



**Directive of the Faculty of Economics and Administration, Masaryk University
No. 12/2018**

**Requirements regarding the Length, Structure, and Format of a
Dissertation Proposal, Dissertation, and Dissertation Executive
Summary**

Pursuant to Section 28 (1) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to some other acts (The Higher Education Act), as amended by subsequent regulations (hereinafter The Higher Education Act), I am issuing the following directive:

Part One

Requirements regarding the Length, Structure, and Format of Dissertation Proposal

Article 1

Subject of Amendment

- (1) The first part of this Directive specifies the requirements regarding the length, structure and format of a dissertation proposal submitted as part of doctoral degree programmes at the Faculty of Economics and Administration, Masaryk University (hereinafter referred to as "the Faculty"). It applies to dissertation proposals in the scope stipulated in Article 32 (1) of the Study and Examination Regulations of Masaryk University (as amended on the 1 September 2017).

Article 2

The Length of a Dissertation Proposal

- (1) The minimum length of a dissertation proposal is 25 - 30 pages of one's own text, excluding bibliography. Dissertation proposals do not include: the title page, table of contents, bibliography, appendices, and lists of abbreviations, tables, figures, charts, and appendices.

Article 3

The Structure of a Dissertation Proposal

- (1) Dissertation proposals shall comprise:
- a. identification on the title page (see Appendix 1),
 - b. table of contents,
 - c. introduction,
 - d. main text divided into chapters, subchapters and sections,
 - e. conclusion,

- f. bibliography,
- g. list of abbreviations (if used in the dissertation proposal),
- h. list of tables (if used in the dissertation proposal),
- i. list of charts (if used in the dissertation proposal),
- j. list of figures (if used in the dissertation proposal),
- k. list of appendices (if used in the dissertation proposal),
- l. appendices (if used in the dissertation proposal).

Article 4

Technical and Formatting Requirements regarding Doctoral Dissertation Proposals

- (1) The text shall be written on A4 paper. Except for parts a–b and g–k (see above) it may be printed double-sided. One page of the printed text shall contain at least 1800 characters (spaces included) in at least 30 lines.
- (2) The entire text needs to be formatted in a uniform style.
- (3) Page format:
 - top margin 25mm, bottom margin 20mm,
 - inner margin 35mm, outer margin 15mm,
 - block-aligned text,
 - paragraphs are separated by a blank line.
- (4) Font:
 - serif (e.g. Times New Roman),
 - font size 11 or 12 points for the main text, 10 points for footnotes,
 - font size 16 points (bold) for first-level headings, 14 points (bold) for second-level headings, and 12 points (bold) for third-level headings,
 - for data in tables and charts a different font may be used including sans-serif fonts (such as Arial), and the font size may be adjusted as needed.
- (5) Line spacing:
 - 1.5 line for the main text,
 - normal (1 line) for footnotes.
- (6) Headings:
 - use decimal classification for numbering chapters; the recommended maximum depth is three levels:
 - 1 Title of a chapter
 - 1.1 Title of a subchapter
 - 1.1.1 Title of a section
 - introduction, first-level chapter, conclusion, and lists (bibliography, abbreviations, etc.) always start on a new page.
- (7) Tables, charts and figures:
 - captions of tables, charts and figures (incl. their numbers) are placed above; the same font size is used as in the main text,
 - if the table data, chart or figure have been borrowed from another source, the source must be acknowledged below, in italics and with the font size smaller than the main text,
 - if the table data, chart or figure are author's own, the source must also be acknowledged below (for example, "Source: Own data"), in italics and with the font size smaller than the main text.

(8) Abbreviations:

- if abbreviations are used in the text, they must be explained when first used (in brackets or in a footnote) and entered in the list of abbreviations.

(9) Pagination:

- the thesis shall be continuously paginated,
- page numbers are placed at the bottom of the page: either in the centre, or in the outer margin,
- the title page and the table of contents are not paginated but are included in the page order,
 - the last page to be paginated is the list of appendices, appendices themselves are not paginated

(10) Title page:

- the title page of the dissertation proposal shall include the following information:

at the top: MASARYK UNIVERSITY
Faculty of Economics and Administration
Field of study: name of the field of study
in the middle: The full title of the dissertation
Dissertation Proposal
at the bottom: supervisor author
(name and degrees) (name and degrees)
the place (Brno) and the year of submission

Article 5

The Language of a Dissertation Proposal

- (1) The dissertation proposal shall be written in the language in which the degree programme is run, which means that in programmes taught in Czech, the dissertation proposal shall be written in standard Czech or Slovak, in programmes taught in English/German, the proposal shall be written in English/German, or in the language specified for this purpose in the programme. If approved by the doctoral board, the dissertation proposal may be written in another language. Dissertation proposals may always be written in English, unless explicitly forbidden in the degree programme description (based on the rules regarding the language of a dissertation pursuant to Article 31 (3) of the Study and Examination Regulations of Masaryk University).

Article 6

Citation of Sources

(1) Bibliography (a list of works used in the dissertation)

- a. In the bibliography the author references all sources used in the process of writing the dissertation.
- b. The list of sources is arranged alphabetically according to the authors, or title (if the author is not provided).

(1.1) A printed book is cited as follows:

- Surname, first name(s) or initials of the author's first name. The surname of the author may be in uppercase. The name is written without academic degrees or distinctions. If the book is co-authored, the citation shall include all the authors, their names separated by a comma or a dash; the last two authors need to be separated by "and". The surname of the first author shall precede his/her first

name. The names of the other authors may be given in the traditional order (for example: KULHAVÝ, František and Zbyněk KULHAVÝ). If the work cited has more than three authors, it is possible to only list the first one, adding "et al." after his/her name.

- Full title, written in the language of the cited publication as printed on the title page.
- Edition number (required, except for first-edition publications).
- Secondary authorship information (if required for identification of the source; for example, the translator, editor etc.)
- Place of publication and the publisher's name in the language of the publication. If there are several places of publication, either the first one should be provided, or the one that is highlighted in print, or the more significant one.
- Year of publication (in Arabic numerals).
- Series name and number.
- The number of pages (optional; this information is required if only a part of the document was used).
- ISBN (International Standard Book Number).

Sample book citation:

One author: KOSEK, J. *Html – tvorba dokonalých stránek: podrobný průvodce*. Vyd. 1. Praha: Grada, 1998. 291 p. ISBN 80-7169-608-0.

Two authors: NOVÁK, J. a P. DOLEŽAL. *Smlouva o dílo*. Praha: C. H. Beck, 2011. ISBN 80-7258-758-2.

Three or more authors: HLINOMAZ, J. a kol. *Dnes a zítra*. Brno: Nakladatelství Masarykovy univerzity, 2009. 111 p. ISBN 82-7852-147-0.

If a digital version of the book is available, it is cited in the same way as the printed book. It is further necessary to provide information about how the digital version may be accessed by adding "Available from:" (e.g. URL address, the place where the CD is stored, etc.).

(1.2) An article in a journal is cited as follows:

- Surname, first name(s) or initials of the author. The surname of the author can be in uppercase. The name is written without academic degrees or distinctions. If the article is co-authored, the citation shall include all authors, their names separated by a comma or a dash; the last two authors need to be separated by "and". The surname of the first author shall precede his/her first name. The names of the other authors can be given in traditional order (for example: KULHAVÝ, František and Zbyněk KULHAVÝ). If the work cited has more than three authors, it is possible to only list the first one, adding "et al." after his/her name.
- Full title of the article, written in the language of the cited publication.
- *The name of the journal*.
- Date or year of publication, volume, issue number and page range.
- ISSN (International Standard Serial Number).

Sample journal article citation:

VAN DER VET, P. E. and N. I. MARS. Condocet query engine: an engine for coordinated index terms. *Journal of the American Society for Information Science*, May 1999, vol. 42, no. 6, pp. 485–492. ISSN 1532-2882.

(1.3) A paper published in proceedings is cited as follows:

- The provisions stipulated in the preceding paragraphs shall also apply to citations of papers published in conference proceedings. Unless the author of the paper is also the author of the proceedings, authorship must be specified for the proceedings as well.

Sample paper citation:

IWAZUME, M., TAKEDA, H. and NISHIDA, T. Ontology – based Information from the Internet. In: *Knowledge organization and change: Proceedings of the fourth international ISKO conference 15-18 July, 1996 Washington D.C., USA*. Frankfurt am Main: INDEKS, 1996, s. 261–272. ISBN 978-388672024-8.

ŠIMŠA, J. Důkazy beze slov. In: TROJÁNEK, A., J. NOVOTNÝ a D. HRUBÝ, eds. *Matematika, fyzika a vzdělávání: sborník z XI. semináře o filozofických otázkách matematiky a fyziky*. Velké Meziříčí: Komise pro vzdělávání učitelů matematiky a fyziky JČMF, 2004, s. 64-78. ISBN 80-214-2601-2.

Thesis citations:

- Published theses and dissertations are cited in the same way as monographs. For unpublished theses and dissertations, the following information must be given apart from the author and the title: place and date of submission, type of thesis, name of the institution, and, optionally, the name of the supervisor.

Sample citation of an unpublished thesis:

ADAMEC, P. *Systém financování obcí VÚC ve Slovenské republice*. Brno, 2005. Bakalářská práce. Masarykova univerzita, Ekonomicko-správní fakulta, Katedra regionální ekonomie a správy, 2005.

(1.4) Legislation is cited as follows:

- The legal form of the cited document,¹ the number/year of publication including the name of the official journal and the name of the legislation; it is also recommended to include the source from which the document was obtained.
- If foreign legislation is cited, the country of origin shall be provided at the very beginning of the citation.

Sample citation of a legal regulation:

Zákon č. 111 ze dne 22. dubna 1998 o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách). In: *Sbírka zákonů České republiky*. 1998, částka 39, pp. 5388-5419. Available from: <http://aplikace.mvcr.cz/archiv2008/sbirka/1998/sb039-98.pdf>. ISSN 1211-1244.

Směrnice Evropského parlamentu a Rady 2009/24/ES ze dne 23. dubna 2009 o právní ochraně počítačových programů. In: *EUR-Lex* [EU law information system]. Úřad pro publikace Evropské unie [cit. 2012-4-29]. Available from: <http://eur-lex.europa.eu/>

SLOVENSKÁ REPUBLIKA. Ústavní zákon č. 460/1992 Zb., Ústava Slovenskej republiky, ve znění pozdějších předpisů. In: *ASPI* [právní informační systém]. Wolters Kluwer ČR [cit. 2012-04-29].

(1.5) Citation of electronic resources:

- Apart from the author and the title of the publication, all citations of electronic resources must include the type of media enclosed in square brackets (for example, [online], [CD] etc.), as well as the date of the citation and the specification of online access to the resource. Information concerning the edition, publisher, place, date of creation or of the last update of the resource shall also be provided if available. If the online address to access the resource contains many sub-levels, it can be abridged to make the reference more readable.

¹ An act, a decree, a directive etc.

Sample unabridged citations of an electronic publication or a web portal:

NOTHOLT, J. *Das Semantic Web: Schritte auf dem Weg zum juristischen Einsatz* [online]. Data source of 30 September 2004 [cit. 2005-05-08]. Available from: <http://www.jurpc.de/aufsatz /20050057.htm>.

ČESKO. MINISTERSTVO ŠKOLSTVÍ, MLÁDEŽE A TĚLOVÝCHOVY. *MŠMT: Ministerstvo školství, mládeže a tělovýchovy* [online]. MŠMT, ©2006 [cit. 2010-08-05]. Available from: <http://www.msmt.cz/>.

Sample citation of a single web page:

WESTCOM. O nás. *Webnode.cz* [online]. ©2008-2011 [cit. 2011-04-26]. Available from: <http://www.webnode.cz/o-nas/>.

Sample citation of an issue of an electronic journal:

Ikaros [online]. 1999, Volume 3, No. 10 [cit. 1999-12-31]. ISSN 1212-5075. Available from: <http://www.ikaros.cz>.

Sample citation of an article in an electronic journal:

KUBROVÁ, B. WWW prezentace jako nástroj online marketingu. *Ikaros* [online]. 1998, Vol. 2, No. 6 [cit. 1999-04-06]. ISSN 1212-5075. Available from: <http://www.ikaros.cz/Clanek.asp?ID=200203072>.

Sample citation of an electronic database:

Administrativní registr ekonomických subjektů (Ares) [online databáze]. Praha: Ministerstvo financí ČR, 1999 [cit. 2001-10-24]. Available from: <http://www.info.mfcr.cz/>. Databáze ekonomických subjektů v České republice.

