

BRNO UNIVERSITY OF TECHNOLOGY

Date of issue:	31 March 2026
Effective date:	1 April 2026
Responsibility:	Study Affairs Office of the BUT Rector's Office
Binding on:	All units of BUT
Repeals:	Guideline No. 72/2017 Layout, Submission and Publication of Final Theses
Number of pages:	10
Number of annexes:	-

GUIDELINE NO. 2/2026 FINAL THESES AT BUT

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Article 1 Introductory provisions

1. This Guideline lays down the rules for assignment, the prescribed structure and the uniform formal layout of final theses, the manner of their submission and of making them available, in accordance with Section 47b of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Certain Other Acts (the Higher Education Act), as amended (hereinafter the "Act"), and Article 51 of the Study and Examination Rules of BUT (hereinafter the "SER") at the Brno University of Technology (hereinafter "BUT").

2. The requirements for the Bachelor's and Master's thesis and their defence are defined in Article 25 of the SER.
3. The requirements for the doctoral thesis and its defence are defined in Articles 40 and 41 of the SER.
4. The provisions of this Guideline relating to study programmes implemented at a faculty shall apply *mutatis mutandis* to students of study programmes implemented at BUT and not at a faculty.
5. It applies that acts which, under this Guideline, are performed by the Dean shall, in the case of students enrolled in study programmes implemented at BUT and not at its faculty, be performed by the Rector. The Rector may delegate the acts under this Guideline to the director of the university institute participating in the implementation of the given study programme or part thereof.

Article 2

Type and form of the final thesis

1. Final theses are divided by type into Bachelor's, Master's and doctoral theses.
2. The form of the final thesis is printed and electronic. The student must submit the thesis in electronic form within the set deadlines and, where the internal regulation so provides, also in printed form. Where the thesis is submitted in both electronic and printed form, these theses must be identical in content. If the submission deadline is not met, the student shall not be admitted to the defence.

Article 3

Assignment and selection of the topic of the Bachelor's and Master's thesis

1. The assignment of the Bachelor's and Master's thesis is entered by the supervisor of the thesis into the Information System (hereinafter the "BUT IS").
2. The student registers for the assignment through the IS. The registration of a thesis to a particular student may, by agreement with the student, also be carried out by the supervisor. The deadlines for the in-person and electronic registration of the student for the announced assignments are set by the Dean following the procedure under the internal regulation pursuant to Article 19.
3. The basis for the assignment of a final thesis for a particular student may be that student's previous creative activity carried out within a duly completed course during that student's studies. Only that particular student may then register for this assignment.
4. An assignment of a final thesis may be proposed to a particular supervisor by the student; the supervisor need not accept such a proposal and announce the assignment. If such a topic is announced, the student has a preferential right to register for this assignment.
5. The assignment must always contain the following data:
 - a) the academic year of the thesis assignment,
 - b) the type of final thesis (Bachelor's, Master's),
 - c) the study programmes/specialisations for which the thesis is intended, unless the thesis is intended for students of all study programmes of the given type,
 - d) the title of the thesis,
 - e) the supervisor of the thesis,
 - f) the objectives to be achieved,
 - g) the basic literature and sources,

