

Dean's Directive No. 1/2025 on Bachelor's and Diploma works, and Dissertations at FAD UJEP

Art. 1 Introduction

Defence of Bachelor's works (hereinafter "the BW") for students of the Bachelor's studies in the programmes of Design and Visual Arts, and defence of diploma works (hereinafter "the DW") for students of the post-Bachelor (Master's) studies in programmes of Design, Visual Arts, Fine Art, and Curatorial Studies is an integral part of the State Final Examination (SFE). Defence of the Dissertation (hereinafter "the DISS") is an integral part of the State Doctoral Examination (SDE) for students of Graduate Studies in the programme of Visual Arts – the subject area of Visual communication, and in the programme of Visual Communication.

Art. 2 Terms

1. The date to announce topics of BW and DW for the given academic year is specified by the schedule of the FAD academic year (hereinafter "the schedule") – usually in October.
2. The date to complete the details for BW and DW for the given academic year in IS/STAG is specified in the schedule – usually in October. 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 and BW/DW in writing in IS/STAG 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 will deliver the written defence of their BW including the photo documentation (Bachelor's programmes of Design and 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 of Curatorial Studies and programme of Curatorial Studies), DISS including photo documentation, where applicable (doctoral programme of Visual Art - branch Visual communication, and programme of 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 UJEP 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, and the extent of the work),

- b) save the written defence of the BW / DW / DISS in PDF format by uploading it to IS/STAG, (including the photo documentation, where applicable) in the electronic form.
7. 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.
8. Details about saving electronic versions in IS/STAG are governed by the Rector's Directive on publishing final works.
9. Any nonobservance of terms may result in not allowing the student to defend their work.
10. BW and DW must be published at least five business days before the 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, and in the programme of Curatorial Studies then, 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

1. Hardcover, inseparable copy.
2. Format A4, portrait orientation.
3. Cover: in the upper part, there is a 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 and in the programme of Curatorial studies, the name of the department; in case of the doctoral programme: Doctoral study programme of Visual Arts - branch of Visual communication or doctoral programme of 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 No. 3a, 3b, 3c, 4a, 4b, 4c).

DISS includes the reviewers' reports and their recommendations for the defence. The last page in the DISS is reserved for the reviewers' reports and for the supervisor's report to be pasted there (see appendices 3d, 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 one printed copy (for the UJEP Scientific library(to the secretariat of the respective department.

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

Art. 4 Extent and structure

1. Front page of BW / DW: the full name of the University, unabbreviated name of the Faculty, and further BACHELOR'S WORK or DIPLOMA WORK, and the title of the work, the studio or department (only for the post-Bachelor Master's branch of Curatorial studies and for the programme of Curatorial studies), author, advisor, reviewer, and the year of defence, (see appendices 2a, 2b, 2c).

DISS front page: 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 of Visual communication or Doctoral study programme of Visual communication, author, supervisor, and the year of defence (see appendix 2d).

2. Filled-in assignment page - signed by the advisor of the BW / DW or the DISS supervisor, the head of the department, and the Dean.
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, and in case I used AI tools, it was done with full responsibility, involving my own critical thinking, and understanding that the bachelor/diploma thesis is a work of authorship. I used AI tools in accordance with the principles of academic integrity and I refer to the use of these tools in the work in an appropriate manner. 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, and in case I used AI tools, it was

done with full responsibility, involving my own critical thinking and understanding that the Dissertation is a work of authorship. I used AI tools in accordance with the principles of academic integrity and I refer to the use of these tools in the work in an appropriate manner. 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. The text itself must have at least 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 programme of Curatorial Studies), and 80 pages for DISS.
7. The work contains at least the following parts:
 - A. Introduction (presentation and definition of the topic, context, exploration, etc.).
 - B. The text itself (theoretical reflection of the topic, own procedure of solution, creation, realization, and presentation of the work, etc.).
 - C. Conclusion (artistic, economic, and technical aspects of the work, social impact, etc.).
 - D. List of literature used.
 - E. Visual documentation of the work (drawings, visualization, photodocumentation, including descriptions, and other appendices related to the text itself, if appropriate).
8. Citations, footnotes, and list of literature will be presented in accordance with the applicable citing standards.
9. Visual documentation of the work will be produced to present the form of the work in the best possible way. The minimum extent of the visual documentation is 5 pages.
10. 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

1. The written defence of BW and DW, including photo documentation, the reviewer's report, and the BW / DW advisor's report are archived in the UJEP Scientific library, where they are available for inspection.

DISS including photo documentation and reviewers' reports are archived in the UJEP Scientific library, where they are available for inspection.

