

# VICE-RECTOR'S PROVISION

*as of March 28th, 2024*

## **which stipulates basic requirements for assigning topics and writing qualification theses**

### **Part I.**

#### **Introductory provisions**

1. This decision is in compliance with Article 19 and Article 20 of the Code of Study and Examination from May 17th, 2018.
2. 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 and for editing opponent's and supervisor's reviews.
3. 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
4. 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.
5. Students writing their qualification theses need to comply with the schedule of given academic year which stipulates binding terms.

### **Part II.**

#### **Choice of Topics and Writing Qualification Thesis Assignment**

1. Topics for qualification theses based on the proposal of thesis advisors are announced on the date stipulated by the vice-rector for studies.
2. The topics may come from students' own proposals, with the approval of the head of the department and the lecturer who would like to become the thesis advisor. The topic of the thesis must correspond to the student's study program.
3. The qualification thesis advisor is someone from CEVRO University academic staff. In special cases and upon the agreement of the vice-rector for studies, the qualification thesis advisor may be also another expert in the field or someone from the academic staff of another university.
4. The opponent of qualification thesis is someone from CEVRO University academic staff or another expert in the relevant field. If the qualification thesis advisor is an expert in the field outside academic staff or someone from the academic staff of another university, the opponent must be from CEVRO University academic staff.

5. The qualification thesis advisor may supervise no more than ten qualification theses at the same time. The vice-rector for studies may provide an exemption for a higher number.
6. 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, while at least one is published in a foreign language

The department secretary enters the name of the supervisor into the information system.

7. 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, as a result of which further editing will be impossible for the student.
8. After the assignment is approved, the head of relevant department arranges for discussing the assignment by the expert board of relevant field.
9. 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.
10. 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.
11. ORO approves or not approves the qualification thesis advisor after having assessed their professional background, and also after having considered the number of other qualification theses the thesis advisor is in charge of. If ORO doesn’t approve the thesis advisor, ORO are obliged to propose another thesis advisor.
12. ORO approves, rejects, or imposes its revision.
13. The head of the department informs about ORO approval of the assignment without any delay the secretary of departments, who then marks the approval in the information system. If ORO denies the proposal or asks for rewriting it, s/he also informs the student.
14. If ORO asks for any changes in the proposal for the qualification thesis assignment, the student rewrites it and submits it again in compliance with the procedure stated in point 6 of this article. The adjusted proposal for the assignment is discussed again by ORO at their first meeting after the adjustment is made.
15. Changing the topic of the qualification thesis is possible if ORO denies the submitted proposal. In very special cases and after being recommended by the head of the relevant department, the change of the topic may be made by the vice-rector for studies. Then, it is proceeded in compliance with article 8 and the following.

### Part III.

#### Writing and submitting qualification thesis

1. The student is obliged to write the qualification thesis in compliance with the formal requirements of CEVRO University. Formal requirements relate to the outer part of writing the thesis and all requirements regarding submitting the thesis prior to the defence.
2. 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 40 pages of the author's text.
3. 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 60 pages of the author's text.
4. The length of the qualification thesis does not include:
  - Title page with all requisites stipulated by this decision,
  - List of literary and other information sources cited in the thesis,
  - Appendices and thesis assignment.
5. 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) key words,
  - f) Table of contents,
  - g) Introduction,
  - h) Body of the qualification thesis,
  - i) Conclusion,
  - j) List of literary and other information sources,
  - k) List of appendices,
  - l) Appendices,
  - m) Approved qualification thesis assignment which is incorporated as the last part of qualification thesis.
6. Summary and keywords
  - a) Summary and key words are listed (in Czech and English) together on a separate work sheet.
  - b) The text of the resume consists of a single paragraph and describes the content of the thesis with an expression of the achieved results and is set to ten lines.
  - c) Keywords are meaningful words or word combinations selected from the title or text of the document. The recommended number of keywords is 6-10 words.
7. Affidavit

