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## **Decree of the Rector No. 4/2009**

issuing the

**Methodology for the Uniform Preparation, Elaboration, Storage and  
Accessibility of Qualification Works at AMU  
(hereinafter the "Methodology")**

## **Article 1**

### **Introductory Provisions**

The purpose of the Methodology is to ensure:

- a) the uniform formal structure and preparation of university qualification works at AMU;
- b) the collection and registration of qualification works for purposes of building an AMU database and digital library in accordance with recommended national standards;
- c) the accessibility of AMU qualification works in accordance with Act No. 121/2000 Coll., on Copyright and Rights Related to Copyright and on Amendment to Certain Acts (the Copyright Act), as amended, and with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Certain Other Acts (the Higher Education Act), as amended (supplemented per Decree of the Rector No. 6/2006), and in particular as a consequence of the validity of Act No. 216/2006 Coll., which amended the text of the Copyright Act, and with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Certain Other Acts (the Higher Education Act), as amended;
- d) the archiving of AMU qualification works in accordance with Act No. 499/2004 Coll., on Archiving, Records Management and on Amendments to Certain Acts.

## **Article 2**

### **Formal Preparation of Qualification Works**

Binding recommendations on how to proceed when elaborating and formally organising qualification works are stipulated by the **Instruction for the Creation and Formal Preparation of University Qualification Works at AMU** ("Pokyn pro tvorbu a jednotnou úpravu vysokoškolských kvalifikačních prací na AMU").

## **Article 3**

### **Registration of Qualification Works**

In order to ensure the accessibility of the database of qualification works, AMU collects data for purposes of creating bibliographic and metadata records.

- a) The specific manner and procedure for collecting data is stipulated in **Annex No. 1** to this Methodology.
- b) The migration of data to the library catalogue (bibliographic records) and the elaboration of metadata in accordance with recommended national standards for purposes of building a national register of qualification works is performed by the AMU Library in cooperation with the AMU Computer Centre (hereinafter "AMU CC"). The bibliographic records are checked and supplemented by the AMU Library.

#### **Article 4**

##### **Collection of Qualification Works**

- a) Authors shall submit their qualification works in the stipulated number of specimens and on the prescribed electronic data carrier by the stipulated deadline prior to the defence at the relevant department, or – in the case of doctoral qualification works – to the relevant Vice-Dean. A person authorised by the department head or Vice-Dean is responsible for ensuring that the thesis contains all the prescribed appurtenances stipulated by Decree No. 4/2006. This person will also ensure recording from the electronic data carrier in a manner determined by the head of AMU CC.
- b) The Student Affairs Office will ensure, in accordance with Decree of the Rector No. 2/2006, the signing of the Licence Agreements by the Dean within one week following the defence, and will perform other common acts.
- c) The authorised employees per paragraph a) will proceed in accordance with **Annex No. 1** of this Decree.
- d) Within one week following the defence, the authorised employees per paragraph a) will hand over to the relevant faculty library one printed specimen of each thesis (incl. practical and artistic works) with an electronic version on an electronic data carrier, and accompanying each thesis one specimen of the relevant Licence Agreement signed by the author and the Dean.

#### **Article 5**

##### **Archiving**

- a) The discarding of printed specimens of qualification works from the library after a set term may take place only on the basis of a decision by the director of the AMU Library, who shall present a written list for approval by the AMU management. Further procedure is per the AMU Records and Disposal Rules ("Spisový a skartační řád AMU") and in accordance with nationally valid norms and regulations.
- b) Licence Agreements shall be archived in the library for the duration of the relevant thesis's accessibility in any form.
- c) Due to annual backups of electronic versions, electronic data carriers are archived in the library for a period of one year from the date of the defence.
- d) The archiving of digital texts and other types of works is performed in the AMU digital library (repository).

#### **Article 6**

##### **Accessibility of Qualification Works**

- a) AMU makes qualification works accessible by means of:
- the AMU Library's electronic catalogue (a database of bibliographic records)
  - the AMU digital library operated by AMU CC:

- metadata and complete versions of text works
  - metadata and possibly also proof formats of artistic and practical works
- b) In accordance with Decree of the Rector No. 2/2006, the original forms (full texts, artistic works) of qualification works are made accessible in print and digitally in the extent stipulated in the relevant Licence Agreement and in accordance with the valid wording of the Copyright Act.
- c) Originals of qualification works cannot be borrowed outside of the AMU Library as a matter of principle.

## **Article 7**

### **Final Provisions**

- a) Decree of the Rector Nos. 3/2006 and 6/2007 are cancelled.
- b) This Methodology shall become effective on the date on which the Decree is issued.