



**MASARYK UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATION**

**Directive N. 2/2010**

**on submission and publication of final (Bachelor's and Diploma) works**

Pursuant to Section 28, Subsection 1 of Act N. 111/1998 Coll. (amended and consolidated), on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) and pursuant to Section V., Subsection 2.1.1., Letter u) of the Organizational Code of the Faculty of Economics and Administration and in conformity with Section 22, Subsection 3 of the MU Study and Examinations Regulations and with the Rector's Measure N.3/2009 I issue this directive:

**Section 1**

**Subject-matter of regulation**

This directive governs the procedures of submission of the final Bachelor's and Diploma theses at the Faculty of Economics and Administration, Masaryk University and further specifies the procedure according to Section 47b of The Higher Education Act.

**Section 2**

Submission dates for the final Bachelor's and Diploma theses at departments and the entering of those works in Information system of Masaryk University (IS MU) are annually bindingly determined by The time schedule of the academic year.

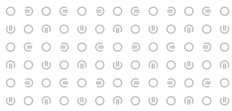
**Section 3**

The student will enter the whole final work including its appendices, researched data, etc. and in doing so he or she complies with the instructions of the relevant IS MU application. Should the final thesis contain a trade secret or private know-how, research results, etc., the Rector's Measure N.3/2009 is followed.

**Section 4**

On dates determined by The time schedule of the academic year students will submit two copies of their work bound in non-undoable hard cover at the department supervising the field in question.





## Section 5

The following binding structure is prescribed for the Bachelor's or Diploma theses:

### a) Opening pages

- Identification on the cover, i.e. inscription on the front cover – see Appendix N.1;
- Identification of the front page – see Appendix N.2;
- Assignment of the final thesis identical content-wise with the wording in the IS MU and accessible for this purpose in the relevant directories at <https://is.muni.cz/auth/do/1456/zzp/>;
- Bibliographical identification including annotations and key words in English;
- Author's statement signed in his/her own writing using the following wording.
- " I hereby declare that I worked out the Bachelor's / Diploma work <title of the work> myself, under the supervision of<supervisor's name>, and that I stated in it all the literary resources and other specialist sources used according to legislation, internal regulations of Masaryk University and internal management acts of Masaryk University and the Faculty of Economics and Administration".
- Acknowledgement page where the author thanks person who have lent their support to him or her in writing the thesis (optional feature).

### b) Thesis content

The content must include:

- Introduction, titles of individual chapters, sections and subsections numbered by decimal division, Conclusion, List of the sources used, List of charts, graphs, pictures and diagrams, List of abbreviations and acronyms used, List of appendices;
- paging for Opening pages, chapter beginnings, sections, subsections, Conclusions and the above mentioned lists.

### c) Thesis introduction

It treats the subject-matter in question at a general level with regard to the current conditions, circumstances and influences of various factors which led the author to choose the topic and research it. It usually contains the following parts:

- Introduction to the subject-matter in question. Analysis (description) of the issue at a general level. A brief history of the subject matter, its relevance to the present times. Topicality of the issue in question.
- Overview of the previous findings. Basic literary review of the issue treated accompanied by citations of the works of the authors specializing in it. Overview of the methods used up to the present times and results obtained.
- Specification of the main or partial objectives. Identification of tasks contributing to the achievement of the objectives established.
- Overview of the methods used.
- Reasons for non-publication of parts of the thesis should circumstances so require and should the work's supervisor determine it so

d) Thesis text is suitably segmented into chapters, sections and subsections. It contains an overview of the main findings, and possible partial conclusions.

### e) Thesis conclusion

Concise summary of the results of the whole work using possible partial chapter-based conclusions containing objectives and their achievement, utility of the findings gained and identification of the author's contribution to the issue treated.





