbols

If the thesis contains symbols, signs, abbreviated names or any terms that are not common and not immediately comprehensible to the reader (do not include commonly used abbreviations such as "etc.",

"i.e.", "No." ... do not use in the case of theses that do not deal with a specific issue that would not be generally known ... do not explain abbreviations such as EU, UN, GDP ... use only in the case of a specialised topic where special abbreviations not generally known to the public are used), they must be explained in this part of the thesis. If no such special abbreviations are used in the thesis, the list need not be included. The list is drawn up on a separate page. In the text of the thesis itself, every abbreviation or symbol must be explained at its first mention (occurrence).

i) a glossary (optional)

MAIN TEXT PART

The main text part of the final thesis consists of the following parts:

The **INTRODUCTION** relates to the content of the topic treated and introduces the reader to the issue. The introduction is intended to serve as the first comprehensive information about the thesis, so in it the author briefly and concisely characterises the state of knowledge or practice in the area that is the subject of the final or qualification thesis and acquaints the reader with the significance, aims and intentions of the thesis. In the introduction the author emphasises why he or she decided to treat the topic and why it is important to him or her. The introduction is written as continuous text without graphic elements, bullets, highlighting, footnotes and the like. Professional facts relating to the topic are properly cited. The sources are also included in the list of bibliographic references. The length of this chapter is approx. 1-2 A4 pages (max. 5 % of the length of the thesis). The introduction contains the author's own ideas. The heading Introduction is not numbered. The introduction consists of 1-2 A4 pages (max. 5 % of the length of the thesis).

An indispensable part of the introduction (at its end) is:

The aim of the thesis – clearly and concisely characterises the subject of the work. It is set so that its achievement can be measured and evaluated. The aim of the thesis corresponds to the title of the thesis. It also includes elaborated partial aims which condition the achievement of the main aim. The aim of the thesis must itself follow logically from the text of the introduction. Furthermore, it must be possible to verify the fulfilment of the aim empirically (by research). A general lesson should already follow from the aim in the introduction. The research questions arising from an analysis of the aim are also defined here. The thesis must set an aim that is within our power to achieve. A contribution to the solution of a broader issue is possible as an aim provided we come up with an innovative solution that we are able to pass on to competent persons. Care must be taken to formulate aims precisely and realistically.

(It is a mistake to regard as the aim of the thesis, for example, the solution of an economic or social problem in Slovakia. The thesis does not have the means for that. Another frequent mistake is setting as the aim, for example, acquainting the public or citizens with an issue. If we really wanted to fulfil this, the thesis would have to contain a plan of how a part of it will be printed, distributed and published so that people can really become acquainted with it. Another frequent mistake is stating various aims in the thesis. The thesis should always have a single aim; it may contain further partial aims, but these must be called precisely by this term, as partial aims, or aims of the empirical part of the thesis and the like. These must not be confused with the main aim of the thesis).

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

The **BODY** is the main part of every final and qualification thesis and is divided into chapters and sub-chapters. Each new chapter begins on a new page. The formal layout of headings is uniform throughout the thesis. In scientific and professional theses the body has the following parts:

Theoretical part. The theoretical part contains a literature review, which is a critical overview of the current state of knowledge of the topic and a comparison of the views of individual authors, and is at the same time an indispensable starting point for the selection of suitable methods for solving the problem and fulfilling the aims of the thesis. Within it, the sources used must be critically evaluated and comprehensive knowledge of the topic must be demonstrated using logical argumentation and empirical evidence (sources). The sources are domestic and foreign published works.

Each chapter and each sub-chapter should as a rule contain several citations or paraphrases of various authors and the author's own evaluation of the topic, at least at the beginning and end of the sub-chapter. It is important to bear in mind that the sources used in the theoretical literature part of the thesis must be up to date. The length of the chapter is approx. 10-15 A4 pages.

(It is recommended above all to avoid writing text in sub-chapters in the manner: Text text text (Author XY 2000). Author XY (2000) text text text. Text text text (Author XY 2000) and the end of the sub-chapter without the author's evaluation of the topic).

Methodology – Wherever possible, the data are described and characterised in detail in the methodology (particularly for numerical data, for example using basic statistics such as the mean, median, mode, standard deviation, variance and possibly others). The source of the data, the time range of the data, the form of the data and, for numbers, the units are stated. In the case of a data collection method (e.g. scientific observation, questioning or experiment), the way in which they were obtained must be described. The specific and precise procedure for processing the data and the expected results are described here.

For other types of theses, the methods used in the theoretical part of the thesis may also be described (for example comparison, theoretical analysis, review study and others).

At least one scientific method must be used in processing the data. The methodology is sufficiently specific and detailed for the reader to be able to repeat the author's research on its basis and arrive at the same (similar) results as the author. The methodology set leads the author to answer the research questions and subsequently to fulfil the aim. The future tense is used in the formulation.

If, in writing the thesis, the author draws on his or her own professional activity, employment or other activity of his or her own, it is appropriate to state this directly as a source of information, either directly with the name of the institution or in anonymised form (e.g. a medium-sized enterprise in eastern Slovakia). In addition to the description of the methods used, it is specifically stated when and for what purposes the given method will be used.

The methodology should contain a description of the methods used in the results part, including citations (e.g. we used a case study; this method has such and such advantages (Author 1) and such and such disadvantages (Author 2), etc.). Particularly when using a questionnaire, it is possible to use the methodology of a reputable article or of an institution capable of processing sociological surveys and

questionnaires – or to adopt a ready-made questionnaire. When adopting a methodology, the text must be paraphrased and the source of the information must be cited.

The results should be structured in the same way as the methodology. The length of this chapter is very individual and depends on the focus of the thesis and the methods used. In general, the chapter should be approx. 1-3 A4 pages long.