Art. 6 Language

1. In the Bachelor's programmes of study Design and Visual Arts and in the Master's study programmes Design, Fine Arts, in the branch of Curatorial Studies, and in the

programme of Curatorial Studies, 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 - the branch of Visual communication, and in the doctoral study programme of Communication, final works are to be written in Czech, Slovak or English languages.

This Directive overrules Dean's Directive No. 1/2024 on Bachelor's and Diploma works and Dissertations.

This Directive becomes effective on 10 April 2025.

prof. Mgr. Zdena Kolečková, Ph.D.,
Dean of FAD UJEP

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

BACHELOR'S WORK

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

DIPLOMA WORK

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

DISSERTATION

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: 2025

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

Year: 2025

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

Department of History and Theory of Arts

DIPLOMA WORK

Work title

Author: BcA. Jan Novák

Advisor: Prof. Academic Painter Jaroslav Novotný

Reviewer: MgA. Tomáš Nový

Year: 2025

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

Visual Communication

DISSERTATION

Work title

Doctoral student: Mgr. Jan Novák
Supervisor: Prof. Academic Painter Jaroslav Novotný
Year: 2025

Reviewer's Report on Bachelor's Work

Faculty of Art and Design of J. E. Purkyně University

Author:

Advisor:

Reviewer:

Studio:

Academic year:

1. Bachelor's work title:

2. Contents and objectives of the work:

3. The author's part:

(disciplinary context, reflection of own creative production, documentation of works of art)

4. Factual elaboration, structure, citations and formal elaboration (theoretical and methodological foundations, sophistication of the topic, innovativeness, benefits of the work, formulation of conclusions, correctness of citations and references to literature, graphic, formal, and language elaboration):

5. Conclusions of the Reviewer's Report:

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

(possible additional questions, extended reviewer's text)

Proposed grade and a comment, if applicable:

(grading scale: 1 - *excellent*, 2 - *very good*, 3 - *good*, 4 - *fail*)

Date and reviewer's signature:

Reviewer's Report on Diploma Work

Faculty of Art and Design of J. E. Purkyně University

Author:

Advisor:

Reviewer:

Studio:

Academic year:

1. Diploma work title:

2. Contents and objectives of the work:

3. The author's part:

(disciplinary context, reflection of own creative production, documentation of works of art)

4. Factual elaboration, structure, citations and formal elaboration (theoretical and methodological foundations, sophistication of the topic, innovativeness, benefits of the work, formulation of conclusions, correctness of citations and references to literature, graphic, formal, and language elaboration):

5. Conclusions of the Reviewer's Report:

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

(possible additional questions, extended reviewer's text)

Proposed grade and a comment, if applicable:

(grading scale: 1 - *excellent*, 2 - *very good*, 3 - *good*, 4 - *fail*)

Date and reviewer's signature:

Reviewer's Report on Diploma Work

Faculty of Art and Design of J. E. Purkyně University

Author:

Advisor:

Reviewer:

Curatorial Studies

Academic year:

1. Diploma work title:

2. Contents and objectives of the work:

3. Structure of the work (division of chapters, logical interconnection):

4. Factual elaboration (theoretical and methodological foundations, sophistication of the topic, innovativeness, benefits of the work, formulation of conclusions):

5. The author's part (disciplinary context, reflection of own creative production):

6. Citations and formal elaboration (correctness of citations and references to literature, graphic, formal, and language elaboration):

Reviewer's report conclusions:

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

(possible additional questions, extended reviewer's text)

Proposed grade and a comment, if applicable:

(grading scale: 1 - excellent, 2 - very good, 3 - good, 4 - fail)

Date and reviewer's signature:

Reviewer's Report on Dissertation

**Doctoral programme of study Visual Arts, branch Visual Communication
Faculty of Art and Design of J. E. Purkyně University**

1. Dissertation title:

2. Author (full name, credentials):

3. Reviewer (full name, credentials, site):

**4. Reviewer's report, text:
(approx. 3 standard pages)**

4.1 Structure of the report:

Topicality, disciplinary context and concept of the dissertation project and paper

Methodology, central categories of the work and their context

Global assessment, comments on the work

Questions for defence

Conclusions

4.1.1 Structure of the report comments on the topics of the text, therefore in detail, it is possible to comment the following categories:

Rate of innovativeness of the text content concerning the state of the examined discipline or topic.

Rate of originality, unusualness in dealing with the topic.

Methods used for data collection and their innovative use.

Rate of the structure logic and internal bonds of the work.

Rate and quality of references to literature, rate of expertise of the text, its anchoring in the defined range

Assessment of the choice of literature, works of visual culture, and other sources being used and incorporated.

Logic, correctness, and innovativeness of the text argumentation on further components of the dissertation (on the project, visual objects, an occurred event, etc.)

Rate of intersubjectivity of interpreting the given project, work, or event.

