

## **Dean's Directive No. 3/2019 on Bachelor's and Diploma works, and Dissertations**

### **Art. 1 Introduction**

Bachelor's works (hereinafter "the BW") for students of the Bachelor's studies in the programme of Visual Arts, and diploma works (hereinafter "the DW") for students of the post-Bachelor (Master's) studies in programmes of Design, Visual Arts, and Fine Art at the Faculty of Art and Design of JEPU consist of a practical and a theoretical part. The practical part consists in realization of an art or design work, the theoretical part consists in oral and written defence.

Diploma works (hereinafter "the DW") in the post-Bachelor (Master's) study programme of Curatorial Studies include only a theoretical work and written defence respectively.

Doctoral dissertations (hereinafter "the DISS") in the programme of Visual Arts - branch Visual Communication - consist of a practical and a theoretical part, integral part of which is oral defence of the DISS.

### **Art. 2 Terms**

1. The date to announce topics of BW and DW for the following academic year is specified by the schedule of the FAD academic year (hereinafter "the schedule") – usually in June.
2. The date to complete the details for BW and DW for the following academic year in IS/STAG is specified in the schedule – usually in September. After this date, it is only possible to change the BW / DW assignment in well-founded cases, based on the student's written application with the BW, or DW advisor's recommendation, and with the agreement of the Dean of the Faculty.
3. The date to complete the details for DISS assignment in IS/STAG is specified in the schedule – usually in the first half of March.
4. The student signs up for the SFE both in writing and electronically in IS/STAG on the date specified by the schedule. The student signs up for the oral defence of BW / DW only in writing on the date specified by the schedule.
5. The student signs up for the SDE and DISS in writing in IS/STAG on the date specified by the schedule.
6. The student realizes and delivers the practical part of the BW, DW or DISS in accordance with the deadline specified by the given academic year schedule.
7. The student will deliver the written defence of their BW including the photo documentation (Bachelor's programme of Visual Arts), the written defence of their DW including the photo documentation (post-Bachelor Master's programmes of Design, Visual Arts, and Fine Art), or the written defence of their DW (post-Bachelor Master's programme of Visual Arts - branch Curatorial studies), DISS including photo

documentation, where applicable (doctoral programme of Visual Art - branch Visual communication) on the date specified by the schedule. On the same date, the student will:

- a) check, and where necessary, correct or complete metadata about BW / DW / DISS in IS/STAG intended for the JEPU Library system (title of the work in Czech and English, the abstract in Czech and English, key words in Czech and English, the language of the work),
- b) save the written defence of the BW / DW / DISS in PDF format in IS/STAG, (including the photo documentation, where applicable) in the electronic form.

8. If the student has not saved an electronic version of the written defence of their BW / DW / DISS (including the photo documentation, where applicable) in IS/STAG in the prescribed manner, the written defence of BW / DW / DISS is considered as undelivered.
9. Details about saving electronic versions in IS/STAG are governed by the Rector's Directive on publishing final works.
10. Any nonobservance of terms may result in not allowing the student to defend their work.
11. BW and DW must be published at least five business days before the oral defence in the specified place – usually as part of the works exhibition; in case of the post-Bachelor Master's programme of Visual Arts in the branch of Curatorial studies, at the Department of history and theory of art.  
DISS submitted for defence must be made available for reference at the Study Department at least five days before the defence.

### **Art. 3 Required form of the written defence**

1. Hardcover, inseparable.
2. Format A4 portrait orientation.
3. Cover: in the upper part, full, unabbreviated name of the University followed by full, unabbreviated name of the Faculty, and then BACHELOR'S WORK, DIPLOMA WORK, or DISSERTATION; at the bottom, the year of defence, the student's name, name of the studio; in case of post-Bachelor Master's programme in the branch of Curatorial studies, the name of the department; in case of the doctoral programme: Doctoral study programme of Visual Arts, branch Visual communication (see appendices 1a, 1b, 1c, 1d).
4. Pagination by means of Arabic numerals.
5. The written defence of BW / DW includes the reviewer's and the BW / DW advisor's reports, and their grading proposals. The last page in the defence is reserved for the

BW / DW reviewer's and the advisor's reports to be pasted there (see appendices 4a, 4b, 4c, 5a, 5b, 5c).

DISS includes the reviewers' reports and their recommendations for the defence. The last page in the DISS is reserved for the reviewers' reports to be pasted there (see appendix 4d).

6. Both the reviewer and the advisor of the BW / DW will deliver their reports together with their electronic versions to the secretariat of the respective department six business days before the defence at the latest.

The DISS reviewers will deliver their reports to the officer for doctoral studies together with their electronic versions.

7. Written defence of BW / DW is delivered in at least three identical copies (for the JEPU Scientific library, the reviewer, and the BW / DW advisor) to the secretariat of the respective department.

Written defence of DISS is delivered in at least four identical copies (for the JEPU Scientific library, two reviewers, and the supervisor) to the officer for doctoral studies.

#### **Art. 4 Extent and structure of the written defence**

1. Front page of BW / DW that contains the full name of the University, unabbreviated name of the Faculty, and then BACHELOR'S WORK or DIPLOMA WORK, the title of the work, the studio or department (only for the post-Bachelor Master's branch of Curatorial studies), author, advisor, reviewer, consultant (only for post-Bachelor Master's programmes of Design, Visual Arts and Fine Art), and the year of defence, (see appendices 2a, 2b, 2c).

DISS front page that contains the full name of the University, unabbreviated name of the Faculty, and then DISSERTATION and the title of the work, Doctoral study programme of Visual Arts, branch Visual communication, author, supervisor, and the year of defence (see appendix 2d).

2. Filled-in assignment page that is signed by the advisor of the BW / DW or the DISS supervisor, the head of the department, and the Dean (in the other two copies).
3. A page with the student's declaration and signature.

Template of the declaration for BW / DW: I declare that I am the sole author of this Bachelor's / Diploma work with the title ... completed under the supervision of the Bachelor's / Diploma work advisor, using the literature and sources mentioned in this work. I further declare that this Bachelor's / Diploma work has not been used to obtain another or the same degree.

Template of the declaration for DISS: I declare that I am the sole author of this Dissertation with the title ... completed under the supervision of the supervisor, using the literature and sources mentioned in this work. I further declare that this Dissertation has not been used to obtain another or the same degree.

4. Acknowledgement page (optional).
5. Contents page.
6. A page describing the subject of defence (this will state what the student presents as their realization, including material, technique, size, etc.; see appendices 3a, and 3 b).
7. The text itself of written defence containing at least the following parts:
  - a) Motto (optional)
  - b) Introduction (presentation and definition of the topic, context, exploration, etc.)
  - c) The text itself (theoretical reflection of the topic, own procedure of solution, creation, realization, and presentation of the work, etc.)
  - d) Conclusion (artistic, economic and technical aspects of the work, social impact, etc.)
  - e) List of literature used
  - f) Visual documentation of the work (drawings, visualization, photodocumentation, including descriptions)
8. The text itself, including the introduction and conclusion, must have minimum 15 pages for BW, 30 pages for DW (post-Bachelor Master's programmes of Design, Visual Arts and Fine Art), 80 pages for DW (post-Bachelor Master's programme of Visual Arts - branch Curatorial studies), and 80 pages for DISS. The number of text pages does not include visual documentation and other illustrative material.
9. Citations, footnotes, and list of literature will be presented in accordance with the applicable citing standard ČSN ISO 690.
10. Visual documentation of the work will be produced to present the form of the practical work in the best possible way. The minimum extent of the visual documentation is 5 pages.
11. The text itself may contain other illustrative and accompanying materials, such as technical drawings, illustrative contextual images, etc. However, the scope of the text itself must respect Section 7 of Article 4.

## **Art. 5 Archiving the written defence**

1. The written defence of BW and DW, including visual documentation, the reviewer's report, and the BW / DW advisor's report (see appendices 4a, 4b, 4c, 5a, 5b, 5c) are archived in the JEPU Scientific library, where they are available for inspection.
- DISS including visual documentation and reviewers' reports (see appendix 4d) are archived in the JEPU Scientific library, where they are available for inspection.

## **Art. 6 Language**

1. In the Bachelor's programme of study Visual Arts and in the Master's study programmes Design and Visual Arts, final works are to be written in Czech or Slovak languages.
2. In the Master's study programme Fine Art, final works are to be written in English.
3. In the doctoral study programme of Visual Arts, final works are to be written in Czech or English languages.

This Directive overrules Dean's Directive No. 2/2015 on Bachelor's and Diploma works, and Dissertations.

This Directive overrules Amendment No. 1/2015 to Dean's Directive No. 2/2015 on Bachelor's and Diploma works, and Dissertations

This Directive becomes effective on 1 January 2020.

doc. Mgr.A. Pavel Mrkus

Dean of FAD JEPU

Jan Evangelista Purkyně University in Ústí nad Labem  
Faculty of Faculty of Art and Design

# BACHELOR'S WORK

2020

Studio of Natural Materials

Jan Novák

Jan Evangelista Purkyně University in Ústí nad Labem  
Faculty of Art and Design

# DIPLOMA WORK

2020

Studio of Natural Materials

Jan Novák

Jan Evangelista Purkyně University in Ústí nad Labem  
Faculty of Art and Design

# DIPLOMA WORK

Jan Evangelista Purkyně University in Ústí nad Labem  
Faculty of Art and Design

# DISSERTATION

Programme of study Visual Arts, branch Visual communication  
2020 Jan Novák

Jan Evangelista Purkyně University in Ústí nad Labem  
Faculty of Art and Design

Natural Materials studio

BACHELOR'S WORK

Work title

Author: Jan Novák

Advisor: Prof. Academic Painter Jaroslav Novotný

Reviewer: MgA. Tomáš Nový

Year: 2020|

Jan Evangelista Purkyně University in Ústí nad Labem  
Faculty of Art and Design

Natural Materials studio

DIPLOMA WORK

Work title

Author: BcA. Jan Novák

Advisor: Prof. Academic Painter Jaroslav Novotný

Reviewer: MgA. Tomáš Nový

Consultant: Mgr. Marie Horáková

Year: 2020

**Jan Evangelista Purkyně University in Ústí nad Labem**  
**Faculty of Art and Design**

**Department of History and Theory of Art**

**DIPLOMA WORK**

**Work title**

**Author: BcA. Jan Novák**

**Advisor: Prof. Academic Painter Jaroslav Novotný**

**Reviewer: MgA. Tomáš Nový**

**Year: 2020**

**Jan Evangelista Purkyně University in Ústí nad Labem**  
**Faculty of Art and Design**

Programme of study Visual Arts, branch Visual communication

**DISSERTATION**

**Work title**

Doctoral student: Mgr. Jan Novák  
Supervisor: Prof. Academic Painter Jaroslav Novotný  
Year: 2020

**The Bachelor's work consists of:**

Here, complete what the student presents as their realization, including the material, technique, size (if applicable), etc.

E.g. The Bachelor's work consists of...

- ... a model of interior design
- ... objects - 5 pieces, material used – porcelain
- ... pictures - 10 pieces, painting on canvas
- ... video projection

To the Diploma work I further enclose a written defence – text itself, ... pages, photodocumentation, ...pages.

**The Diploma work consists of:**

Here, complete what the student presents as their realization, including the material, technique, size (if applicable), etc.

E.g. The Diploma work consists of...

- ... a model of interior design
- ... objects - 5 pieces, material used – porcelain
- ... pictures - 10 pieces, painting on canvas
- ... video projection

To the Diploma work I further enclose a written defence – text itself, ... pages, photodocumentation, ... pages.

## **Reviewer's report on Bachelor's work**

Student \_\_\_\_\_

Studio \_\_\_\_\_ FAD JEPU in Ústí nad Labem

Reviewer's report, text:

I recommend this Bachelor's work for the oral defence, and I suggest  
grade \_\_\_\_\_

In \_\_\_\_\_ on (date) \_\_\_\_\_

**Grading:**

- 1 excellent
- 2 very good
- 3 satisfactory
- 4 fail

Legible signature

## **Reviewer's report on Diploma work**

Student \_\_\_\_\_

Studio \_\_\_\_\_ FAD JEPU in Ústí nad Labem

Reviewer's report, text:

I recommend this Diploma work for the oral defence, and I suggest  
grade \_\_\_\_\_

In \_\_\_\_\_ on (date) \_\_\_\_\_

**Grading:**

- 1 excellent
- 2 very good
- 3 satisfactory
- 4 fail

Legible signature

## Reviewer's report on Diploma work

Student \_\_\_\_\_

Department \_\_\_\_\_ FAD JEPU in Ústí nad Labem

Reviewer's report, text:

I recommend this Diploma work for the oral defence, and I suggest  
grade \_\_\_\_\_

In \_\_\_\_\_ on (date) \_\_\_\_\_

Grading:

- 1 excellent
- 2 very good
- 3 satisfactory
- 4 fail

Legible signature

## **Reviewer's report on Dissertation**

Doctoral programme of study Visual Arts, branch Visual communication  
FAD JEPU in Ústí nad Labem

Dissertation title \_\_\_\_\_

Author (name, surname, titles) \_\_\_\_\_

Reviewer (name, surname, titles, workplace) \_\_\_\_\_

Reviewer's report, text:

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Reviewer's report conclusions:

I recommend / do not recommend the work for the defence.

In \_\_\_\_\_ on (date) \_\_\_\_\_

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## Report of the Bachelor's work advisor

Student \_\_\_\_\_

Studio \_\_\_\_\_ FAD JEPU in Ústí nad Labem

Advisor \_\_\_\_\_

Reviewer \_\_\_\_\_

Title \_\_\_\_\_

I recommend this Bachelor's work for the oral defence, and I suggest  
grade \_\_\_\_\_

In \_\_\_\_\_ on (date) \_\_\_\_\_

Grading:

- 1 excellent
- 2 very good
- 3 satisfactory
- 4 fail

Legible signature

## Report of the Diploma work advisor

Student \_\_\_\_\_

Studio \_\_\_\_\_ FAD JEPU in Ústí nad Labem

Advisor \_\_\_\_\_

Reviewer \_\_\_\_\_

Consultant \_\_\_\_\_

Title \_\_\_\_\_

I recommend this Diploma work for the oral defence, and I suggest  
grade \_\_\_\_\_

In \_\_\_\_\_ on (date) \_\_\_\_\_

Grading:

- 1 excellent
- 2 very good
- 3 satisfactory
- 4 fail

Legible signature

## Report of the Diploma work advisor

Student \_\_\_\_\_

Department \_\_\_\_\_ FAD JEPU in Ústí nad Labem

Advisor \_\_\_\_\_

Reviewer \_\_\_\_\_

Title \_\_\_\_\_

I recommend this Diploma work for the oral defence, and I suggest  
grade \_\_\_\_\_

In \_\_\_\_\_ on (date) \_\_\_\_\_

Grading:

- 1 excellent
- 2 very good
- 3 satisfactory
- 4 fail

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