Examples of specific methods to be used:

- CASE STUDY – the examination of one or several cases, involving a detailed examination and understanding of one or more cases, as well as the scientific examination and treatment of a practical and in particular specific case from real life, a phenomenon or a circumstance, the study being based on description and constituting a qualitative research strategy,
- COMPARATIVE ANALYSIS – the comparison of different cases, models, theories or data in order to identify similarities and differences, for example a comparison of data of institutions (e.g. different economic results),
- OBSERVATION – scientific observation, which must always be carried out under precisely defined conditions, systematically, objectively and consistently recorded,
- INTERVIEW – structured, semi-structured, free ... with someone who is knowledgeable in the area examined and can confirm/refute certain theses. An interview is thus an interaction between two or more actors (verbal and non-verbal) which has a defined goal and is a mediated and highly interactive process of obtaining research data,
- STATISTICAL ANALYSIS – the processing and analysis of numerical data using various statistical methods (e.g. correlation, regression, analysis of variance),
- FINANCIAL ANALYSIS – the evaluation of financial information used to assess the financial health, performance and stability of an enterprise,
- TIME SERIES ANALYSIS – the analysis of data collected or observed over time, all values being measured in the same unit and with the same periodicity of observation,
- DOCUMENT ANALYSIS (CONTENT ANALYSIS) – the examination and interpretation of existing documents (laws, contracts, archival materials, etc.) in order to obtain information relevant to the research.

Other research methods (sometimes also referred to as methods of formal logic) may also be included:

- DEDUCTION – the process of deriving specific conclusions from general premises using logical rules,
- INDUCTION – a method which seeks to draw a general conclusion on the basis of observing specific cases,
- ANALYSIS – the process of breaking down a complex problem, system or phenomenon into smaller, simpler parts or elements for the purpose of their detailed examination. The aim is to identify the basic components, understand their function, the relationships between them and their contribution to the functioning of the whole,
- SYNTHESIS – the process of joining together individual parts, components or ideas that were separated during analysis in order to create a coherent and integrated whole. Synthesis often yields new knowledge or solutions arising from the linking of different elements,

– GENERALISATION – information about an individual phenomenon or object is extended to the whole class of phenomena or objects,

– EXPLANATION – the explanation of a certain phenomenon or event on the basis of logical, causal or theoretical principles. The aim of explanation is to make the phenomenon comprehensible by clarifying its causes, conditions or mechanisms,

– OTHER METHODS – in addition to those mentioned above, there are also methods such as abduction, analogy, specification, abstraction, idealisation or modelling.

Empirical part – this consists of the results and discussion sections and represents the most important part of the final thesis.

The results are the output of the chosen method(s). The thesis should place emphasis on a detailed and comprehensible presentation of the results. Factual text is also key (formulations with the potential for reflection or discussion are undesirable), as is the need for a logical ordering of the text. The methods (method) used in the results are only those given in the methodology and data section of the thesis.

A frequent problem of the research parts of theses is the logical error of incomplete induction and the resulting wrong and unrealistic assumptions and conclusions. The sample must be adequately statistically relevant to the hypotheses and results set. It is therefore necessary to set aims and to demonstrate conclusions concerning, for example, "the respondents of the research/survey" or another sample that we can realistically justify statistically. (If the author conducts research/a survey on a sample of 100 people, the result cannot be presented in the manner: "the research/survey showed that people in Slovakia, citizens of Slovakia ... citizens of our region think that ..."; the author cannot generalise incorrectly beyond the possibilities of his or her thesis).

For the sake of clarity, the results include annexes such as tables, graphs and diagrams, which must be properly referred to in the text (in addition, their labelling and the indication of the source or sources is essential. Information from tables, graphs and diagrams may not be repeated. (See Annex J)

Discussion. In the discussion the research questions are recalled and answered. The questions must be formally distinguished by italics. The text is thus structured according to the research questions. Each research question must be answered.

In the Discussion of results, the findings are examined, analysed in more detail and explained in context, and any shortcomings and limitations of the research are revealed. That is, an analysis of the results is carried out with regard to the research questions posed. The author may compare his or her results with other authors. We may compare the results themselves with each other and the results we have found with the theory of various authors. Specifically, the author may compare his or her results with the authors mentioned in the theoretical part.

The discussion should also contain the contribution of the thesis achieved by the author, or information on how the results can be used further, whether in practice or in further scientific examination of the issue.

The chapter is numbered following the preceding text (for example also 3.2, 3.3, 3.4, etc.). There may be several sub-chapters within the empirical part, but the discussion sub-chapter should always be the last part

of the empirical part. The length of this chapter is as a rule approx. 1-3 A4 pages, in the case of a master's thesis correspondingly more.

The **CONCLUSION** is the last chapter of the thesis and also the answer to the introduction of the thesis. It is thus the answer to the social demand or the specific problem described in the introduction of the thesis and subsequently defined in the form of the aim of the thesis. It follows substantively on from the discussion of results. The author states the aim in the past tense. He or she then addresses the extent to which the aim set was fulfilled, and thus the extent to which it satisfied the social demand or the specific problem.

The author then provides evidence of the fulfilment of the aim of the thesis and presents the main findings. These findings derive from the Discussion of results. In doing so, the author synthesises the answers to the research questions and, where appropriate, generalises the results for the target segment (the entities that will benefit from the solution of the given problem). The aim of the thesis must be fulfilled and it must also be stated explicitly in the text that it was fulfilled and how specifically this was achieved. In the conclusion the author should be able to assess whether he or she succeeded in fulfilling the aim. If so, in what way this was achieved. (E.g.: The author's aim was to compare concept A and concept B, which was achieved in the second chapter, where the works of author X and author Y as representatives of these concepts were compared, etc. The limitations of the aim and of the research itself are also stated here, or a presentation of the limiting factors that to some extent prevented the research from being carried out in its full complexity).

The length of this chapter is approx. 1-3 A4 pages, and the Conclusion chapter should be somewhat longer than the Introduction chapter.

SUMMARY. If the final or qualification thesis is written in a language other than Slovak or Czech (in particular in English in a language version of a study programme), it contains a summary in Slovak of, as a rule, at least 10 % of the length of the thesis in question. The summary is not counted towards the number of characters of the final thesis.

The **LIST OF BIBLIOGRAPHIC REFERENCES** contains a complete list of bibliographic references. All sources used by the author in the thesis must be recorded here. The length of this part is determined by the number of sources used, which must correspond to the citations used in the text of the thesis (Annex I).

