



**Dean's Directive No. 9/2017
on writing, submitting, publishing and assessing final
(Bachelor's and Master's) theses**

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 and the Organizational Rules of the Faculty of Economics and Administration, Masaryk University, I am issuing the following directive:

Article 1

Subject of Amendment

1. The directive amends and stipulates the procedure whereby students register for a Bachelor's and Master's Thesis topic (hereinafter the "final thesis"), the procedure of writing a final thesis, it amends procedures for submission, publication, confidentiality classification and archiving of a final thesis, for its assessment, and for prevention of plagiarism.
2. The directive concerns students of Bachelor's, Master's, and follow-up Master's study programmes at the Faculty of Economics and Administration, Masaryk University (hereinafter „FEA MU“) and all students of all variants of inter-faculty studies, who submit and defend their final thesis at FEA MU.

Article 2

Registering for a Final Thesis Topic

1. Students register for a final thesis topic or thematic field in the list of topics in the IS MU by a date specified by the FEA MU Academic Year Chart. Students enrol in a Propositions of a Bachelor's Thesis course or a Propositions of a Master's Thesis course (enrolment in this course is not required if students study English programmes).
2. The student chooses a topic or a thematic field of their final thesis from the list corresponding to the programme content of the content of the field of study, if the programme is subdivided into fields of study. If stipulated by the FEA MU Course Catalogue, the student chooses a final thesis topic from a list designed for a given specialization or for a facultative block of courses.

Article 3
Subject Matter and Structure of a Final Thesis

3. The extent of the Bachelor's Thesis is stipulated to be between 35 – 45 pages in the format specified in Article 4 of this Directive (without appendices), the extent of the Master's Thesis must be between 60 and 80 pages in the format specified in Article 4 of this Directive (without appendices).
4. The final thesis must contain the following parts:
 - A final thesis assignment generated by a given IS MU application;
 - Identification on the hardcover – see Appendix No. 1 (or a template for LaTeX created at the Faculty of Informatics, MU);
 - Identification of the front page – see Appendix No. 2 (or a template for LaTeX created at the Faculty of Informatics, MU);
 - A bibliography, including annotations and keywords in the language of the final thesis and in English;
 - A declaration of the author of the final thesis in the following wording:
„I certify that I have written the Bachelor's/Master's Thesis <name> by myself under the supervision of <name of the supervisor> and I have listed all the literary and other specialist sources in accordance with legal regulations, Masaryk University internal regulations, and the internal procedural deeds of Masaryk University and the Faculty of Economics and Administration.“
 - A list of all the literature used for the final thesis;
 - Lists of tables, graphs, images and schemes;
 - A list of abbreviations (if used in the final thesis) and their explanation;
 - A list of appendices (if present in the final thesis) and the appendices.
5. The final thesis shall further contain the following parts, whose exact content, structure, and placement in the final thesis are defined by the relevant department within the Bachelor's/Master's seminars No. 1 and 2:
 - contents of the thesis;
 - Introduction;
 - lead-in to the topic, a summary of the existing knowledge of the topic in question including citations of publications by authors dealing with the topic;
 - Outline of the methods used and results obtained;
 - Definition of the main and possibly partial objective(s) of the thesis;
 - Overview of the methods used to write the thesis;
 - Text of the thesis, appropriately divided into chapters, sections, and subsections;
 - Summary of the main findings, possibly even partial findings;
 - Conclusion and summary of results of the whole final thesis;
 - Applicability of the information obtained and identification of the student's own contribution to the topic in question.