(2) References in the text of the dissertation proposal

Whenever the author of a dissertation proposal uses part of a text or borrows ideas from another author, a reference to the respective work is due at the particular place. In-text references may be made in two ways: either the "first element and date" method or in footnotes.

- (2.1) If the "first element and date" method is used, the text will include identification under which the document can be found in the bibliography section – typically the name of the author(s) followed by the year of publication, both enclosed in round brackets. If another author's text is directly quoted, it is put in quotation marks, and the reference must also include the respective page of the source cited. If the dissertation references more than one work of the same author published in the same year, a letter of the alphabet in lowercase is appended to the year, for example: (Smejkal, 2003a).

Sample direct quotation:

An organizational culture is defined as "a pattern of shared fundamental beliefs that the group has adopted while dealing with problems of external adaptation and internal integration, and that proved helpful enough to be now considered valid and passed on to new members of the organization as a way of perception, thinking and feeling that is correct in relation to these problems" (Schein, 1992, p. 12).

Sample indirect quotation of other authors' ideas:

In terms of the course and character of the change, two fundamental types of cultural change are identified: revolutionary and evolutionary (Bates, 1994; Brown, 1995; Sackmann, 2002a; Alvesson and Sveningsson, 2008, etc.).

- (2.2) When referencing in footnotes, the author of the dissertation uses footnote numbers written in superscript to refer to the sources. The citation itself is given in the footnote at the bottom of the page that contains the numbered reference. Footnotes are numbered continuously throughout the text of the dissertation. If references to the same source are repeated, the identification in the footnote can be shortened; the recommended form is Surname: *The first words of the title*, page number. If the same source is referenced again in the immediately following footnote, it is enough to use the word "Ibid." followed by the respective page number (unless it is identical as well).

Sample footnote reference:

TENOPIR, C. Electronic access to periodicals. *Library Journal*, 1993, vol. 118, iss. 4, p. 54–55. ISSN 0363-0277.

Sample repeated reference:

⁵ TENOPIR, C., ref. 1, s. 29.

Article 7

Using the ČSN Standard

- (1) Unless this Directive stipulates otherwise, citations used in theses and dissertations submitted at the Faculty of Economics and Administration shall comply with the ČSN ISO 690 standard, "Information and documentation – Guidelines for bibliographic references and citations to information resources" (effective from the 1 April 2011).

Part Two

Requirements regarding the Length, Structure, and Format of a Doctoral Dissertation

Article 8

Subject of Amendment

- (1) The second part of the Directive specifies the requirements regarding the length, structure and format of Doctoral dissertations submitted as part of doctoral degree programmes at the Faculty.

- (2) The directive applies to Doctoral dissertation in the scope stipulated in Article 31 of the Study and Examination Regulations of Masaryk University (as amended on the 1 September 2017).

Article 9

The Length of a Dissertation

- (1) The minimum length of the dissertation is 120 pages of one's own text; the recommended maximum length is 160 pages. The text does not include: the title page, declaration of authenticity, acknowledgements, table of contents, bibliography, summary in a foreign language, appendices, and lists of abbreviations, tables, figures, charts, and appendices.

Article 10

The Structure of a Dissertation

(1) The dissertation shall comprise the following parts:

- a. identification on the front cover of the dissertation (see Appendix No. 2),
- b. identification on the title page (see Appendix No. 3),
- c. abstract in Czech and English (see Appendix No. 4),
- d. List of keywords in Czech and in English (see Appendix No. 4),
- e. Declaration of authenticity (see Appendix No. 5),
- f. acknowledgements (expression of gratitude to people who provided guidance and encouragement; optional - see Appendix No. 6),
- g. table of contents,
- h. introduction,
- i. text of the dissertation divided into chapters, subchapters and sections,
- j. conclusion,
- k. bibliography,
- l. summary in English (in Czech if the dissertation is submitted in a foreign language),
- m. list of abbreviations (if used in the thesis),
- n. list of tables (if used in the thesis),
- o. list of charts (if used in the thesis),
- p. list of figures (if used in the thesis),
- q. list of appendices (if used in the thesis),
- r. appendices (if used in the thesis).

Article 11

Technical and formatting requirements regarding a Doctoral Dissertation

(1) The text shall be written on A4 paper. Except for parts a–g and l–q, it may be printed double-sided. One page of the printed text shall contain at least 1800 characters (spaces included) in at least 30 lines.