4.1.2 Structure of the report comments on implementation of a visual artwork, project, or event:

Rate of creativity, as a disposition aiming at filling in gaps or shortcomings, or at solving problems that do not have any (best possible) known way of solution.

Rate of originality as the difference from the most common solution, but also overcoming the author's accustomed solution.

Rate of fluence, i.e. number of proposed innovations.

Rate of flexibility as an ability to go beyond the task assignment or the way of solution in a worthwhile way.

Rate of elaboration, i.e. refinement of the solution considering the context of contemporary art scene.

Rate of semantic and syntactic density of the work, and complexity of its references when the work shows a hermeneutic identity, shows esthetic qualities of its form, influences further development of its system of expression, and reacts to it by itself.

Reviewer's report conclusions:

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

Date and reviewer's signature:

Advisor's Report on Bachelor's Work

Faculty of Art and Design of J. E. Purkyně University

Author:

Advisor:

Reviewer:

Studio:

Academic year:

1. Bachelor's work title:

2. Contents and objectives of the work:

3. The author's part:

(disciplinary context, reflection of own creative production, documentation of works of art)

4. Factual elaboration, structure, citations and formal elaboration (theoretical and methodological foundations, sophistication of the topic, innovativeness, benefits of the work, formulation of conclusions, correctness of citations and references to literature, graphic, formal, and language elaboration):

5. Conclusions of the Advisor's Report:

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

(possible additional questions, extended reviewer's text)

Proposed grade and a comment, if applicable:

(grading scale: 1 - *excellent*, 2 - *very good*, 3 - *good*, 4 - *fail*)

Date and advisor's signature:

Advisor's Report on Diploma Work

Faculty of Art and Design of J. E. Purkyně University

Author:

Advisor:

Reviewer:

Studio:

Academic year:

1. Diploma work title:

2. Contents and objectives of the work:

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5. Conclusions of the Advisor's Report:

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

(possible additional questions, extended reviewer's text)

Proposed grade and a comment, if applicable:

(grading scale: 1 - *excellent*, 2 - *very good*, 3 - *good*, 4 - *fail*)

Date and advisor's signature:

Advisor's Report on Diploma Work

Faculty of Art and Design of J. E. Purkyně University

Author:

Advisor:

Reviewer:

Curatorial Studies

Academic year:

1. Bachelor's work title:

2. Contents and objectives of the work:

3. Structure of the work (division of chapters, logical interconnection):

4. Factual elaboration (theoretical and methodological foundations, sophistication of the topic, innovativeness, benefits of the work, formulation of conclusions):

5. The author's part (disciplinary context, reflection of own creative production):

6. Citations and formal elaboration (correctness of citations and references to literature, graphic, formal, and language elaboration):

Conclusions of the Advisor's Report:

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

(possible additional questions, extended reviewer's text)

Proposed grade and a comment, if applicable:

(grading scale: 1 - excellent, 2 - very good, 3 - good, 4 - fail)

Date and reviewer's signature:

Report of the Dissertation Supervisor

Doctoral programme of study Visual Arts, branch Visual communication
Faculty of Art and Design of J. E. Purkyně University

1. Dissertation title:

2. Author (full name, credentials):

3. Supervisor (full name, credentials, site):

4. Report, text:
(approx. 3 standard pages)

4.1 Structure of the report:

Topicality, disciplinary context and concept of the dissertation project and paper

Methodology, central categories of the work and their context

Global assessment, comments on the work

Questions for defence

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4.1.1 Structure of the report comments on the topics of the text, therefore in detail, it is possible to comment the following categories:

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Methods used for data collection and their innovative use.

Rate of the structure logic and internal bonds of the work.

Rate and quality of references to literature, rate of expertise of the text, its anchoring in the defined range

Assessment of the choice of literature, works of visual culture, and other sources being used and incorporated.

Logic, correctness, and innovativeness of the text argumentation on further components of the dissertation (on the project, visual objects, an occurred event, etc.)

Rate of intersubjectivity of interpreting the given project, work, or event.

4.1.2 Structure of the report comments on implementation of a visual artwork, project, or event:

Rate of creativity, as a disposition aiming at filling in gaps or shortcomings, or at solving problems that do not have any (best possible) known way of solution.

Rate of originality as the difference from the most common solution, but also overcoming the author's accustomed solution.

Rate of fluence, i.e. number of proposed innovations.

Rate of flexibility as an ability to go beyond the task assignment or the way of solution in a worthwhile way.

Rate of elaboration, i.e. refinement of the solution considering the context of contemporary art scene.

Rate of semantic and syntactic density of the work, and complexity of its references when the work shows a hermeneutic identity, shows esthetic qualities of its form, influences further development of its system of expression, and reacts to it by itself.

Conclusions of the Supervisor's Report:

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

Date and Supervisor's signature: