



VICE-RECTOR´S PROVISION

as of January 3rd, 2019

which in compliance with Article 19 of the Code of Study and Examination from 2018 stipulates basic requirements for assigning topics and writing qualification theses.

Part I.

Introductory provisions

1. This decision stipulates basic requirements for assigning and writing bachelor´s and diploma theses (hereinafter referred to as qualification theses), as well as basic requirements for formal editing and contents of qualification theses written and defended at CEVRO University under accredited study programmes.
2. This decision also adequately refers to writing seminar papers in the scope set by the lecturer of the subject or head of the department, and to writing final theses under lifelong learning programs.
3. For the purpose of this decision, bachelor´s thesis is a written work fulfilling the conditions stipulated by generally binding regulations as well as internal regulations of the University, and its defence is an obligatory part of state bachelor´s exams. Diploma thesis, for the purpose of this decision, is a written work fulfilling the conditions stipulated by generally binding regulations as well as internal regulations of the University, and its defence is an obligatory part of state master´s exams.
4. Students writing their qualification theses need to comply with the schedule of given academic year which stipulates binding terms especially for the following:
 - announcement of topics for qualification theses
 - submitting qualification thesis assignments
 - decision making of expert boards of individual fields
 - submitting qualification theses and applications for their defence.

Part II.

Choice of Topics and Writing Qualification Thesis Assignment

5. Topics for qualification theses based on the proposal of thesis advisors are announced on the date stipulated in the schedule of the academic year by heads of the departments. The topics



- may come from students' own proposals, with the approval of the lecturer who would like to become the thesis advisor.
6. Heads of the department heed the fact that the number of topics for qualification theses proposed by one person is adequate, i.e. it shall not exceed the standard number for any given study program depending on the number of its students.
 7. Topics for qualification theses are announced via the information system, at least 21 days prior to the term for submitting qualification thesis assignments.
 8. In the information system, students prepare proposals for their qualification thesis assignments which include the following:
 - a. title of the thesis in Czech and English,
 - b. brief characteristics of the task and aims of the thesis which are to be achieved,
 - c. basic question which needs to be answered (hereinafter referred to as research question),
 - d. basic literary (and other) sources,
 - e. name of the thesis advisor.
 9. The qualification thesis advisor checks or modifies the content of ongoing assignment in the information system. Once the assignment fulfils all formal and content requirements, the thesis advisor provides it with the indication "approved by the thesis advisor". After obtaining this indication, the thesis assignment is submitted to the head of the department and to the field board, depending on the student's study program.
 10. Thesis advisor is responsible for the fact that the proposal for the qualification thesis assignment is in accordance with generally binding regulations and with internal regulations of CEVRO University.
 11. Expert field board consisting of the study program's guarantor or guarantors of more study programs accredited in the same field, head of the relevant department, vice-rector for studies and other significant experts nominated by the rector (hereinafter referred to as ORO) then deal with all submitted proposals for qualification thesis assignments during their next meeting.
 12. ORO assess especially the quality of the assignment, both its content and formal aspects, especially clearly defined aims and research question, as well as proposed sources.
 13. If ORO approve the qualification thesis assignment, the assignment process is finished after obtaining the indicator "approved by ORO" in the information system, and it is followed by working on the thesis. If ORO do not approve the assignment, the student re-writes it and submits it again in accordance with the procedure stipulated in articles 8 and 9.
 14. ORO also approves the qualification thesis advisor after having assessed their professional background, i.e. fulfilling criteria stipulated in Article 19 of the Code of Study and Examination, and also after having considered the number of other qualification theses the thesis advisor is in charge of. ORO is entitled not to approve the thesis advisor if s/he does not fulfil required professional criteria or if ORO come to the conclusion that the nominated person is in charge of a number of qualification theses which does not guarantee sufficient high-quality guidance, considering also the lecturer's workload at CEVRO University. In such a case, ORO are obliged to propose another thesis advisor who complies with above mentioned criteria.



15. Student's qualification thesis assignment must be approved by the end of the trimester which precedes the trimester of planned thesis defence.

Part III.

Formal Editing and Structure of Qualification Theses

16. Qualification theses are written according to the following structure:
- a) Title page,
 - b) Author's name and title of the qualification thesis,
 - c) Acknowledgement that the author wrote the thesis themselves and used solely the stated sources according to stipulated rules,
 - d) Abstract in Czech and English,
 - e) Table of contents,
 - f) Introduction,
 - g) Body of the qualification thesis,
 - h) Conclusion,
 - i) List of literary and other information sources,
 - j) Appendices,
 - k) Approved qualification thesis assignment which is incorporated as the last part of qualification thesis.
17. Minimal length of the bachelor's thesis is 30 pages of the author's text, at least 54 000 characters including spaces. Maximum length of the bachelor's thesis is recommended to be 50 pages of the author's text.
18. Minimal length of the diploma thesis is 50 pages of the author's text, at least 90 000 characters including spaces. Maximum length of the diploma thesis is recommended to be 90 pages of the author's text.
19. The length of the qualification thesis does not include:
- Title page with all requisites stipulated by this decision,
 - Table of contents,
 - Abstract and resumé,
 - List of literary and other information sources cited in the thesis,
 - Appendices.
20. Qualification theses are written in formal Czech language. Upon student's request, the vice-rector for studies may decide, after ORO had dealt with the thesis assignment, about the possibility to write the thesis in another language.