(2) The entire text needs to be formatted in a uniform style.

(3) Page format:

- top margin 25mm, bottom margin 20mm,
- inner margin 35mm, outer margin 15mm,
- block-aligned text,
- paragraphs are separated by a blank line.

(4) Font:

- serif (e.g. Times New Roman),
- font size 11 or 12 points for the main text, 10 points for footnotes,
- font size 16 points (bold) for first-level headings, 14 points (bold) for second-level headings, and 12 points (bold) for third-level headings,
- for data in tables and charts, a different font may be used including sans-serif fonts (e.g. Arial), and the font size may be adjusted as needed.

(5) Line spacing:

- a. 1.5 line for the main text,
- b. normal (1 line) for footnotes.

(6) Headings:

- use decimal classification for numbering chapters; the recommended maximum depth is three levels:
 - 1 Title of a chapter
 - 1.1 Title of a subchapter
 - 1.1.1 Title of a section

- abstract, declaration of authenticity, acknowledgements, introduction, first-level chapters, conclusion, and lists (of bibliography, abbreviations, etc.) always start on a new page.

(7) Tables, charts and figures:

- captions of tables, charts and figures (incl. their numbers) are placed above; the same font size is used as in the main text,
- if the table data, chart or figure have been borrowed from another source, the source must be acknowledged below, in italics and with the font size smaller than the main text,
- if the table data, chart or figure are author's own, the source must also be acknowledged below (for example, "Source: Own data"), in italics and with the font size smaller than the main text.

(8) Abbreviations:

- if abbreviations are used in the text, they must be explained when first used (in brackets or in a footnote) and entered in the list of abbreviations.

(9) Pagination:

- the thesis shall be continuously paginated,
- page numbers are placed at the bottom of the page: either in the centre, or in the outer margin,
- the title page, abstract, declaration of authenticity, acknowledgements, and the table of contents are not paginated but are included in the page order,
- the last page to be paginated is the list of appendices, appendices themselves are not paginated.

(10) The front cover:

- the front cover of the hardbound dissertation shall include the following information:

at the top: MASARYK UNIVERSITY
Faculty of Economics and Administration
in the middle: Dissertation
at the bottom: the place (Brno) and the year of submission, the name and surname of the author (incl. academic degrees)

(11) Title page:

- the title page of the dissertation shall include the following information:

at the top: MASARYK UNIVERSITY
Faculty of Economics and Administration
in the middle: The full title of the thesis
Dissertation
at the bottom: supervisor author
(name and degrees) (name and degrees)
the place (Brno) and year of submission

(12) Declaration of authenticity:

The dissertation shall include the following declaration:

„ I hereby declare that the dissertation (*title of the thesis*) is my own work carried out under the supervision of (*name of the supervisor*), and that I have duly acknowledged all sources in accordance with the law, the internal regulations of Masaryk University, and binding internal documents of Masaryk University and of the Faculty of Economics and Administration“.

In (place) on (date)

(*Signature of the author of the thesis*)

Article 12

The Language of a Dissertation

- (3) The doctoral dissertation shall be written in the language in which the degree programme is run, which means that in programmes taught in Czech, the dissertation shall be written in standard Czech or Slovak, in programmes taught in English/German, the dissertation shall be written in English/German, or in the language specified for this purpose in the programme. If approved by the doctoral board, the dissertation may be written in another language. Dissertations may always be written in English, unless explicitly forbidden in the degree programme description (pursuant to Article 31 (3) of the Study and Examination Regulations of Masaryk University).

Article 13

Citation of Sources

- (1) For details see Part One, Article 6 of this Directive.

Article 14

Sing the ČSN Standard

- (1) For details see Part One Article 7 of this Directive.

Part Three

Requirements regarding the Length, Structure, and Format of Dissertation Executive Summary

Article 15

Subject of Amendment

- (1) The third part of the Directive specifies the requirements regarding the length, structure and format of Doctoral Dissertations Executive Summary submitted as part of doctoral degree programmes at the Faculty.
- (2) A dissertation executive summary provides a brief summary of the objectives of the thesis, and fundamental research findings, and advocates the contribution of the dissertation.

