

DIRECTIVE OF THE VICE-RECTOR FOR STUDIES 2025

establishing the fundamental requirements for the preparation of academic qualification theses

Article 1 Introductory Provisions

1. This Directive of the Vice-Rector is issued pursuant to Article 21 of the Rector's Directive *Study and Examination Regulations*.
2. The Directive establishes the basic requirements for the assignment, preparation, and submission of bachelor's and master's theses (hereinafter "qualification theses"), their formal structure and content, and the preparation of assessments by supervisors and opponents of these theses.
3. For the preparation of seminar papers and final papers within lifelong learning programmes, this Directive shall apply *mutatis mutandis*.
4. For the purposes of this Directive, a bachelor's thesis shall mean a written work meeting the conditions laid down by generally binding legislation and by the internal regulations of CEVRO University (hereinafter "the University"), the defence of which constitutes a compulsory component of the state final examinations of a bachelor's degree programme. For the purposes of this Directive, a master's thesis shall mean a written work meeting the conditions laid down by generally binding legislation and by the internal regulations of the University, the defence of which constitutes a compulsory component of the state final examinations of a follow-up master's degree programme.
5. The schedule of the relevant academic year shall set the deadlines for the assignment of qualification thesis topics, the submission of completed qualification theses, and the deadlines for registering for their defence.

Article 2 Selection of Topics and Preparation of Qualification Thesis Assignments

1. Qualification thesis topics shall be published, on the basis of proposals submitted by supervisors, by the heads of departments responsible for guaranteeing qualification theses within the relevant study programme, and within the deadline determined by the Vice-Rector for Studies.
2. The head of the department may permit a student to select an individual topic, provided that the teacher who has expressed interest in supervising the qualification thesis agrees. The topic must correspond to the professional and disciplinary focus of the relevant study programme.
3. The supervisor of a qualification thesis shall be an academic staff member of the University or an instructor employed by the University under one of the agreements on work performed outside an employment relationship. In exceptional cases and with the approval of the Vice-Rector for Studies, a supervisor may be a practitioner or an academic staff member of another higher education institution.
4. The opponent of a qualification thesis shall be an academic staff member of the University or a practitioner. If the supervisor of the qualification thesis is a practitioner or an academic staff member of another higher education institution, the opponent must be an academic staff member of the University or an instructor employed by the University under one of the agreements on work performed outside an employment relationship.

5. A supervisor may simultaneously supervise no more than ten qualification theses. An exception to this maximum number may be granted by the Vice-Rector for Studies.
6. The student is obliged to prepare, within the information system, a draft thesis assignment containing in particular:
 - a. the title of the thesis in Czech and English,
 - b. a brief description of the objective of the thesis to be achieved,
 - c. the principal question the thesis is to answer (hereinafter “research question”) or the hypothesis to be confirmed or refuted,
 - d. sources, at least one of which must be published in a foreign language.
7. The title of the thesis, the student’s name, and the supervisor’s name shall be entered into the information system by the departmental secretary.
8. The supervisor shall review the content of the draft assignment in the University’s information system and, if necessary, amend it. Once the formal and substantive requirements of the assignment have been met, the supervisor shall approve it in the information system, whereupon further editing by the student shall be disabled.
9. After the approval of the assignment by the supervisor, the head of the department shall ensure that the assignment is submitted for consideration to the Programme Board (hereinafter “PB”).
10. The PB shall evaluate, in particular, the quality of the assignment in terms of both content and form, specifically the clarity of the stated objectives, the sufficiently comprehensible structure and research question/hypothesis, the proposed sources, and the suitability of the supervisor.
11. The PB shall approve the assignment, reject it, or approve it subject to modification.
12. The head of the department shall promptly inform the departmental secretary of the PB’s approval, who shall record the approval in the information system. If the PB rejects the assignment or approves it subject to modification, the head of the department shall notify the student.
13. If the PB rejects the assignment, the student shall prepare a new assignment in accordance with points 1–6 of this Article.
14. If the PB approves the assignment subject to modification, it shall also issue instructions specifying the part and scope of the required modifications. The student shall implement these modifications without any delay. If the head of the department determines that the modification has been carried out in accordance with the PB’s instructions, they shall instruct the departmental secretary to record the approval of the assignment in the information system.
15. In exceptional and duly justified cases, and upon the prior recommendation of the head of the relevant department, the Vice-Rector for Studies may permit a change of topic even for a previously approved qualification thesis assignment.

Article 3

Preparation and Submission of the Qualification Thesis

1. The student is obliged to prepare the qualification thesis in accordance with the formal requirements of CEVRO University. Formal requirements refer to the external layout of the thesis and the obligations related to its submission prior to the defence.
2. The minimum length of a bachelor’s thesis is 30 pages of original text, but not less than 54,000 characters including spaces. The recommended maximum length is 40 pages of original text.

3. The minimum length of a master's thesis is 50 pages of original text, but not less than 90,000 characters including spaces. The recommended maximum length is 60 pages of original text.
4. The following shall *not* be counted into the total length of the qualification thesis:
 - text from the title page up to and including the table of contents,
 - the list of references,
 - appendices and the approved assignment of the thesis.
5. The qualification thesis shall be prepared in the following structure:
 - a. title page,
 - b. imprint page,
 - c. declaration of authorship stating that the author completed the thesis independently and used only the listed sources in accordance with the prescribed rules¹,
 - d. abstract in Czech and English,
 - e. keywords,
 - f. table of contents,
 - g. introduction,
 - h. main text – individual chapters,
 - i. conclusion,
 - j. list of references,
 - k. list of appendices,
 - l. appendices,
 - m. approved thesis assignment.
6. Abstract and Keywords
 - a. The abstract and keywords (in both Czech and English) are provided together on a separate page.
 - b. The abstract consists of a single paragraph describing the content of the thesis and presenting the results achieved; its length is set at ten lines.
 - c. Keywords are significant words or phrases selected from the title or text of the document. The recommended number of keywords is 5–9. Keywords are meaningful terms (usually nouns) chosen in correlation with the thesis title and content, in accordance with the Union Catalogue of the National Library of the Czech Republic (https://aleph.nkp.cz/F/?func=file&file_name=find-b&local_base=skc). The recommended number of keywords is odd, typically 5–7–9.
7. Declaration of Originality