- h) the language of the thesis,
 - i) the conditions for awarding the course credit in the courses under Article 4,
 - j) the submission deadline (may be set uniformly by the schedule of the faculty/unit),
 - k) the collaborating external entity, if specified in the assignment,
 - l) the number of students who may register for the assignment,
 - m) the number of students who may be accepted for the assignment and, where applicable, the conditions for the selection of these students.
6. Before the assignment is made available to students, the assignment must be approved following the procedure laid down by the internal regulation of the faculty.
 7. Students must be informed sufficiently in advance of the deadline for registration for the assignment of a final thesis.
 8. If more than one student is accepted for a single assignment, the supervisor shall specify the assignment for each of them so that a separate thesis can be prepared on its basis.
 9. After registration, the supervisor may, by agreement with the student, specify the assignment in more detail.
 10. After the assignment has been registered by the student and, where applicable, specified in more detail pursuant to paragraphs 8 and 9, the assignment is locked in the information system and, where the Dean so provides, its written copy is handed over to the student. Changes to the assignment after it has been locked in the information system are not possible.
 11. In accordance with Article 25 of the SER, the Bachelor's and Master's thesis is prepared in the language in which the study programme is implemented. In the case of a study programme implemented in Czech, the thesis may, with the consent of the supervisor of the thesis, be submitted in Slovak or in English.
 12. A Bachelor's and Master's thesis submitted in English within a study programme accredited in Czech must contain an extended abstract in Czech or Slovak.
 13. The length and recommended structure of the extended abstract are laid down by the internal regulation pursuant to Article 19. Unless the internal regulation provides otherwise, an extended abstract of approximately 3 standard pages is recommended, containing an introduction, a description of the solution, and a summary and evaluation of the results.

Article 4

Courses connected with the Bachelor's and Master's thesis

1. In the semester in which the student prepares their final thesis, the student has enrolled required courses whose content consists of activities aimed at the preparation of the final thesis.
2. The student usually prepares their final thesis during the last two semesters of their studies and thus, as a rule, completes two required courses under paragraph 1.
3. A condition for completing the course under paragraph 1 may be the presentation of the part of the thesis processed so far or the submission of the thesis under Article 7.
4. The provisions of paragraphs 1 to 3 shall not apply in the case of the repeated preparation of a final thesis due to an unsuccessful defence.

Article 5

Consultations

1. The supervisor of the final thesis is obliged to provide the student with a sufficient number of consultations.
2. The supervisor may assign the student an additional consultant, including for a particular sub-part of the final thesis. The consultant may also be a person who is not an academic staff member of BUT.

Article 6

Doctoral thesis

In the case of a doctoral thesis, the supervisor enters into the information system the topic for which the student applies within the admission procedure for doctoral study.

Article 7

Submission of the electronic form of the final thesis

1. The mandatory final format of the electronic form of the main part of the text of the final thesis, including figures, graphs and tables, is the PDF format.
2. The faculty may, by internal regulation, lay down the format, number and content of the annexes (source codes, multimedia content, schemes, drawings, etc.). More extensive annexes which, owing to the large volume of data or the number of files, cannot be stored in the information system, shall be stored by the student in the formats and to the extent approved by the supervisor of the thesis (e.g. videos, detailed photographic documentation of works of art, artificial intelligence models) on the storage designated by the faculty, and a link to them must be uploaded into the information system. The data volume must not exceed the maximum permitted volume laid down by the internal regulation pursuant to Article 19.
3. The student uploads the electronic form of the thesis, including all annexes and links to more extensive annexes, into the information system within the deadline set by the faculty. At the same time, the student fills in the abstract and keywords in Czech (or in Slovak) and in English, which are identical to the abstract and keywords given in the final thesis.
4. After uploading the electronic form of the final thesis into the information system and checking the content of all requirements in the information system, the student confirms the due submission of the electronic form of the final thesis.
5. If it is necessary to correct the submitted electronic form of the final thesis, the student shall follow the rules laid down by the internal regulation pursuant to Article 19.
6. The supervisor of the thesis shall ensure, by means of the anti-plagiarism system currently used at BUT, the comparison of the text of the submitted final thesis with the texts of final theses stored in the database of final theses and with the texts of other publications. The supervisor of the thesis shall acquaint the head of the teaching workplace, the student and the opponents with the results of the comparison. If the supervisor of the thesis or an opponent finds, or has reasonable suspicion, that the final thesis is a plagiarism or, where applicable, a self-plagiarism, they shall, in accordance with Article 52 paragraph 6 of the SER, state this fact in the supervisor's evaluation or in the review of the final thesis and shall submit a suggestion for the initiation of disciplinary proceedings.