Article 4
Format of a Final Thesis

1. The thesis must be written on white paper of international size A4 and must always be printed double-sided (except for situation in which it is advisable to leave a blank page given the graphic layout of the thesis) in a serif font (e.g. Times New Roman). Data in tables and legends in graphs may be written in a different font, including sans serif ones (e.g. Arial). The font size shall be 11 or 12 pts, spacing between 1.0 and 1.5 (maximum spacing). The font size in tables may be adjusted given the circumstances (e.g. 10 or 9 pts). The whole text must follow the same graphic layout.
2. The top margin of the document must be 25 mm, the bottom margin 20 mm, the left margin 35 mm, and the right margin 15 mm wide. The text must be justified (aligned in blocks). Page numbers must be bottom centred or on the outside margins. The title page, bibliography, declaration, acknowledgements, and the table of contents are not numbered; they are, however, included, in the sequence of page numbers. The last numbered page is the list of appendices. Pages of appendices are not numbered and are not included in the sequence of page numbers.
3. Individual main chapters, Introduction, Conclusion, List of Sources Used, and the List of Appendices must always begin on a new sheet of paper; names of chapters must be written on separate lines in font size 16 pts, bold, they may be written in capital letters, and they are not followed by a full stop. No abbreviations may be used in names of chapters. Names of sections and subsections must be written in font size 14 or 12 pts, in bold lowercase. Chapters must be numbered in decimal numbers:
 - 1 Name of a chapter
 - 1.1 Section
 - 1.1.1 Subsection
4. A new paragraph must be indented. If abbreviations are used in the text, they must be clarified in the brackets when first used.
5. Headings of tables, graphs, figures and diagrams, including their numbers, must be written above them in the same font as the text of the thesis, and under the graphics is written „Source“ or „Reference“ in italics and in font size smaller than the text of the thesis.
6. If the template for LaTeX, created at the Faculty of Informatics MU, is used, its format is also accepted.

Article 5
Submission of a Final Thesis

1. A student, who is the author of a final thesis (hereinafter referred to as „student“), may only submit their Bachelor's Thesis or Master's Thesis if they have received credit from Bachelor's Seminar 2 and Master's Seminar 2 respectively.

2. Deadlines for submission of final theses are set down every year by the FEA MU Academic Year Chart.
3. An electronic version of a final thesis must be uploaded, including all appendices, measured and obtained data, etc. in the final thesis repository in the IS MU, long enough before a printed version of the thesis is submitted to the Department.
4. Two printed and hard bound copies of the final thesis must be submitted by a date specified by FEA MU Academic Year Chart to the secretary of the relevant department in the office hours. The identity of the electronic and printed versions must be confirmed by the student in an appropriate IS MU application. A final thesis is considered submitted once it has been entered in the IS MU as designated and once the identity of both the electronic and printed versions has been confirmed.

Article 6

Acceptance and Inspection of a Final Thesis

1. A final thesis is accepted by an authorized staff member of the secretariat of the relevant Department.
2. The supervisor of the final thesis confirms in the appropriate IS MU application that:
 - a) he or she has checked those parts of the thesis which will not be made public in accordance with the law and setting of the date to which the whole thesis will be made public;
 - b) he or she has verified the legibility of the data file stored in the IS MU final theses repository by means of commonly available software tool;
 - c) He or she has checked the thesis stored in the IS MU final theses repository for plagiarism.

Article 7

Archiving and Publishing a Final Thesis

1. Once a final thesis has been submitted in the IS MU, it may by no means be interfered with even if the thesis will not be or has not been defended. Having successfully defended their final thesis, its author receives one printed copy of the thesis from the state examination board (or by a staff member authorized to do so by the Head of the Department). The other copy remains stored in the Department and the Head of the Department decides on its further use.
2. A submitted final thesis is considered made public.
3. Should it be necessary to hide the identity of the subject who has provided the student with their own data, internal information, know-how, etc., identification data of such a data provider may be deliberately and substantially changed. It is further possible to multiply numerical data by an unidentified coefficient or to leave out insignificant details for the purpose of the final thesis, which might lead to identification of the data provider. If a thesis has been adjusted in this way, this fact must be stated explicitly in the Introduction.

4. At a well-founded student's request submitted via the IS MU, part of a final thesis may be classified confidential by the supervisor of the final thesis, the Head of the relevant department, the Vice-Dean for Studies, or by the Vice-Dean for International Relations in this order. Prior to receiving secret data and facts from the data provider, the student concludes an agreement with the data provider, the binding template of which can be found in Appendix No. 3 of this Directive (unless the agreement has been concluded and submitted into the IS MU as part of the request, the Vice-Dean does not grant the request). If the request for confidentiality classification has been granted, the final thesis is divided into two parts, a public one and a classified one, which are uploaded into the public and classified folders respectively in the IS MU final theses repository. The classified part of the final thesis will be automatically made public in the IS MU three years after the final thesis was submitted. The printed version of the entire final thesis must be submitted as a whole. The text of the public and classified parts of the final thesis may be adjusted in compliance with Section 3.