A bachelor's/master's thesis addresses a structured problem at a basic level, and the research methods and sources used should correspond to this – a minimum of 15 (optimally 30) sources (for a master's thesis a minimum of 25 sources) (optimally 50). As a rule, a final thesis should draw on as many sources as we can obtain on the topic. The student is expected to be able to use sources in other languages (a conditio sine qua non: at least 3 foreign sources for a bachelor's thesis and at least 6 foreign sources for a master's thesis).

Sources written in Czech are not regarded as foreign, given the closeness of the language. When using sources, an effort should be made to use the most up-to-date sources, by which the author presents the current state of research on the issue (ideally sources no more than 10 years old). This does not mean that still unfalsified scientific results of an older date may not be used.

ANNEXES (optional)

The thesis may include annexes. Before they are included at the end of the thesis, there is a page with a list of annexes headed List of Annexes.

At the author's discretion, the annexes include information that explains and illustrates more broadly and deeply the methods and techniques presented in the main text. This includes the text of a questionnaire, transcribed interviews and also tables, graphs and diagrams larger than approx. half a standard page.

Each annex begins on a new page, is identified by a separate capital letter (Annex 1, Annex 2...) and is referred to in the text. The word "Annex" and the title of the annex form part of this identification. The pages of annexes are not numbered. If the annexes are separate documents, they are numbered separately.

If the final thesis includes outputs of computer programs, very extensive documents, audio recordings, video recordings and the like, we attach them as an annex uploaded in the annex section of the electronic system AiS2. (We recommend not using as annexes documents that are publicly available in full (laws, codes of ethics), which then produce an unnecessary overall match of the thesis. It is sufficient to name the document and reference it properly; it need not be reproduced in full).

Article 6 Citations and Bibliographic References

1. A citation is text taken verbatim from another source. It is usually written in quotation marks and in italics. A citation is written in quotation marks and italics up to a maximum of four lines of the text of the thesis. Beyond that length, the citation is written in quotation marks but without italics. Part of the text may be omitted from a citation only if this does not change the meaning of the cited text. The omitted part is marked by three dots. The citation refers to the source of the citation used.

2. A paraphrase is a retelling of the text in one's own words so as to preserve the overall content of the text, its main idea and the order of exposition, without inserting one's own ideas. A paraphrase often shortens the text being explained. Like a citation, a paraphrase refers to the source of the paraphrase used.

3. When citing, the ethics of citation as well as the technique of citation are important. The ethics of citation determine the way in which ethical norms are observed in relation to the ideas and results of others contained in other documents and in the literature used. The technique of citation expresses whether and how correctly, according to the standard (STN ISO 690:2012, Information and documentation. Guidelines for bibliographic references and citations to information resources), the author links places in the text to the records of documents in the list of bibliographic references.

4. For final and qualification theses, VŠTE in Prešov uses the name-and-date system (the so-called Harvard system) (Annex H), in which, in the case of paraphrased text, the first element (the author's surname or the first word of the title) and the year of publication of the cited document are given in brackets in the text. If the first element already appears in the text, only the year is given in brackets after it. In the case of a verbatim citation, the numbers of the pages cited are also given in brackets after the year. If two or more documents have the same first element and the same year, they are distinguished by lower-case letters (a, b, c, etc.) after the year inside the brackets. The same is done in the list of bibliographic references.

5. The individual items in the list of bibliographic references are given in alphabetical order. They are arranged by the first element (item), followed by the year of publication of the document. This is followed, where necessary, by lower-case letters distinguishing references with the same first element and year of publication. All citations and paraphrases used in the thesis must be included in the list of bibliographic references.

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Article 7 Collection, Registration and Accessibility of Final and Qualification Theses and the Check of Their Originality

1. Final and qualification theses are submitted exclusively in electronic form in .pdf format (convertible to text – Section 17 of the Decree) through AiS2 by the date set by the schedule of the academic year; the electronic version submitted in AiS2 is decisive for review, originality checking and the defence. Paper copies are not required; in addition to the electronic submission, the student may voluntarily submit to the supervisor a paper copy in hard binding under Article 5(3)(a), which must be identical to the electronic version and which is handled in accordance with the Records Management Rules of VŠTE in Prešov. A rigorosum thesis is submitted only in electronic form through the information system of VŠTE in Prešov, without paper copies, and is sent to the CRZP (Section 137 of the Act). A thesis submitted after the deadline or incomplete is deemed not to have been submitted; an exception is decided by the Rector upon the student's written request.

2. By submitting the final or qualification thesis for defence via AiS2, the author consents to the publication of the thesis in the CRZP pursuant to Section 137(2) of the Act; no licence agreement is concluded. Submission of the thesis in AiS2 includes the author's declaration on the originality of the thesis and on the use of artificial intelligence tools (Section 93(3)(d) of the Act) and, where applicable, the author's request for deferral of the accessibility of the thesis under paragraph 11 (template – Annex A). The author is responsible for the accuracy of the data given on submission of the thesis. Before the thesis is admitted to defence, VŠTE in Prešov sends it to the CRZP and verifies its originality (Section 137(1) of the Act).

3. The originality of the final or qualification thesis is assessed in the CRZP.

4. The supervisor of the final or qualification thesis prepares the supervisor's review in AiS2. He or she is obliged to complete the review in full and confirm it in AiS2 no later than 7 days before the date of the defence of the final thesis; a paper version of the review is not required.

5. An opponent/opponents is/are assigned to every final or qualification thesis. The opponent/opponents prepare(s) a review in AiS2. He or she is obliged to complete the review in full and confirm it in AiS2 within the deadline set by the training unit, as a rule no later than 7 days before the date of the defence of the final or qualification thesis (in the case of an external opponent this task is taken over by the supervisor or the head of the training unit). The reviews are sent to the CRZP no later than 120 days after the thesis was sent to the CRZP (Section 18(3) of the Decree).

6. The student has the right to inspect the reviews at least one week before the defence of the final or rigorosum thesis; the reviews are made available to the student via AiS2. Even if the student has received both reviews, or at least one of them, graded FX, he or she has the right to defend the final thesis before the state examination board. In its evaluation, the board takes the reviews and the statements in the reviews into account.

7. In the case of a dissertation thesis, opponents' reviews are also governed by a separate regulation of VŠTE in Prešov (Directive No. 1/2025 on Doctoral Studies).