The declaration of originality must include a statement that the thesis was completed independently and must bear the author's handwritten signature. If the date of signing includes the place, this refers to the municipality where the declaration was signed; it does not have to be the seat of the University (i.e., Prague).
8. Table of Contents
 - a. The table of contents is an overview of all numbered chapters and subchapters, including page references to their starting pages.
 - b. The table of contents is provided on a separate page.
9. At the end of the thesis, a list of references must be included. All used sources must be listed, meaning not only those directly cited or paraphrased in the text, but also sources consulted during research. The format of references follows the ČSN ISO 690 standard.

¹When preparing the thesis, the student is required to explicitly acknowledge any use of generative AI in the Author's Declaration by including the following statement: "I declare that I have utilized AI tools and have appropriately referenced them in footnotes throughout the text," in accordance with Article 3 of Vice-Rector's Provision No. 1/2025.

10. The list of literature must also include any generative AI tools used (pursuant to Vice-Rector's Measure No. 1/2025 on the use of AI in final theses).
11. Sources are organised in alphabetical order and grouped by type:
 - monographs,
 - journal articles,
 - conference papers,
 - legislation and internal regulations,
 - websites and electronic sources,
 - generative AI tools.
12. Rules for bibliographic references and citations are provided in the document *Guidelines for the Preparation of Qualification Theses*.
13. Page Layout
 - a. General requirements:
 - A4 paper format,
 - pages numbered consecutively; numbering begins with the title page, though the number is not displayed on it,
 - each chapter begins on a new page,
 - page numbers placed at the bottom right, starting from (and including) the introduction,
 - the structuring of the text follows ČSN 01 69106 norm.
 - b. Page layout settings:
 - top margin: 2.5 cm
 - bottom margin: 3.5 cm
 - left margin: 3.5 cm
 - right margin: 3.5 cm
 - main text font: Arial
 - font size (main text): 12
 - line spacing (main text): 1.5
 - spacing after paragraphs: 6 points
 - text alignment: justified (left and right)
 - c. Footnotes:
 - font: Arial
 - font size: 10
 - line spacing: 1
14. b. Page layout settings:
 - top margin: 2.5 cm
 - bottom margin: 3.5 cm
 - left margin: 3.5 cm
 - right margin: 3.5 cm
 - main text font: Arial
 - font size (main text): 12
 - line spacing (main text): 1.5
 - spacing after paragraphs: 6 points
 - text alignment: justified (left and right)
15. c. Footnotes:
 - font: Arial
 - font size: 10
 - line spacing: 1
16. Qualification theses must be written in standard Czech. The possibility to write the thesis in another language shall be decided by the Vice-Rector for Studies upon the student's request and after the Programme Board has expressed its opinion during the assignment approval process.
17. Qualification theses prepared with the assistance of generative artificial intelligence may be accepted *in part*, specifically for literature review, thematic analysis, or language editing. The student bears full responsibility for any AI-generated text.
18. The student is permitted to cite their own previous work (seminar papers, qualification theses, scholarly articles, etc.) if relevant to the topic. Such self-citations must be listed in the references in accordance with ČSN ISO 690. Self-citations may constitute only a supplementary element of the thesis; the core of the qualification thesis must consist of new, independently created text.
19. Additional recommended content and formal requirements for qualification theses are provided in the document *Guidelines for the Preparation of Qualification Theses*.

Article 4
Preparation and Submission of Qualification Theses

1. During the preparation of the qualification thesis, the student shall regularly consult their progress with the thesis supervisor. The student shall not deviate from the approved thesis assignment while preparing the thesis.
2. A student may submit a completed qualification thesis no earlier than in the semester following the semester in which the thesis assignment was approved.
3. Qualification theses shall be submitted exclusively in electronic form. Within the deadline specified by the academic year schedule, the student shall upload the electronic version of the thesis to the University's information system.
4. In accordance with Section 47b(3) of Act No. 111/1998 Coll., on Higher Education Institutions, as amended, the submission of a thesis constitutes the author's consent to the public disclosure of the thesis under the cited Act, regardless of the outcome of the defence.
5. After the thesis has been submitted, the Vice-Rector for Studies shall appoint opponents on the basis of proposals from the heads of departments.
6. Upon uploading the qualification thesis into the information system, the supervisor is obliged to perform a plagiarism check using the anti-plagiarism system integrated into the information system. If similarities with previously published texts are detected, the supervisor must verify these matches against citations in the thesis. If a similarity is found without a corresponding citation, the supervisor shall indicate this in the thesis evaluation and take it into account in the assessment, potentially resulting in a lower grade or even a recommendation against defending the thesis, depending on the extent of uncited matches.
7. The results of the anti-plagiarism check, along with an evaluation of detected similarities, shall be made available to the thesis opponent in the information system.
8. The supervisor and the opponent are required to prepare their evaluations within the deadline set by the Vice-Rector for Studies, directly in the University's information system.
9. The student has the right to review the evaluations no later than five days prior to the scheduled defence.

Article 5
Final Provisions

1. The Vice-Rector's Directive dated 28 March 2024 is hereby repealed.
2. This Directive shall enter into force on 1 November 2025.