Article 8

Assessment of a final thesis

1. A submitted final thesis is reviewed by its supervisor. The Head of the relevant department recommends to the Dean an opponent for the final thesis who will write a second review. The supervisor's review is written in an official faculty layout, the opponent's review is written in an official faculty layout, if the opponent is a FEA MU employee. If the final thesis classified under Article 7 section 4, the opponent must be a FEA MU employee or a person who has signed a confidentiality clause with FEA MU; the template of the agreement is in Appendix No. 4.
2. The review must follow a prescribed structure and obligatory requisites: identification of a student and their final thesis; view on the definition of the objective of the thesis and its accomplishment; view on the structure of the thesis and the method of solution chosen; appraisal of formal requisites especially with regard to identification of sources (citations); specification of reservations, comments and criticism of the final thesis; recommended questions for discussion during the defence; declaration whether or not the final thesis is regarded as plagiarism by the reviewer; recommended evaluation of the final thesis at the state examination. Templates of the reviews can be found in Appendix No. 5 of this Directive. The Head of the relevant department may request additional parts of the review based on customs and needs of the given study programme or field of study.
3. The review recommends a grade of the final thesis at the state examination in accordance with the grading scale defined by the Study and Examination Regulations of Masaryk University. The final grade of the final thesis and its defence is decided on autonomously and definitely by the state examination committee, whose members take into consideration grades recommended in both of the reviews as well as the final thesis defence presented by the student.
4. Printed and signed supervisor's and opponent's reviews are submitted by the

supervisor and opponent respectively to the secretariat of the relevant department three workdays prior to the defence at the latest; both reviews must be uploaded in an electronic version in the IS MU final theses repository by the same date. A final thesis supervisor and opponent, who is a FEA MU employee, upload electronic versions of their reviews in the IS MU themselves, external opponents' reviews are uploaded into the IS MU by a secretariat staff member or another person authorized by the Head of the department.

5. Printed versions of the final thesis assignment, and the supervisor's and opponent's reviews are enclosed by an authorized member of the relevant department to the record of the State Examination which will be at the state examination committee's disposal during the final thesis defence. After the state examination has finished, these documents along with the Record of the State Examination will be handed over by a secretariat staff member (or another authorized person) to the Study Department where they will be archived in the student's file.

Article 9

Prevention of Plagiarism

1. Plagiarism is a deliberately committed disciplinary offence defined and considered in accordance with the Disciplinary Regulations for Students. All students are obliged to ensure that that behaviour does not breach the Act No. 121/2000 Coll. on Copyright and related rights, and on amendments to some laws (hereinafter referred to as "the Act on Copyright"). Application of these regulations on practical examples can be found in Appendix No. 6 of this directive.
2. Should the supervisor or the opponent of a final thesis, and a FEA MU employee at the same time, have a reasonable suspicion that the final thesis in question shows signs of plagiarism, they are obliged to immediately ask the Dean of the Faculty to initiate disciplinary proceedings while informing the Head of the relevant department. Should the suspicion of plagiarism arise from the review of the supervisor or opponent who are not FEA MU employees, it is the Head of the department who is obliged to initiate disciplinary proceedings.

Article 10

Final provisions

1. This directive cancels and replaces Directive 9/2014 in its entirety.
2. This directive is a follow-up to the Study and Examination Regulations of Masaryk University, Disciplinary Regulations for students and other internal regulations.
3. Article 9 of the Directive shall be used, to an appropriate extent, for other assessed students' writing (seminar work, papers corrected by a tutor, etc..) and all other school work related to any educational activity at FEA MU.
4. The Vice-Dean for Studies is in charge of interpreting individual provisions of the directive.

5. Compliance with the directive is inspected by Heads of Departments and by the Head of the Study Department.
6. Appendices to the Directive are: No. 1 Identification on the cover; No. 2 Identification on the front page ; No. 3 Data Use Agreement; No. 4 Statement of the Opponent of a classified thesis; No. 5 Content requisites of the assessment of a final thesis; No. 6 Obligatory rules regarding authorial writing at FEA MU.
7. The directive comes into effect on the day of publication.