8. The defence of the final or qualification thesis takes place before the board for state or rigorosum examinations (Section 84 of the Act), or before the habilitation committee, and lasts approx. 10-15 minutes,

or as instructed by the board. For the defence of the final or qualification thesis, the student may prepare a PowerPoint presentation. The presentation should be brief and clear, consisting of a maximum of 10 PowerPoint slides (pages).

9. After the successful defence of the final or qualification thesis, the Library of VŠTE in Prešov (hereinafter the "Library") carries out its bibliographic registration.

10. Final and qualification theses in electronic form are stored in the CRZP for 70 years from registration (Section 137(4) of the Act) and at VŠTE in Prešov, via AiS2.

11. The final or qualification thesis is made accessible to the public in the CRZP within 30 days of its defence, unless a deferral of accessibility has been decided. In justified cases (in particular the protection of intellectual property, trade secrets, personal data or a forthcoming publication), VŠTE in Prešov may decide to defer the accessibility of the thesis by up to 36 months (Section 137(9) of the Act); at the request of the author submitted on submission of the thesis, accessibility is deferred by 12 months, and the author may request an extension of the deferral by a further 12 months (Section 137(10) of the Act). Deferral on the part of VŠTE in Prešov is decided by the Rector on the proposal of the supervisor or the head of department. VŠTE in Prešov publishes the list of theses whose accessibility has been deferred as at 31 December of the calendar year (Section 137 of the Act). Access to the thesis may be made subject to technological measures preventing the public from permanently storing or printing the work (Section 60(3) of the Copyright Act).

12. The supervisor, the opponent and other reviewers may, when preparing a review, use a draft review prepared by an artificial intelligence tool operated or approved by VŠTE in Prešov. The review is prepared, checked for content, amended and confirmed by the reviewer, who is responsible for its content and the proposed assessment; the use of an AI draft is indicated in the review. Artificial intelligence tools may also prepare a summary of the thesis and the reviews for the board as supporting material; the assessment of the defence is decided exclusively by the board. The thesis and personal data are not entered into other artificial intelligence tools (Section 8 of the Act, Directive VŠTE No. 23/2026).

13. The defence of the final or qualification thesis is conducted in the language of the thesis unless the chair of the board determines otherwise. The defence of a final thesis, the defence of a final internship and the defence of a rigorosum thesis may, under the conditions laid down in the Study Rules of VŠTE in Prešov or in Directive VŠTE No. 38/2026 on the Rigorosum Examination respectively, also be held online through the videoconferencing system of VŠTE in Prešov in accordance with Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification. In the case of a rigorosum thesis, the reviews are prepared by the opponents and, where one has been appointed, also by the supervisor, in accordance with Directive VŠTE No. 38/2026 on the Rigorosum Examination.

Article 8 Central Register of Final and Qualification Theses, Competence of the Ministry and of the Higher Education Institution

1. The CRZP is the physical repository of the electronic version of final and qualification theses and records of final internships within the meaning of this Directive and Section 137 of the Act; its administrator is the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter the "Ministry") (Section 129(1) of the Act). In the CRZP the originality of final theses is evaluated by software means. The

head of the relevant department organises the assessment of the final or qualification thesis by the supervisor of the final thesis and the opponent(s), as well as its defence.

2. The tasks of the CRZP are in particular:

a) to assess the originality of final and qualification theses (the degree of match between the text of the thesis and the database of original texts),

b) to ensure the publication of theses in accordance with Section 137 of the Act, within 30 days of their defence or within 30 days of the expiry of the deferral period,

c) to ensure the publication of the reviews of the thesis in accordance with Section 137 of the Act, within 30 days of their being sent to the CRZP,

d) to ensure the archiving of theses in electronic form,

e) to ensure the archiving of the documentation relating to the thesis in electronic form (reviews, originality report, etc.), in mutual cooperation

3. If a thesis has been published contrary to the conditions under Sections 82 and 137 of the Act, a request to stop making it accessible may be submitted to the operator of the register not only by the author but also by the Ministry, which supervises the whole process and has the right to inspect it (Section 137(14) of the Act).

4. The storage and evaluation of final theses and qualification theses is carried out by the CVTI (Slovak Centre of Scientific and Technical Information) on the basis of contracts with higher education institutions.

5. The head of the relevant department carries out and organises the collection of students' final and qualification theses, and the administrator of AiS2 enables the export of the electronic version to the CRZP according to a predetermined procedure (Sections 17 and 18 of the Decree).

a) The student uploads the final or qualification thesis in electronic form to AiS2 or to the unit that assigned the thesis. This deadline is usually the same as the deadline for submission of the thesis by the student.

b) After the originality check, VŠTE in Prešov – the Library – receives the result of the originality check of the work and makes it available to the examination board for evaluation. The result of the originality check of the final thesis or qualification thesis forms part of the record of the final or rigorosum examination, or of the habilitation procedure.

c) After the defence of the final or qualification thesis, the recording clerk of the state final examinations or rigorosum examinations assigns in AiS2 the status "defended" to a successfully defended thesis and the status "temporarily not admitted to defence" to a thesis not defended.

6. VŠTE in Prešov ensures the verification of the originality of the electronic version of final and qualification theses and the taking into account of the results in their defence.

7. If, after the originality check, the thesis shows a match of 0 - 30 % in the CRZP result, no justification of the match is required. If the percentage match is equal to or higher than 30 % and at the same time lower than 50 % inclusive, a detailed justification by the supervisor with an assessment of the individual items in the CRZP results is required. This justification by the supervisor is the basis for the decision of the state

examination board. A thesis showing a match higher than 51 % deserves special consideration in the assessment by the supervisor (opponent(s)) and the examination board, and as a rule such a thesis is not recommended for defence.

Article 9 Library of VŠTE in Prešov

1. It carries out the bibliographic registration of defended final and qualification theses.

2. It makes final and qualification theses accessible in electronic form via AiS2 in accordance with Section 137 of the Act, the decision on deferral of accessibility and the internal rules of the institution.

3. It makes the reviews of final and qualification theses accessible in electronic form via AiS2 in accordance with Section 137 of the Act and the internal rules of the institution.

4. It handles the paper copies of defended final theses, if voluntarily submitted by the student (Article 7(1)), in accordance with the Records Management Rules of VŠTE in Prešov.

5. The electronic version of final theses produced at VŠTE in Prešov is archived via AiS2 in accordance with the Records Management Rules of VŠTE in Prešov.

Article 10 Author of the Final Thesis

1. Prepares the final or qualification thesis in accordance with the internal regulations of VŠTE in Prešov and in accordance with this Directive.

2. Respects copyright and is responsible for the originality of the final thesis; states truthfully whether and in what manner he or she used artificial intelligence tools in its preparation (Section 93(3)(d) of the Act and Directive VŠTE No. 23/2026).

3. Submits the final or qualification thesis in electronic form through AiS2 within the deadline set by the schedule of the academic year or within the deadline set by a separate instruction; he or she may voluntarily submit a paper copy (Article 7(1)).

4. By submitting the thesis for defence via AiS2, consents to the publication of the thesis in the CRZP (Section 137(2) of the Act) and, within the same deadline, confirms in AiS2 the author's declaration under Article 7(2) (Annex A); if he or she requests deferral of the accessibility of the thesis, this is stated in that declaration.

5. If he or she also submits a paper copy of the final or qualification thesis, is responsible for its identity with the electronic version submitted in AiS2.

Article 11 Final Internship

1. Where a study programme includes, in addition to the final thesis, a final internship (Section 58(5) and (6) and Section 60(6) of the Act), the student chooses, within the deadline set by the schedule of the academic year, whether to complete the studies by defending the final thesis or by defending the final internship. In second-cycle study programmes and in professionally oriented bachelor's study programmes, VŠTE in Prešov shall ensure this option no later than from the academic year 2027/2028 (Section 145(2) of the Act). The

final thesis and the final internship carry the same number of credits in the study programme (Section 16 of the Decree).

2. The final internship is carried out in active cooperation between VŠTE in Prešov and the entities at which the student undertakes the internship (Section 83(2) of the Act). The student may undertake the final internship only with the prior consent of VŠTE in Prešov to the place of the internship and to the person responsible for the internship at the host entity (Section 83(4) of the Act); consent is granted by the head of department on the proposal of the consultant and is recorded in AiS2.

3. The consultant of the final internship is a university teacher of VŠTE in Prešov (Section 83(3) of the Act). The consultant guides the student in preparing for and carrying out the internship and in drawing up the record of the final internship.

4. The student draws up a record of the final internship (Section 83(5) of the Act), which contains in particular the name and surname of the student, the identification of the host entity and the person responsible for the internship, the extent of the internship expressed in credits, a description of the activities performed and the learning outcomes achieved (Section 16 of the Decree). Articles 5 and 6 apply mutatis mutandis to the formal layout of the record; the template of the record (Annex K) is published by VŠTE in Prešov on its website.

5. The review of the record of the final internship is prepared by the consultant and by the person responsible for the internship at the host entity (Section 83(5) of the Act); no opponent is appointed. The record of the final internship is submitted via AiS2, sent to the CRZP and its originality is verified in the same way as for a final thesis (Section 137 of the Act); Articles 7 to 10 apply mutatis mutandis.

6. The defence of the final internship is a state examination (Section 56(2) of the Act) and takes place before the state examination board. Work placement or an internship abroad completed as part of studies may be recognised as a final internship under the conditions set by the Study Rules of VŠTE in Prešov and Section 16 of the Decree; credits are awarded for the same activity only once.

7. Details of the organisation, extent and assessment of the final internship are governed by the Study Rules of VŠTE in Prešov (Directive VŠTE No. 21/2026) and by Directive VŠTE No. 2/2026 on Work Placement. Where a study programme or its documentation refers to the alternative to a bachelor's thesis or a master's thesis as a bachelor's placement or a master's placement, this means the final internship under this Article; its requirements and assessment are determined by the study programme and the provisions of this Directive apply mutatis mutandis.

Article 12 Related Regulations

1. This Directive is based in particular on the following legal regulations: Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (the Higher Education Act), as amended by Act No. 121/2026 Coll. (in particular Sections 8, 51, 56, 58, 60, 61, 64, 82, 83, 84, 93, 101, 137 and 145); Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (Sections 16 to 18, Section 31); Act No. 185/2015 Coll., the Copyright Act, as amended (in particular Section 60(3) and Section 93); Act No. 126/2015 Coll. on Libraries, as amended; Act No. 269/2018 Coll. on Quality Assurance in Higher Education, as amended; the Standards

for the Study Programme issued by the Slovak Accreditation Agency for Higher Education; Regulation (EU) 2024/1689 on artificial intelligence; Regulation (EU) 2016/679 (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection; Act No. 395/2002 Coll. on Archives and Registries.

2. This Directive is based on the following internal regulations of VŠTE in Prešov: the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); Directive VŠTE No. 21/2026 Study Rules (Študijný poriadok); Directive VŠTE No. 2/2026 on Work Placement (o odbornej praxi); Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff (o využívaní generatívnej AI študentmi a akademickými pracovníkmi); Directive VŠTE No. 5/2026 on the Criteria and Rules for the Assessment of Students (o kritériách a pravidlách hodnotenia študentov); Directive No. 1/2025 on Doctoral Studies (o doktorandskom štúdiu); Directive No. 2/2025 on the Field Committee for Doctoral Studies (o odborovej komisii doktorandského štúdia); Directive VŠTE No. 38/2026 on the Rigorosum Examination (Smernica o rigoróznej skúške); Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica o dištančnej metóde a e-learningu); Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification (Smernica o online skúškach a overovaní totožnosti); Directive VŠTE No. 17/2026 Library Rules (Knižničný poriadok); the Records Management Rules of VŠTE in Prešov (Registratúrny poriadok); Directive No. 5/2025 Code of Ethics (Etický kódex); the Internal Quality System of VŠTE (Vnútorný systém kvality VŠTE).

Article 13 Repealing Provisions

1. The original version of this Directive (approved on 14 March 2025) repealed Directive No. 1/2018 on the Requirements for Final Theses, Their Bibliographic Registration, Originality Check, Storage and Accessibility at VŠMP ISM Slovakia in Prešov of 1 April 2018.

2. This version does not repeal any further internal regulation. Licence agreements on the use of a final thesis and on the use of a review concluded under the original version of this Directive up to 31 August 2026 remain valid to the extent that they are not contrary to the Act.

Article 14 Final Provisions

1. The annexes to this Directive (templates and forms) are updated together with the Directive; the current templates are published by VŠTE in Prešov on its website, including in language versions corresponding to the languages in which study programmes are delivered.

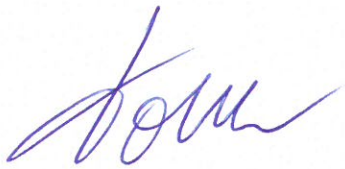
2. The original version of this internal regulation was, pursuant to Section 48(1)(m) of Act No. 131/2002 Coll., approved after discussion by the Board of Trustees of the Institute of Technology and Business in Prešov on 14 March 2025.

3. The original version of this internal regulation entered into force and effect on 14 March 2025.

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

4. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 29 October 2026



doc. Ing. Jakub Horák, MBA, PhD.

Chairman of the Board of Trustees of VŠTE in Prešov

Annexes:

Annex A: Template – Author's declaration on submission of a final or qualification thesis (Section 93(3)(d) and Section 137 of the Act)

Annex B: Template – Author's request for deferral of the accessibility of a final or qualification thesis (Section 137(10) of the Act)

Annex C: Template – Affidavit on the publication of a thesis as part of a periodical or non-periodical publication

Annex D: Template – Cover of a final or qualification thesis

Annex E: Template – Title page of a final or qualification thesis

Annex F: Template – Abstract in the state language

Annex G: Template – Abstract in English

Annex H: Template – Name-and-date system (the so-called Harvard system)

Annex I: Examples of the description of documents in the List of Bibliographic References

Annex J: Examples of the formatting of figures and tables

Annex K: Template – Record of the final internship (Section 83(5) of the Act, Section 16 of the Decree)

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Annex A: Template – Author's Declaration on Submission of a Final or Qualification Thesis

AUTHOR'S DECLARATION ON SUBMISSION OF A FINAL, RIGOROSUM OR HABILITATION THESIS

Degree, name and surname of the author:

Study programme and field of study:

Type of thesis: [ ] bachelor's thesis [ ] master's thesis [ ] dissertation thesis [ ] rigorosum thesis [ ] habilitation thesis

Title of the thesis:

Supervisor:

1. I declare that I have prepared the submitted thesis independently, that it is the result of my own creative activity, that I have cited in it all the information sources used and that the thesis does not interfere with the rights of third parties (Section 82(2) of Act No. 300/2025 Coll.).

2. I declare that in preparing the thesis [ ] I did not use artificial intelligence tools, [ ] I used artificial intelligence tools to the following extent and in the following manner: ..... and I have marked the outputs of artificial intelligence in the thesis (Section 93(3)(d) of Act No. 300/2025 Coll.; Directive VŠTE No. 23/2026).

3. I acknowledge that by submitting the thesis for defence via the academic information system AiS2 I consent to the publication of the thesis in the central register of final theses, rigorosum and habilitation theses and records of final internships and to its being made accessible to the public pursuant to Section 137 of Act No. 300/2025 Coll.; no licence agreement is concluded.

4. Deferral of the accessibility of the thesis to the public: [ ] I do not request it, [ ] I request deferral of the accessibility of the thesis pursuant to Section 137(10) of Act No. 300/2025 Coll. (request – Annex B).

5. If I have also submitted a paper copy of the thesis, I declare that it is identical to the electronic version of the thesis submitted in AiS2.

In ..... on .... signature of the author

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Annex B: Template – Author's Request for Deferral of the Accessibility of a Final or Qualification Thesis

REQUEST FOR DEFERRAL OF THE ACCESSIBILITY OF A FINAL, RIGOROSUM OR HABILITATION THESIS TO THE PUBLIC

Degree, name and surname of the author:

Type and title of the thesis:

Supervisor:

Pursuant to Section 137(10) of Act No. 300/2025 Coll., I request [ ] deferral of the accessibility of the thesis in the central register of final theses, rigorosum and habilitation theses and records of final internships by 12 months, [ ] extension of the deferral of the accessibility of the thesis by a further 12 months.

Grounds for the request (e.g. protection of intellectual property, trade secrets, personal data, forthcoming publication): .....

In ..... on .... signature of the author

Statement of the supervisor: ..... date and signature: .....

Record of VŠTE in Prešov on the handling of the request (Rector or a person authorised by the Rector): [ ] accessibility deferred until ....., [ ] the request is refused on the grounds of ..... date and signature: .....

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a ekonomická v Prešove

Annex C: Template – Affidavit on the Publication of a Thesis as Part of a Periodical or Non-Periodical Publication

AFFIDAVIT ON THE PUBLICATION OF A FINAL THESIS, RIGOROSUM THESIS OR HABILITATION THESIS AS PART OF A PERIODICAL OR NON-PERIODICAL PUBLICATION

Name and surname:

Date and place of birth:

Permanent residence:

Higher education institution: Institute of Technology and Business in Prešov, Masarykova 22, 080 01 Prešov

I hereby solemnly declare that

[ ] the final thesis [ ] bachelor's [ ] master's [ ] dissertation

[ ] the rigorosum thesis

[ ] the habilitation thesis

entitled:

of which I am the author, was

[ ] before being sent [ ] after being sent

to the central register of final theses, rigorosum and habilitation theses and records of final internships published

[ ] in full [ ] in part

as

[ ] a periodical publication entitled: publisher: ISSN: number of the serial in which the thesis was published:

[ ] a non-periodical publication publisher: year of publication: print run: ISBN:

If only part of the thesis was published, I state the page numbers of the .pdf document submitted to the information system of the higher education institution (AiS2) that were published:

In ..... on..... ..... author

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a ekonomická v Prešove

Annex D: Cover of the Final Thesis (black boards – gold lettering)

INSTITUTE OF TECHNOLOGY AND BUSINESS IN PREŠOV

TITLE OF THE THESIS

year of submission

name, surname, academic degrees and academic titles of the author

Annex E: Title Page of the Final Thesis

INSTITUTE OF TECHNOLOGY AND BUSINESS IN PREŠOV

TITLE OF THE THESIS

Designation of the thesis

Study programme: name

Field of study: number and name

Training unit: name

Supervisor: name, surname, academic degrees and academic titles

place and year of submission

name, surname, academic degrees and academic titles of the author

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Vysoká škola technická
a ekonomická v Prešove

Annex F: Template – Abstract in the State Language

ABSTRAKT

NOVÁ, Daniela: Vedecko-výskumná základňa vo výrobnom podniku. [Bakalárska práca / Diplomová práca / Dizertačná práca / Rigorózna práca (select the relevant type of thesis)]. Vysoká škola technická a ekonomická v Prešove. Katedra ekonomiky, manažmentu a marketingu. / Katedra spoločenských vied (select the relevant department). Vedúci práce: Ing. Daniela Veľká, PhD. Stupeň odbornej kvalifikácie: bakalár. / magister / Philosophiae doctor / doktor filozofie (select the relevant level). Prešov: VŠTE v Prešove, 2017, ?? s., ?? ??? znakov s medzerami.

Text, text, text,

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a ekonomická v Prešove

Annex G: Template – Abstract in English

ABSTRACT

KLOBUŠOVSKÁ, Henrieta: Analysis of the provided social services in selected facility. [Bachelor's thesis / Master's thesis / Dissertation thesis / Rigorosum thesis (select the relevant type of thesis)]. Institute of Technology and Business in Prešov. Department of Social Sciences. / Department of Economics, Management and Marketing (select the relevant department). Thesis Supervisor: doc. PhDr. Ján Hraško, CSc. Qualification level: Bachelor / Master / Doctor of Philosophy (select the relevant level). Prešov: VŠTE in Prešov, 2018, ?? pp., ?? ???? characters with spaces.

Text, text, text,

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Vysoká škola technická
a ekonomická v Prešove

Annex H: Template – Name-and-Date System (the so-called Harvard System)

Template of a direct citation in the text of the thesis

Direct citation from the original source document

... "fondov v jednotlivých historických obdobiach odráža zápas o realizáciu základných cieľov školskej politiky daného obdobia, a preto predstavujú dôležitú materiálnu základňu pre súčasný pokračujúci interdisciplinárny výskum knižnej kultúry, pedagogiky, dejín školstva na Slovensku" (Šovčíková 2003, p. 120).

Direct citation where the original source document is not available (citation from another, later document)

... "fondov v jednotlivých historických obdobiach odráža zápas o realizáciu základných cieľov školskej politiky daného obdobia, a preto predstavujú dôležitú materiálnu základňu pre súčasný pokračujúci interdisciplinárny výskum knižnej kultúry, pedagogiky, dejín školstva na Slovensku" (Šovčíková 2003 In. Hraško 2015, p. 120).

Direct citation from the original source document incorporated in the text

According to Katuščák (2007, p. 53), "an abstract is a short, concise characterisation of the content of a document."

Direct citation where the original source document is not available (citation from another, later document) incorporated in the text

According to Katuščák (In. Hraško 2003, p. 53), "an abstract is a short, concise characterisation of the content of a document."

Template of paraphrasing in the text of the thesis

Paraphrase from the original source document

... According to Rorty, the failure and critique of the logical-analytical approach is a failure of the essence of the whole Western philosophical tradition. To know means to have knowledge, i.e. the mind is nothing that we could liken to a mirror of nature (Ambrozy 2017).

Paraphrase where the original source document is not available (citation from another, later document)

... In the global context, large migration flows have been visible since approximately the 16th century. Leaving aside the slave trade, when millions of Black people were forcibly deported from Africa, the most important waves of migration in the modern era include the so-called Atlantic migration (Martin 2003 In. Storoška 2009).

Paraphrase dealing with an issue addressed by several authors

... Education should flexibly adapt its offer to reality and not rigidly adhere to established pedagogical aims expressed too broadly. In the field of the education of social workers, it required their selection on the basis of the education already attained and the level of their theoretical and practical knowledge and skills. (Levická 2007; Kmec, Lachytová, Storoška 2014).

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Vysoká škola technická
a ekonomická v Prešove

Annex I: Examples of the Description of Documents in the List of Bibliographic References

Examples of the description of documents for citations according to ISO 690:2012

Books / Monographs

Elements of description: AUTHOR, year of publication. Title: subtitle (optional). Publication details (place: publisher). ISBN.

If there are several authors, they are separated by a comma, or only the first author is given followed by the abbreviation a kol. (et al.). In the case of several authors, the first author's name is given in the order surname, first name or its initial, comma, and all other authors are given according to the rules of the Slovak language, i.e. first name or its initial and surname.

Examples:

OBERT, V. 2006. Návraty a odkazy. Nitra: Univerzita Konštantína Filozofa, 223 s. ISBN 978-80-8094-046-0.

HORVÁT, J. a kol. 1999. Anatómia a biológia človeka. Bratislava: Obzor, 286 s. ISBN 978-80-07-00031-5.

TIMKO, J., P. SIEKEL, J. TURŇA, M. 2004. Geneticky modifikované organizmy. Bratislava: Veda, 425 s. ISBN 978-80-224-0834-4.

At the same time, for three or more authors it is also possible to use the form in which only the first author is given and the formulation "et al." or "a kol." is used, which applies to all types of publications. Example:

TIMKO, J., P. SIEKEL, J. TURŇA, M. 2004. Geneticky modifikované organizmy. Bratislava: Veda, 2004. 425 s. ISBN 978-80-224-0834-4.

TIMKO, J. et al. 2004. Geneticky modifikované organizmy. Bratislava: Veda, 425 s. ISBN 978-80-224-0834-4.

TIMKO, J. a kol. 2004. Geneticky modifikované organizmy. Bratislava: Veda, 425 s. ISBN 978-80-224-0834-4.