21. The text of the qualification thesis complies with ČSN 01 6910 norm - Editing papers written on a typewriter or in text editor. Formal editing shall conform to the following instructions:
- Font: Times New Roman
 - Size in main text: 12
 - Spacing in main text: 1,5
 - Page layout: justified alignment (both right and left)
 - Beginning of a new chapter: on a new page
 - Page numbering: bottom right
 - Counting pages: from the title page
 - Printing: duplex printing
 - Citation: according to ČSN ISO 690 citation norm
 - Margins: left/right 3.5 cm, top 2.5 cm, bottom 3.5 cm
22. The thesis is printed on white A4 paper, duplex printing. A full page of the writing contains at least 1800 characters including spaces and has at least 30 lines. One line contains at least 60 characters including spaces.
23. Other recommended content and formal requisites for qualification theses are dealt with in "Instructions for Writing Qualification Theses".

Part IV.

Citations and References to Information from Other Sources

22. Citations and references to information used from other sources comply with these principles, unless there is another citation norm approved in qualification thesis assignment.
23. Individual sources are referred to by superscript numbers in the text. The reference to citation or information taken or indirectly cited from another source is listed in footnotes. Footnotes are numbered in all the document in Arabic numerals.
24. Literary citations need to be stated in quotation marks.
25. The format for listing a monograph has the following structure:
- a) Author's surname, author's first name or initials of the first name. Author's surname is in capital letters. The name is listed without academic degrees and titles. If there are more authors, names of all of them are listed and separated with a dash; if there are more than three authors, it is possible to state only the name of the first author followed by "et al." If it is obvious which of the authors is the author of relevant text, e.g. a chapter, the name of its author is stated with a preposition and colon (in:), followed by "et al." and other information according to ČSN ISO 690 norm.
 - b) The title of the book in the original language according to its title page or according to the citation written in the book. The title is written in italics.



- c) If it is not the first edition, edition number is also listed.
 - d) Information about the place and year of publication (in Arabic numerals). If there are more places of publication, the first one or the one typographically highlighted is listed.
 - e) Page or pages where relevant part of the text or information from the text which the qualification thesis refers to.
26. Journal citation format has the following structure:
- a) Author's surname, author's first name or initials of the first name. It is possible to list the author's surname in capital letters. The name is listed without academic degrees and titles. If there are more authors, either names of all of them are listed and separated with a comma or dash; if there are more than three authors, it is possible to state only the name of the first author followed by "et al."
 - b) The name of the journal in its original language. If the name is in a foreign language, it is possible to state its translation in square brackets.
 - c) In translated journals also the translator's name and surname are listed.
 - d) Name of the journal (in italics).
 - e) The year and place of publication (separated by a comma). If individual issues of the journal within one year do not have numbered pages, it is necessary to state the number of the volume within the year (e.g. 3/2014)
 - f) Reference to pages if it is referred to the whole article, or to a page when referring to a particular statement.
27. If it is referred to the same source successively, it is possible to use shortened the form of reference "ibid" or "ibidem" or "see writing referred to in note number..." with indicating particular page of the source.
28. Provisions stated in the paragraphs above are binding also for references published in almanacs and anthologies.
29. Citation of legal regulations is stated as follows: name of the form of the source, number/year of publication including government gazette and name of the regulation. After first full citation, it is possible to state its regular abbreviation, e.g. "C.C." for Civil Code.
30. When referring to an electronic source, it is necessary, beside the name of the author and title of the publication (if it is known), to state in square brackets also the date of citation and URL. If it is too long, it is possible to shorten it.
31. All other citations and references in qualification theses submitted and defended at CEVRO University comply with ČSN ISO 690 (010197) norm.

Part V.

Writing and submitting qualification theses

32. Students need to consult the course of writing with their thesis advisor. Students cannot deflect from their approved qualification thesis assignment. In special cases, students may ask for changing their qualification thesis assignments which is a subject to ORO approval.



33. By the deadline stipulated in the schedule of the academic year, students submit two printed and bound copies of their qualification thesis at the Students Affairs Office, and at the same time, they submit the electronic version of the qualification thesis into the information system of the University. At least one copy of the qualification thesis must be in a hardcover. All printed copies need to have the approved qualification thesis assignment inserted.
34. In compliance with provisions § 47b, Article 3, Act number 111/1998 Col., about universities, as amended, the author submitting his/her thesis agrees with making his/her thesis public, in compliance with the above stated Act, regardless the defence result.

Part VI.

Final Provisions

35. Once this decision comes into effect, it cancels the Vice-rector's Decision number 19-002-024/14 from November 13, 2014.
36. This decision comes into effect on January 10, 2019.

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