Article 8

Submission of the printed form of the final thesis

1. The Dean may, by internal regulation pursuant to Article 19, lay down the obligation of the student to submit the printed form of the final thesis signed by the author in the prescribed number of copies within the deadline set by the faculty.
2. The annexes under Article 7 paragraphs 1 and 2 shall, in the case of the printed form of the thesis, be enclosed on an external data carrier. The internal regulation pursuant to Article 19 may lay down that the annexes under Article 7 paragraphs 1 and 2 must be submitted by the student as part of the printed form of the thesis also in printed form, where the nature of the annexes so permits.
3. Where the internal regulation pursuant to Article 19 does not lay down the obligation of students to submit final theses in printed form and an opponent requests the printed form of the final thesis, the faculty shall provide it to the opponent at its own expense. In this case, the printed form of the final thesis need not meet the requirements under Article 16.

Article 9

Preparation of evaluations and reviews

1. Evaluations and reviews are entered directly into the information system. In the case of external opponents, the scanned review in PDF format may be uploaded into the information system by an authorised BUT employee.

Article 10

Making the final thesis available before the defence

1. In accordance with the provisions of Section 47b paragraph 2 of the Act and Article 51 of the SER, final theses submitted by the student for defence must, at least five working days before the defence is held, be made available for public inspection at the premises of the BUT workplace where the defence of the thesis is to be held. The workplace is the seat of the faculty or university institute at which the student defends the final thesis; the details may be laid down by the internal regulation pursuant to Article 19.
2. Anyone may, at their own expense, make extracts, transcripts or copies of a thesis thus made available. The internal regulation pursuant to Article 19 lays down the calculation of the costs for making extracts, transcripts or copies and the manner of making them.
3. In this manner, final theses are made available at least until the electronic version is made available pursuant to Article 12.

Article 11

Entering data on the defence of the final thesis into the information system

No later than the third working day after the defence, an authorised BUT employee shall enter the following information into the information system:

- a) the date of the defence,
- b) the composition of the committee,
- c) the result of the defence (defended or not defended),
- d) the classification (A to F) – in the case of a Bachelor's and Master's thesis,
- e) the course of the defence (a verbal evaluation of the course of the defence).

Article 12

Making final theses available after the defence

1. In accordance with the provisions of Section 47b paragraph 1 of the Act, BUT makes Bachelor's, Master's and doctoral theses which have been defended available on a non-profit basis, including the opponents' reviews and the record of the course and result of the defence. The final thesis and the reviews are published without signatures.
2. Making final theses available after the defence pursuant to paragraph 1 is carried out by means of the electronic database of final theses.
3. After the defence, the printed form of the final thesis may be returned to the student or stored for archiving at the faculty.
4. The electronic form of the final thesis is made available in the BUT Digital Library immediately after the defence.
5. In the case of doctoral theses, the graduate may, within 6 months of the successful defence, submit to their supervisor a revised version of the doctoral thesis in which they take into account the comments from the course of the defence and from the opponents' reviews. The supervisor shall publish the version of the thesis thus modified by means of the electronic database of final theses alongside the version of the thesis published pursuant to paragraph 1. The supervisor may decide not to publish the revised version of the thesis submitted by the graduate; the supervisor must give the graduate reasons for this decision.

Article 13

Further use of final theses

1. In accordance with the relevant provisions of the Copyright Act, BUT is entitled to use a final thesis, with the exception of a computer program or an electronic database, for teaching or for its own internal needs, but not for the purpose of direct or indirect economic or commercial benefit. For uses to which the preceding sentence does not apply, BUT has, under usual conditions, the right to conclude a licence agreement on the use of the final thesis.
2. The student is entitled to use the final thesis themselves and to grant a licence to another party, unless this is contrary to the legitimate interests of BUT. BUT is entitled, in accordance with Section 60 paragraph 3 of the Copyright Act, to require the student to make a reasonable contribution, from the earnings achieved in connection with the use of the final thesis or the granting of a licence, towards the reimbursement of the costs which it incurred in creating the final thesis, and that, depending on the circumstances, up to their actual amount.

Article 14

Postponement of making the final thesis available

1. In accordance with Section 47b paragraph 4 of the Act, the higher education institution may postpone making the final thesis or part of it available, and that for the duration of the impediment to making it available, but for no longer than a period of five years. Information about the postponement of making it available must, together with the reasons, the reviews and the record of the course and result of the defence, be made available by means of the electronic database of final theses.
2. At BUT, the making of a final thesis available may exceptionally be postponed where this is required by:
 - a) the protection of a trade secret, or
 - b) the protection of classified information, or
 - c) the protection of intellectual property, in particular the protection of inventions or technical solutions.

3. The procedure for granting a postponement of making available:
 - a) no later than one month before the submission of the thesis, the student submits a reasoned request for the postponement of making it available,
 - b) where the assignment originates from an external entity, the student shall also enclose with the request the opinion of that entity,
 - c) the supervisor of the thesis (supervisor) and the head of the teaching workplace shall comment on the student's request,
 - d) the request shall be assessed and decided on by the Vice-Dean responsible for study agenda or the relevant deputy director of the university institute,
 - e) in the case of a favourable decision, the relevant Vice-Dean or the staff member authorised by them shall fill in, in the information system, the length of the postponement of making available and the reason for the postponement of making available in the Czech and English languages.
4. Final theses with an authorised postponement of making available shall be made available by means of the electronic database of final theses and in the BUT Digital Library immediately after the expiry of the period of postponement of making available.
5. The making available of the opponents' reviews or of the record of the course and result of the defence cannot be postponed.

Article 15

Final theses of a special nature

1. A final thesis of a special nature is considered to be a thesis whose substantial part is a non-textual work presented at the defence:
 - a) a painterly work, a graphic work, a sculptural work, an installation, a performance, a happening, a video, multimedia, an animation, etc.,
 - b) an architectural work, an urban-planning work, a study, a project, drawing documentation, a model, a poster, etc.
2. A mandatory part of a final thesis of a special nature is the electronic form of the Documentation of the Final Thesis (hereinafter the "DFT"), which comprises a text part and an image part. The form and requirements of the DFT are specified by the internal regulation pursuant to Article 19.
3. Depending on the nature of the final thesis, the image part of the DFT captures either sketches and the preparatory phases of the creation of the work, which in its final form will be presented only at the defence (e.g. in the case of a performance or installation), or the already completed work.
4. The text part of the DFT has the following parts:
 - the title page pursuant to Article 17,
 - a brief annotation,
 - the definition of the objectives of the thesis or, where applicable, of its practical contribution,
 - a description of the work,
 - an evaluation of the achieved results with regard to the set objectives.

Further mandatory parts of the text part of the DFT may be laid down by the internal regulation pursuant to Article 19.

5. From the formal point of view, the text part of the DFT is a continuous informative text. The recommended length, a more detailed definition of the content and the formal layout of the text part of the DFT, as well as the requirements of the image part of the DFT, are regulated by the internal regulation pursuant to Article 19.

6. The student uploads the electronic form of the DFT into the information system within the deadline laid down by the internal regulation pursuant to Article 19.
7. At least five working days before the defence is held, the electronic form of the text part of the DFT is made available in accordance with Section 47b paragraph 2 of the Act.
8. A final thesis of a special nature is made available at the defence and within the framework of the degree exhibition. The internal regulation pursuant to Article 19 lays down the dates and places of the defences, which may also be outside the premises of BUT.
9. After the defence of a final thesis of a special nature, the DFT pursuant to paragraph 2, the opponents' reviews, the supervisor's review, the record of the course of the defence and the result of the defence are made available by means of the electronic database of final theses.
10. Immediately after the defence, the electronic form of the DFT pursuant to paragraph 2 is made available in the BUT Digital Library.
11. The postponement of making available pursuant to Article 14 does not apply in the case of final theses of a special nature.

Article 16

Printed form of the final thesis and requirements for the cover

1. The printed form of the final thesis must be in a compact binding that cannot easily be disassembled and is fitted with a cover.
2. Requirements for the cover of the final thesis:
 - the name of the higher education institution,
 - the name of the faculty or other unit of BUT,
 - the type of final thesis pursuant to Article 2,
 - the title, name and surname of the author,
 - the town, the year.
3. Where the final thesis is prepared in Czech or Slovak, the texts on the cover are given in the Czech language. Where it is prepared in another language, the texts on the cover are given in the English language.

Article 17

Requirements and layout of the title page

1. The title page of the final thesis contains:
 - the emblem of the higher education institution,
 - the name of the higher education institution in Czech and English,
 - the name of the faculty in Czech and English,
 - the name of the institute, department, studio in Czech and English,
 - the title of the final thesis in the language of the final thesis and in English, where English is not at the same time the language of the final thesis,
 - the type of final thesis pursuant to Article 2 in Czech and in English,
 - the title, name and surname of the author,
 - the title, name and surname of the supervisor of the thesis (or the supervisor),
 - the town, the year.

2. Where the final thesis is prepared in English, the English variants of the texts are given first and the Czech or Slovak variants second. Otherwise, the English variants are given second.

Article 18

Requirements and arrangement of the text part of the final thesis

1. The requirements and arrangement of the text part of the final thesis are determined in the following order:
 - a) the title page,
 - b) the assignment of the final thesis (optional for a doctoral thesis),
 - c) the abstract,
 - d) the keywords,
 - e) the extended abstract pursuant to Article 3 paragraphs 12 and 13,
 - f) the bibliographic citation of the final thesis pursuant to ČSN ISO 690:2022,
 - g) the author's declaration of the originality of the thesis, the author's signature in the case of the printed form of the thesis,
 - h) the acknowledgement (optional),
 - i) the table of contents,
 - j) the introduction,
 - k) the main text of the thesis,
 - l) the conclusion,
 - m) the list of sources used,
 - n) the list of abbreviations and symbols used (optional),
 - o) the list of annexes (optional),
 - p) the annexes (optional).
2. In the case of final theses of a special nature, the requirements of the text part of the documentation of the final thesis are defined in Article 15.
3. Where the Bachelor's or Master's thesis is prepared in the English language within a study programme accredited in Czech, it is necessary to give the abstract and keywords pursuant to paragraph 1 letters c) and d) also in the Czech or Slovak language. In that case, the English variants of the texts are given first and the Czech or Slovak variants are given second. This does not apply to final theses prepared by international students on a visit to the Czech Republic (e.g. Erasmus+).
4. The BUT Unified Visual Style applies to the layout of the title page of the final thesis. The unified visual style does not apply to the content of the final thesis itself.

Article 19

Internal regulation of the BUT unit

1. The details for the implementation of the specified provisions of this Guideline are regulated by the internal regulation of the faculty.
2. The details for the implementation of the specified provisions of this Guideline relating to final theses of students of study programmes implemented at BUT and not at a faculty are regulated by the internal regulation of BUT.

Article 20

Transitional and final provisions

1. The rules laid down by this Guideline apply to final theses assigned after this Guideline takes effect. For final theses assigned before this Guideline takes effect, the regulation under Guideline No. 72/2017 shall apply.
2. An exception from the rules laid down in Articles 3, 7, 8 and 18 may be granted by the Dean on the basis of a student's request.
3. This internal regulation takes effect on the day stated in its heading.
4. This Guideline repeals and replaces Guideline No. 72/2017 – Layout, Submission and Publication of Final Theses.

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