In Brno, 27.8.2017

Antonín Slaný
Dean

Appendix No. 1: Identification on the cover

Masaryk University
Faculty of Economics and Administration

BACHELOR'S / MASTER'S THESIS

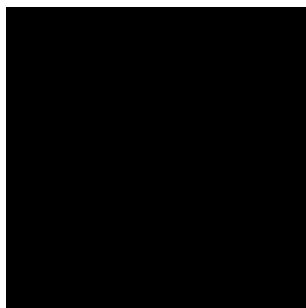
2017

Name SURNAME

Appendix No. 2: Identification on the front page

Masaryk University
Faculty of Economics and Administration

Field of study:



MARKETING OF NON-PROFIT ORGANIZATION

Bachelor's / Master's Thesis

Supervisor:
Name SURNAME

Author:
Name SURNAME

Brno, 2017

Appendix No. 3: Data Use Agreement

Data Use Agreement

concluded in accordance with the provisions of paragraph 1746 (2) of the Act No. 89/2012 Coll., Civil Code on the specified date (day, month, and year) beneath

by contractual parties:

....., **based in**

represented by

Identification Number:

on the one side (hereinafter referred to as “the data provider“)

and

Mr/Mrs, born....., address.....

on the other side (hereinafter referred to as „the data recipient“)

in the following wording:

I.

Preamble

1. The data provider provided the data recipient with data ofextent prior to signing this agreement (hereinafter referred to as “the data provided”).
2. The data recipient undertakes to use the data provided solely for the purposes of their Bachelor’s/Master’s Thesis on the topic of assigned by Masaryk University, the Faculty of Economics and Administration.
3. The data provided is considered by the data provider as trade secret in accordance with provisions of paragraph 504 of the Civil Code, as the data can be determined and evaluated, the data is significant for competition, commonly unavailable among certain people, related to the core business of the provider, and the provider ensures confidentiality of the data in their own interest.
4. The data recipient is granted the right to publish the data provided 3 years after the submission of the Bachelor’s/Master’s Thesis pursuant to Article 2 (section 1) of the Agreement via the Information System of Masaryk University.

II.

Subject of the Contract

1. The data is provided by the data provider free of charge.
2. The data recipient pledges to protect the data provided for the period in which the data provided must not be made public in accordance with Article 1 (section 4) of the Agreement.

3. The data recipient is obliged to handle the data provided to the best of their knowledge and conscience, correctly, in a transparent ways, in compliance with good manners, while protecting the goodwill of the data provider.
4. The data recipient undertakes to only use the data provided for the purpose stated above.
5. The data recipient undertakes, before submitting the Bachelor's/Master's Thesis, to present the thesis to the data provider to enable the data provider to determine which the parts of the thesis shall be classified as confidential due to containing the data provider's trade secret. The data provider undertakes to determine, within the period of 5 working days, which parts of the thesis contain their trade secret and which, therefore, shall not be made public. Should the data provider fail to determine which parts of the thesis contain the data provider's trade secret and, therefore, shall not be made public within the above agreed period, the data recipient is authorized to specify such parts in accordance with the purpose of the agreement.
6. The data recipient is authorized to use and process the data provided, and to base their publications on the data.

III.

Final Provisions

1. The agreement is valid and comes into effect on the day it was signed by both contractual parties.
2. The agreement can only be amended in writing by numbered amendments starting from number 1.
3. Both contractual parties declare that they conclude this agreement of their free will, they have read its content, and as evidence of their consent to its wording they voluntarily sign the agreement.

In Brno

.....

 Data provider

Data recipient

Appendix No. 4: Statement of the opponent of a classified final thesis

Declaration of confidentiality with respect to an Opponent's review of final theses by students of the Faculty of Economics and Administration at Masaryk University

I, , date of birth....., (hereinafter „the Opponent“), undertake to maintain secrecy about all data contained in final thesis(*name of the thesis + name of the student*). The opponent undertakes to keep confidentiality with respect to all the documents and information written in the final thesis and to hand neither the documents nor the information to third parties without a prior written consent by(name of the student) in case of personal data, without prior written consent by the data provider, whose data are considered a trade secret, in case of the aforementioned trade secret, and without prior written consent by the Dean of the Faculty of Economics and Administration, Masaryk University, which administers copyright property rights of the aforementioned final thesis.

