

**IN COMPLIANCE WITH INTERNAL REGULATION NO. 7/2018 –  
COMENIUS UNIVERSITY - DIRECTIVE BY THE RECTOR IN BRATISLAVA  
(INTERNAL REGULATION NO. 7/2018 – DIRECTIVE FROM THE RECTOR’S OFFICE OF COMENIUS  
UNIVERSITY IN BRATISLAVA) (EXCERPTS):**

([https://uniba.sk/fileadmin/ruk/legislativa/2018/Vp\\_2018\\_07.pdf](https://uniba.sk/fileadmin/ruk/legislativa/2018/Vp_2018_07.pdf)), more information can be found on the department’s webpage: <https://fns.uniba.sk/en/departments/environmental-science/kee/information-for-bsc-and-msc-students/>.

**The recommended font for your academic work is Times New Roman and size 12. The recommended page setup is – 1.5 spacing, margins left 3.5 cm, right 2 cm, top and bottom 2.5 cm, portrait orientation, A4 format.**

The recommended length of the **Bachelor’s thesis** is usually **at least 30 to 40 standard pages** (54,000 to 72,000 characters including spaces), **50 to 70 standard pages for the Diploma thesis** (90,000 to 126,000 characters), **80 to 120 standard pages for the Dissertation thesis** (144,000 to 216,000 characters) and .... The adequacy of the scope of the academic work shall be assessed by the student’s academic supervisor.

As a rule, the final work is done **in the first person of the plural of the past tense** in hardcover printed form, usually printed **on both sides**, so that **individual pages cannot be removed**.

**Article 8, paragraph 7:**

The electronic and printed form of the academic work **must be identical** in content, this excludes the layout, since the submission is published in the electronic version without signatures of any parties involved.

**The academic work** must contain the following items in this order:

a) ***Hardcover binding***

b) ***Title page***,

(the template for the cover can be found at:

[https://fns.uniba.sk/fileadmin/prif/envi/kee/skusky/EnvironStudies/template\\_cover\\_and\\_title\\_page.doc](https://fns.uniba.sk/fileadmin/prif/envi/kee/skusky/EnvironStudies/template_cover_and_title_page.doc)),

c) ***Thesis Outline (Thesis Outline;*** if the academic work has been written in a language other than the state language, the outline shall be provided in the language of the academic work, as well as in the state language),

d) ***Acknowledgments*** (optional, may be included in the *Preface*)

e) **Abstract in the state language** (if the academic work is written in a language other than the state language, an abstract written in the state language shall also be included as a mandatory part of the academic work),

f) **Abstract in English**, or in another foreign language

g) **Foreword**,

h) **Content**,

i) A list of illustrations and a list of tables (optional),

j) A list of abbreviations and tags (optional),

k) Glossary (optional)

l) **Introduction** (as a chapter, it is not numbered, i.e. page 1. The introduction should be 1 – 2 pages long)

m) **The core** (main body) shall contain:

*i) Current status in seeking a solution to the issue at home and abroad*

*ii) Objective/goals of the work*

*iii) Methodology of work and methods of investigation*

*iv) Results*

*v) Discussion* (results and discussion may be written together in one chapter)

n) **Conclusion** (as a chapter, it too is not numbered, min. 2 pages)

o) **Literature/References** (a full list of bibliographic references)

p) **Appendices** (optional), each Appendix shall begin on a new page and the list of Appendices is included in the content.

q) **Registry** (optional)

r) **Author's Biography** (CV) (optional).

(7) **Acknowledgments** include thanks to the academic supervisor, or to the consultants and other persons, departments and institutions for help and support in the work. Acknowledgments can be included as part of the *Preface*.

(8) The **Abstract** shall contain concise information about the aims of the academic work, content, results as well as importance of the academic work. The abstract shall include **3 – 5 key words**. **The abstract shall be written as a single paragraph** and its length is usually between **100 and 500 words**. **The language versions of the abstracts are presented on separate pages.**

(9) **The Preface** shall contain general information about the work, including the main features of the work and the circumstances which led to its conception. The author justifies the selection of the topic, briefly informs about the objectives and importance of the work, mentions the domestic and foreign context as well as to whom the work is intended, the methods used and the current state of knowledge; the author shall also briefly describe his/her approach and point of view.