The affidavit contains a statement about the independent preparation of the work and must be signed by hand. If the information on the date of signature also includes a place, then it means the municipality where this declaration is signed, it does not necessarily have to be the seat of the school, i.e. Prague. The text of the declaration is given on the sample sheet in Appendix No. 1.
8. Table of contents

- a) The table of contents is an overview of all numbered chapters and any sub-chapters, with references to the respective initial pages of the chapters and any sub-chapters.
  - b) The content is given on a separate work sheet.
9. A list of used literature must be given at the end of the work. All used sources are listed, which means not only those sources from which it was directly quoted or paraphrased and referred to in the text, but also sources that were the subject of the study of the issue being treated. The text of the qualification thesis must comply with ČSN 01 691 norm.
10. The ordering principle is the alphabetical order of sources, according to its type:
- monographs,
  - journals,
  - conference papers,
  - legal regulations and internal regulations,
  - electronic sources.
11. Other recommended content and formal requisites for qualification theses are dealt with in “Instructions for Writing Qualification Theses”.
12. Page appearance
- a) General principles of page appearance:
    - A4 paper format,
    - pages are numbered consecutively, the title page is counted as the first page of numbering, but the page number is not given,
    - beginning of the chapter on a new page,
    - page numbers are placed at the bottom right, from the beginning (including) the breakdown of the text and labeling of its parts must comply with ČSN 01 69106 norm.
  - b) Setting the appearance of the page:
    - Top edge                    2,5 cm
    - Bottom edge                3,5 cm
    - Left edge                    3,5 cm
    - Right edge                  3,5 cm
    - Font:                         Arial
    - Size in main text         12
    - Spacing in main text    1,5
    - the number of points after paragraph        6
    - Page layout:                                        justified alignment (both left and right)
  - c) Footnotes:
    - Arial font Arial
    - Font size 10
    - line spacing 1
13. 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.
14. Other recommended content and formal requisites for qualification theses are dealt with in “Instructions for Writing Qualification Theses”.

#### **Part IV.**

##### **Writing and submitting qualification theses**

1. Students need to consult the course of writing with their thesis advisor. Students cannot deflect from their approved qualification thesis assignment.
2. The student may submit the final qualification thesis no sooner than in the trimester following the trimester when the qualification thesis assignment was approved.
3. By the deadline stipulated in the schedule of the academic year, students submit the electronic version of the qualification thesis into the information system of the University.
4. 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.
5. After the qualification thesis is submitted, the vice-rector for studies appoints, based on the proposals of heads of departments, the opponents from the academic staff of CEVRO University or another university or from non-academic experts in the relevant field.
6. After the thesis is uploaded in the information system, the qualification thesis advisor is obliged to control the thesis by the anti-plagiarism system integrated in the information system. If s/he finds any concurrences with texts written before, s/he is obliged to control individual concurrences with quotations in the qualification thesis. If there are any concurrences not being quoted, s/he is obliged to state it in the assessment of the qualification thesis and s/he will take it into consideration when assessing the thesis: proposing lower grade or even not recommending the thesis for defence. If the qualification thesis advisor does not have an access to the information system, the secretary of departments will do this automated comparison control for him/her, and will hand this result to the qualification thesis advisor, who then controls individual concurrences.
7. The opponent of the qualification thesis gets access to the results of plagiarism control and the assessment of individual concurrences in the information system. If the opponent does not have an access to the information system of the University, the secretary of relevant department delivers to him/her all necessary documents in a different way.
8. Both the advisor and the opponent upload the assessment in the information system. If the qualification thesis advisor or the opponent does not have an access to the information system, they deliver the assessment to the University with their regular or electronic signature.
9. The assessment must be written both by the qualification thesis advisor and opponent within the deadline stipulated by the vice-rector for studies.
10. The student is entitled to get to know the assessments no later than five days prior the defence.

#### **Part V.**

##### **Final Provisions**

1. Once this decision comes into effect, it cancels the Vice-rector's Decision from January 19, 2019.
2. This decision comes into effect on March 28, 2024.

Mgr. et Mgr. Michaela Hýbnerová, Ph.D., LL.M.

Vice-rector for studies