Article 16

The Length and the Format of a Dissertation Executive Summary

- (1) The length of a Dissertation Executive Summary is 15 - 20 pages of the author's own text written in Czech or Slovak, or another foreign language if approved by the Chair of the Doctoral board/committee (with an abstract written in Czech and English). If the study programmes are run in English/German, the text of the dissertation executive summary shall be written in English/German. Dissertation executive summaries may always be submitted in English unless explicitly forbidden in the degree programme description.
- (2) The Dissertation Executive Summary shall be submitted in 10 printed copies.

Article 17

The Structure of a Dissertation Executive Summary

- (1) The Dissertation Executive Summary shall comprise the following parts:

- a. front cover of the dissertation executive summary (see Appendix No. 7),
- b. identification on the first page of the dissertation executive summary (see Appendix No. 8),
- c. abstract in Czech and English (see Appendix No. 9),
- d. list of keywords in Czech and English (see Appendix No. 9),
- e. table of contents (see Appendix No. 10),
- f. main text of the dissertation executive summary divided into chapters, subchapters, and sections (see Appendix No. 11),
- g. conclusion,
- h. bibliography,
- i. list of the author's publications.

Article 18

Recommended Structure of the Dissertation Executive Summary

(1) The structure of a Dissertation Executive Summary

Introduction

1. Definition of the research questions
2. Aims and objectives
3. Literature review (current knowledge)
4. Methodology and Procedures
5. Research findings

Conclusion

Bibliography

Article 19

Formatting Requirements

- (1) The text of a dissertation executive summary shall be written on A4 paper. Except for parts a-e, the text may be printed double-sided.
- (2) The dissertation executive summary shall be submitted printed double-sided on A5 paper and bound in a booklet.
- (3) One page of the printed text shall contain at least 1800 characters (spaces included) in at least 30 lines. Top and bottom margins 25 mm, left margin 30 mm, right margin 20 mm.
- (4) The following text editor formatting is recommended:
 - font: serif (e.g. Times New Roman); font size 12 points for the main text, 10 points for footnotes, 16 points (bold) for first-level headings, 14 points (bold) for second-level headings, 12 points (bold) for third-level headings; for data in tables a different font may be used with features similar to those of Times New Roman, and the font size may be adjusted as needed;
 - line spacing: 1.5 line for the main text, normal (1 line) for footnotes;
 - paragraph: block-aligned text separated by a blank line;
 - headings: decimal classification is used for numbering chapters; the recommended maximum depth is three levels of headings; no abbreviations may be used in chapter and subchapter titles; the introduction, first-level chapters, the conclusion, bibliography, and list of appendices shall always start on a new page.
- (5) Captions of tables, charts, and figures (incl. their numbers) are placed above; the same font size is used as in the main text. If the table data, chart or figure have been borrowed from another source, the source must be acknowledged below, in italics and with the font size smaller than the main text. If the table data, chart or figure are author's own, the source must also be acknowledged in the same way, see Part One, Article 4 (7).

Part Four

Final part

Article 20

List of Sources

- (1) Directive of the Dean No. 4/2012 on Citation of Sources used in Theses and Dissertations submitted at the Faculty of Law of Masaryk University. Masaryk University, Faculty of Law, 1 July 2012.
- (2) BIERNÁTOVÁ, Olga a SKŮPA, Jan. *Bibliografické odkazy a citace dokumentů dle ČSN ISO 690 (01 0197) platné od 1. dubna 2011* [online]. Brno, 2011 [cit. 2013-05-20]. Available from: <http://www.citace.com/soubory/csniso690interpretaace.pdf>.

Article 21

Final and Abrogation Provisions

- (1) This Directive is a follow-up to the Directive of the Dean No. 11/2018 on Studies in Doctoral Degree Programmes and their Organization.
- (2) This Directive repeals the Directive of the Dean No. 5/2014 on Requirements regarding the Length, Structure, and Format of the Dissertation and the Dissertation Executive Summary.
- (3) This Directive is part of Methodology Management „Organisation and Management of Doctoral Degree Studies“.
- (4) I hereby authorize the Vice-Dean for Science, Research, Quality, and Academic Qualification to provide interpretation of individual provisions of this Directive.
- (5) I also authorize the Coordination Officer of the respective department to inspect compliance with the Directive, to implement, and to update the Directive.
- (6) This Directive shall become valid on the day of its publication.
- (7) This Directive shall come into effect on the day of its publication.