(10) **The Content** is an overview of both **numbered** and **unnumbered** sections (chapters) of the academic work.

**The Introduction** is the first piece of comprehensive information about the academic work, which includes its objective, content and structure. It specifically relates to the topic and **contains a brief and concise description of the issue. It characterises the state of knowledge or practice in the area** which is the subject of the academic work and acquaints the reader with the **meanings, objectives and objectives** of the academic work. The author emphasizes in the **Introduction** why the work is important and why he/she has chosen to work on the subject. The introduction as a chapter is **not numbered** and its length is usually **1 to 2 pages**.

In the section **The current status in seeking a solution to the issue at home and abroad**, the author presents all available information and knowledge concerning the topic. Contemporary published works by domestic and foreign authors are the source for this section. **The share of this part of the work accounts for about 30% of the entire work.**

The **Objective** section of the academic work clearly, concisely and accurately characterizes the subject of the solution. The academic work in progress consists of sub-goals, which together strive to achieve the main goal.

As a rule, the section **Methodology of work and methods of investigation** includes: **characteristics of the object of investigation, working procedures, method(s) of data acquisition and their sources, method(s) of evaluation used and interpretation of results, as well as statistical methods.**

The **results** and **discussion** sections are **the most important** parts of the academic work. The results (self-attitudes or own solutions) that the author has achieved **must be logically organised and sufficiently described in the description.** At the same time, they **comment on all facts and knowledge which contest the results of other authors.** The **results** and **discussion** sections can also form a single part **and together form approximately 30 to 40% of the entire academic work.**

In the **Conclusion** section, it is necessary to briefly summarize the results achieved in relation to the objectives set. The **Conclusion** should be **at least 2 pages.** The **Conclusion** as a chapter is **not numbered.**

**The list of used literature** shall contain a **complete** list of bibliographic references. The scope of this section is given by the number of literary sources used, which **must correspond to the citations used in the text**.

**Citation ethics and citation techniques** are important. Citation ethics determine **how ethical standards are adhered to in relation to foreign ideas and the results contained in other documents**, as well as in the literature used. The citation technique is **an unambiguous indication of what is being taken, from whom it is being taken, and precisely identifies the source from where it is retrieved**.

Central registry of theses: <http://www.crzp.sk/>

**The academic work must be written according to the valid rules of the Slovak language (or the foreign language used). It is standardized and must respect formal and citation criteria, as well as the principles for referencing primary and secondary literature. The literary sources used must correspond to the citations used in the text.**

The academic work shall be submitted according to a set schedule in electronic and printed form; this deadline must be at least 21 calendar days and no more than 90 calendar days before the date for the defense of thesis.

The author shall submit one copy of the final thesis in printed form no later than 3 calendar days after submission of the electronic form of the academic work into the **Academic Information System - AIS (a file in PDF format with the possibility of transfer to a clear text)** as well as **2 copies of a License Agreement concluded with the Slovak Republic, generated and signed by the author from the AIS, as well as 2 copies of a License Agreement concluded with Comenius University in Bratislava**. The exact procedure, method and place of submission shall be determined by individual faculties.

The license agreements (these are generated from AIS in which two copies are signed by the author for a License Agreement concluded with the Slovak Republic, and two copies signed for a License Agreement concluded with Comenius University) shall be signed by the Dean or a person authorised by him within 30 days of delivery. One copy of each license agreement is given to the author, the other is kept in the student's personal file at the Dean's Office (Study Department).

**It is the supervisor's responsibility to obtain a protocol on the originality of the school work, that is, from the central AIS registry, as well as from the registry of THESES (<https://uniba.sk/o-univerzite/fakulty-a-dalsie-sucasti/cit/citps/ais/zaverecne-prace/>, <https://theses.cz/auth/>).**

**An expert's opinion by the supervisor contains a statement on the outcome concerning the protocol's originality. In the case of external reviewers, the department shall provide protocols on the originality of the academic work to the reviewer at the same time the academic work is submitted for the purpose of drafting the review, and shall also ensure that the report is saved in the AIS.**

The student has the right to review the assessments no later than three working days before the defense of thesis.