Journal article

Elements of description: AUTHOR, year of publication. Title of the article. In. Title of the source document (newspaper, journal). Volume, issue. ISSN. Page range

Examples:

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

BEŇAČKA, J. et al. 2009. A better cosine approximate solution to pendulum equation. In: International Journal of Mathematical Education in Science and Technology. Vol. 40, no. 2. ISSN 0020-739X. pp. 206-215.

KUCIANOVÁ, A. 2001. Významná personálna bibliografia. In: Knižnica [online]. Roč. 2, č. 11 – 12, s. 662 [cit. 15. júna 2013]. ISSN 1336-0965. Dostupné z: http://www.snk.sk/swift_data/source/NBU/Kniznica/11_12_2001/662.pdf

When citing a journal article, a shortened form of reference may also be used. If the preceding article were not available on the internet but were available in printed form, we could cite it as follows:

KUCIANOVÁ, A. 2001. Významná personálna bibliografia. In. Knižnica. 2001, 2(11–12), s. 662.

Article in conference proceedings and monographs

Elements of description: AUTHOR, year. Title of the article. In. AUTHOR, Title of the proceedings. Place of publication: Publisher. ISBN. page range (pages from-to).

Examples:

ZEMÁNEK, P. 2001. 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 978-80-7157-524-0. s. 262-268.

GÁBRIŠ, T. 2005. Návrh obchodnoprávnej úpravy regnikolárnej deputácie in iudicis. In. SCHELLE, K., VOJÁČEK, J (Eds.) Stát a právo v období absolutismu: sborník. Brno: Masarykova univerzita, 2005. s. 341-345.

KUCIANOVÁ, A. 2005b. Personálie v elektronickej súbežnej Slovenskej národnej bibliografii. In. Bibliografický zborník 2000 – 2001. [online]. Martin: Slovenská národná knižnica, s. 136-139 [cit. 24. septembra 2013]. Dostupné z (alebo na internete): http://www.snk.sk/nbuu/Zbornik_2000_2001.pdf

Scientific qualification theses

Elements of description: AUTHOR, year of publication. Title of the thesis: designation of the type of thesis (dissertation, doctoral). Place of publication: Name of the higher education institution.

Example:

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

Research reports

Elements of description: AUTHOR, year. Title of the work: type of report (VEGA, interim report). Place of publication: Name of the institution.

Example:

BAUMGARTNER, J. a kol. 2001. Ochrana a udržiavanie genofondu zvierat, šľachtenie zvierat: výskumná správa. Nitra: VÚŽV, 2001. 451 s.

Standards

Element description: Designation of the standard, year of publication. Title of the standard.

Example:

STN ISO 690: 2012. Informácie a dokumentácia. Návod na tvorbu bibliografických odkazov na informačné pramene a ich citovanie.

Bibliographic references are arranged in alphabetical order by the author's surname.

HORVÁT, J. a kol. 1999. Anatómia a biológia človeka. Bratislava: Obzor, 1999. 352 s. ISBN 978-80-07-00031-5.

OBERT, V. 2006. Návraty a odkazy. Nitra: Univerzita Konštantína Filozofa, 2006. 145 s. ISBN 978-80-8094-046-0.

ZEMÁNEK, P. 2001. 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 978-80-7157-524-0. , s. 262-268.

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Vysoká škola technická
a ekonomická v Prešove

Annex J: Examples of the Formatting of Figures and Tables

Figure 1: Development of Slovakia's GDP in 2005-2017

(graph)

Source: Own processing according to Novák 2016. * If a table (graph, figure, etc.) is taken directly from a book, its exact location – author and page – is given (Novák 2016, p. 50). However, this procedure is not recommended! It is more appropriate to adapt the source by one's own processing, in which case only the form "according to Novák 2016" is given.

There should always be at least a short text between the individual objects (tables, graphs, figures...) (figures, tables or graphs should not follow one another immediately).

Table 1: Abbreviations of quantities

Quantity	Unit	Symbol
length	metre	m
mass	gram	g

Source: Own processing.

Text, text, text. E.g. Table 2 presents the results of the survey on the use of self-service checkouts broken down by age category.

Table 2: Use of self-service checkouts by age category

Age category	Yes, regularly	Yes, occasionally	Rather not	No, I do not use them	Total
Absolute frequency					
up to 25	15	7	8	22	52
26 to 45 years	40	14	10	22	86
46 to 65 years	28	22	16	23	89
65 years and over	8	12	36	10	66
Total	91	55	70	77	293
Relative frequencies by category					
up to 25	28.8%	13.5%	15.4%	42.3%	100%
26 to 45 years	46.5%	16.3%	11.6%	25.6%	100%
46 to 65 years	31.5%	24.7%	18.0%	25.8%	100%
65 years and over	12.1%	18.2%	54.5%	15.2%	100%
Weighted average	31.1%	18.8%	23.9%	26.3%	100%

Source: Own processing based on a questionnaire survey.

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a ekonomická v Prešove

Annex K: Template – Record of the Final Internship

RECORD OF THE FINAL INTERNSHIP (Section 83(5) of Act No. 300/2025 Coll., Section 16 of Decree No. 205/2026 Coll.)

Institute of Technology and Business in Prešov, Masarykova 22, 080 01 Prešov

Degree, name and surname of the student:

Study programme, field of study, cycle and form of study:

Host entity (name, registered office, company ID):

Person responsible for the internship at the host entity (name, position, contact):

Consultant of the final internship (university teacher of VŠTE in Prešov):

Period and place of the internship; extent of the internship in credits:

1. Description of the activities performed (content of the internship, tasks entrusted, methods and tools used).

2. Learning outcomes achieved (knowledge, skills and competences acquired during the internship in relation to the graduate profile of the study programme).

3. Evaluation of the contribution of the internship for the student and for the host entity; proposals and recommendations.

4. List of information sources used (Article 6 of the Directive).

5. Declaration of the student on the independent preparation of the record and on the use of artificial intelligence tools (Section 93(3)(d) of the Act); consent to the publication of the record in the central register pursuant to Section 137 of the Act arises upon submission of the record for defence via AiS2.

In ..... on .... signature of the student

Confirmation of the person responsible for the internship at the host entity (date, signature, stamp): .....

The reviews of the record of the final internship are prepared in AiS2 by the consultant and by the person responsible for the internship at the host entity (Section 83(5) of the Act).