- f) List of the sources used
- g) List of charts, graphs, pictures and diagrams
- h) List of the abbreviations and acronyms (if used) and their explanation
- i) List of appendices (if used) followed by the appendices themselves

## Section 6

There is a prescribed format for the final thesis:

a) The work is printed using a serif typeface (e.g. Times New Roman) on the white A4 format paper on both sides (with the exception of situations where it is necessary to include a blank page with regard to the graphical layout). For chart data and graph legends it is possible to use other types of font including sans serif typefaces (e.g. Arial). The size is 11 or 12 points, the spacing between lines is 1.0-1.5. It is possible to lower the font size in charts (e.g. to 10 or 9). In the whole of the text one graphical layout must be followed.

b) Page layout: the top page margin is 25 mm, the bottom page margin is 20 mm, the inner margin is 35 mm, the outer margin is 15 mm. The text is justified, pages are numbered at the bottom in the centre or on the outer margin. The front page, Assignment, bibliographical identification, statement, acknowledgement and Content pages are not numbered but they are included in the page sequence. The last numbered page of the thesis is the List of appendices. Appendix pages are neither pagged nor included in the page sequence.

c) Chapters, Introduction, Conclusion, List of the sources used and List of appendices are printed on separate sheets of paper; chapter titles are printed on new lines using the font of 16 points in bold where capital letters may be used and the full stop is not used at the end of the title. Section and subsection titles are printed using the 14 or 12 font size in bold in small letters. To number chapters decimal division is used:

1 Chapter title

1.1 Section

1.1.1 Subsection

d) New paragraph is separated by an additional space. If abbreviations or acronyms are used, they must be explained when the first reference to them is made (in brackets, or in a footnote – in the case of a more complicated term or abbreviation /acronym).

e) Titles of charts, graphs, pictures and diagrams including their numbering are used above them in the text using the same font size as in the thesis text, and below the graphical illustration the *"Source"* in italics is stated using the font size smaller than the basic text.





## **Section 7**

Providing the rules of the prescribed format governed by Section 6 are adhered to, the length of the final Bachelor's work should be between 35 and 45 pages, the length of the Diploma work should be between 60 and 80 pages.

## **Section 8**

The entry on the completion of the Bachelor's or Diploma work is made in the IS MU by the secretarial workers of the field-specific department upon the submission of two copies of the thesis and verification of their conformity with the electronic version deposited in the IS MU beforehand. The work is considered submitted upon verification of its conformity and acceptance of all electronically deposited files containing the final work in the IS MU.

## **Section 9**

After the thesis is defended during the final state examination, the respective examination board will return one copy of the final work to the student. The second copy remains at the disposal of the field-specific department.

## **Section 10**

### **Final provisions**

1. This directive cancels Directive N. 2/2009.
2. This directive is related to the MU Study and Examinations Regulations and to the Rector's Measure N. 3/2009.
3. I delegate the continuous update of this directive on the Vice-Dean for Studies.
4. I delegate the interpretation of individual provisions of this directive on the Vice-Dean for Studies.
5. Department heads perform inspections of adherence to this directive.
6. This directive takes effect on the day it is issued.

In Brno on 8 March 2010

doc. Ing. Martin Svoboda, Ph.D., in his own writing  
Dean at the Faculty of Economics and Administration





**Appendix N.1: Identification on the cover**

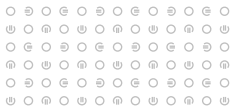
Masaryk University  
Faculty of Economics and Administration

**BACHELOR'S / DIPLOMA WORK**

2011

Name SURNAME





**Appendix N.2: Identification of the front page**

Masaryk University  
Faculty of Economics and Administration  
**Field of study: Economic Policy**



ECONOMIC CONSEQUENCES OF  
GERMAN REUNIFICATION

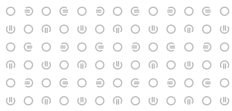
Bachelor's / Diploma work

Thesis Supervisor:  
Name SURNAME

Author:  
Name SURNAME

Brno, 2011





## **Appendix N.3: Assignment of the final thesis**

**Masaryk University**

**Faculty of Economics and Administration**

**Department of Economics**

**Academic year 2011/2012**

# **ASSIGNMENT OF BACHELOR'S / DIPLOMA THESIS**

**For:** SURNAME, Name

**Field:** Economic Policy

**Title:** **Economic Consequences of German Reunification**

## **P r i n c i p l e s   o f   t h e s i s   w r i t i n g :**

**Objective of the thesis:**

... .

**Approach and methods used:**

... .

**The extent of graphical works:** according to the supervisor's guidelines

**The thesis length without appendices:** 35 – 45 / 60 – 80 pages





**List of specialist literature:**

...

**Diploma thesis supervisor:**

**Name Surname**

**Date of diploma thesis assignment:**

...

**Submission deadline for Bachelor's / Diploma thesis and its entry in the IS MU is provided in the valid Time schedule of the academic year.**

.....

.....

*Department Head*

*Dean*

In Brno on ...