In Brno, 11 September 2018

prof. Ing. Antonín Slaný, CSc. in his own hand
Dean

Appendices:

No. 1 - Sample text on the title page of a dissertation proposal

No. 2 - Sample text on the front cover of the dissertation

No. 3 - Sample text on the title page of the dissertation

No. 4 - Sample page with the abstract and keywords of the dissertation

No. 5 - Sample declaration of authenticity

No. 6 - Sample acknowledgements

No. 7 - Sample text on the front cover of the dissertation executive summary

No. 8 - Sample identification on the first page of the dissertation executive summary

No. 9 - Sample page with an abstract and keywords of the dissertation executive summary

No. 10 - Sample table of contents of the dissertation executive summary

No. 11 - Sample structure and font size for individual heading levels



**EKONOMICKO-SPRÁVNÍ
FAKULTA**

Appendix No. 1

Sample text on the title page of a dissertation proposal
Pursuant to Part One, Article 3

MASARYK UNIVERSITY
Faculty of Economics and Administration

Field of study: ...name of the field of study...



The title of the dissertation in Czech
The title of the dissertation in English

Dissertation Proposal

Supervisor:
Name and surname of the supervisor
(incl. degrees)

Author:
name and surname of the
author
(incl. degrees)

place (Brno) and year of submission of the dissertation proposal

MASARYK UNIVERSITY
Faculty of Economics and Administration

DISSERTATION

Place (Brno) and the year of submission Name and surname (with degrees)

Sample text on the title page of the dissertation
Pursuant to Part Two, Article 3

MASARYK UNIVERSITY
Faculty of Economics and Administration

Field of study: ...name of the field of study....



The title of the dissertation in Czech
The title of the dissertation in English

Dissertation

Supervisor:
Name and surname (incl. degrees)

Author:
name and surname (incl. degrees)

place (Brno) and the year of submission

"I hereby declare that the dissertation (*title of the thesis*) is my own work carried out under the supervision of (*name of the supervisor*), and that I have duly acknowledged all sources in accordance with the law, the internal regulations of Masaryk University, and the binding internal documents of Masaryk University and of the Faculty of Economics and Administration".

In (place) on (date)

(*Signature of the author of the thesis*)

Appendix No. 6 **Sample acknowledgements**
(optional, the actual wording is arbitrary)
Pursuant to Part Two, Article 3

I would like to express my sincere gratitude to my supervisor (*name*) for his/her invaluable support and endless patience. I would also like to thank (*name*) for his/her helpful assistance in collecting the necessary data and information.

(Signature of the author of the thesis)

Appendix No. 7 **Sample text on the front cover of the dissertation executive summary**
Pursuant to Part Three, Article 3

MASARYK UNIVERSITY
Faculty of Economics and Administration



The title of the dissertation in Czech
The title of the dissertation in English

Dissertation Executive Summary

place (Brno) and the year of submission

**name and surname of the author
(incl. degrees)**

Appendix No. 8 **Sample identification on the first page of the dissertation executive summary**

Pursuant to Part Three, Article 3

The dissertation was written as part of the (*full-time/part-time*) doctoral degree programme at the Department of (*name of the department*), Faculty of Economics and Administration, Masaryk University.

Submitter: (name with degrees)

(department)

Supervisor: (name with degrees)

(department)

Doctoral Degree Programme: (name)

Field of Study: (name)

Chair of the Doctoral Board/Committee: (name with degrees)

The dissertation defence takes place on (*date*) before the defence committee at the Faculty of Economics and Administration, Masaryk University. Doctoral field of study <*to be filled in by the student*> (field code <*to be filled in by the student*>)

The dissertation can be downloaded in advance from the Masaryk University Information System, section Graduates and Registry of Theses. Available from: <http://is.muni.cz/>.

Chair of the Dissertation Defense Committee:

TABLE OF CONTENTS

Introduction

1. Definition of the research issue

1.1 (Sub-chapter title)

1.1.1 (Section title)

2. Aims and objectives of the dissertation

2.1 (Sub-chapter title)

3. Literature Review

3.1 (Sub-chapter title)

3.1.1 (Section title)

4. Methodology and procedures

4.1 (Sub-chapter title)

5. Research findings

Conclusion

Bibliography

List of the author's publications

1. First-level heading (chapter)

1.1 Second-level heading (sub-chapter)

1.1.1 Third-level heading (section)