Brno, (date).....

signature

Appendix No. 5: Content requisites of the assessment of a final thesis

SUPERVISOR'S/OPPONENT'S REVIEW OF A BACHELOR'S/MASTER'S THESIS

I. Author:

Name:

II. The objective of the thesis and its accomplishment

View on the definition of the objective with regard to the assignment, its accomplishment.

III. Content of the thesis and approach to the solution

Comments on the structure of a final thesis and the method of the solution chosen.

IV. Formal requisites of the thesis and layout

Comments on formal requisites, in particular the form and the extend of provided citation of original sources.

V. Comments on the thesis

A list of the most important comments on the thesis, commentary, debate, etc.

VI. Recommended questions for the defence

- 1.
- 2.

VII. Conclusion

Declaration that the submitted thesis „XY“ meets (with the reservations brought forward) both formal and content-related requirements on final thesis, and that the supervisor does not consider the thesis plagiarism, nor is the supervisor aware of the fact that the author of the final thesis has committed plagiarism. The wording in not „recommended/not recommended“ for defence, evaluation ranging from A to F must be recommended instead.

Name, Surname (including degree) and signature of the
supervisor/opponent of the final thesis
(name of institution in case of an external opponent)
In Brno, . (date).

The Review is written in the layout defined in Article 8 Section 1.

Appendix No. 6: Obligatory rules with respect to authorial writing at the Faculty of Economics and Administration (FEA) MU.

According to the Disciplinary Regulations for Students, plagiarism at FEA MU is a deliberately committed disciplinary offence, which is considered under the Disciplinary Regulations for FEA MU Students. Based on the definition in the Academic Dictionary of Foreign Words (Akademický slovník cizích slov (1998)), plagiarism is „*wrongful appropriation and borrowing of an artwork or a scientific publication without stating the original pattern or the author*“ (p. 593). Hiring another person to write a final thesis or buying (borrowing, stealing, etc.) a final thesis is also considered plagiarism (not only) in academia. Such a definition of plagiarism corresponds to „Protection of copyright“ published by the Ministry of Education Czech Republic (Holcová *et al.*, 2005, pp. 8, 16).

Details about the following rules can be found in the study materials of the course ESF:BDX_AKAP – **Akademické psaní (Academic writing)**, see <https://is.muni.cz/auth/do/econ/sm/akap/index.html>. Only basic principles and brief examples will be given here.

When it is not necessary to cite sources

It is not necessary to cite well-known facts and what the author of the text has found out through their own efforts, i.e. their own views, attitudes, assessment, evaluation, results of measurement, etc.

When it is necessary to cite sources

In all other cases, if the author of a scientific text works with information received from the third party, it is necessary to cite the source. The source may be *private* (e.g. private email correspondence) or *public* (published book or an article). The kind of source determines the citation style in a scientific text.

Private sources of data

Private information is information that has never been published. From the scientific point of view, it is data provided for the purpose of research, whether it is data collected from respondents through one's own efforts, or internal, confidential data from cooperating companies. The source of data is referenced directly in the text where the borrowed information is used, for example explicitly in the text („based on the data provided by company XYZ, s.r.o. ...“) or by stating it under a table, graph, illustration (e.g. in the following way „Source: data from my own research“, „Source: data by company XYZ, s.r.o.“ etc.). Private sources of information *are not referenced* in the bibliography or in the list of references at the end of the publication.

Public sources of data

These are all published works regardless of the language, territorial origin, or whether they have been published in paper, electronically or in any other way. An essential feature of public information is that the reader of a scientific text may access the source of the borrowed information without being helped by the author of the text (e.g. by

searching the information on the Internet, borrowing a book in a library, visiting a certain place, etc.). The amount of information which can be borrowed is considerably large. It is any information which is not well-known, such as another person's thoughts, theories, or views; facts, statistics, graphs, schemes, diagrams, or another person's direct quotes or paraphrases of a written or spoken discourse, etc.

This group also covers a specific type of information of so-called administrative documents. Such documents are not protected by copyright in the public interest; however, they need to be cited in the same way as other copyrighted documents. Article 3 of Act No. 121/2000 Coll. defines an administrative document as a legal regulation, decision, measure of a general nature, public deed, publicly accessible register and the collection of its legal documents, official draft of an administrative document as well as other preparatory documents, including official translation of such a document, documents of the Chamber of Deputies and the Senate, visitors' books, local chronicles, etc.

Public sources of information must be referenced by citation. FEA MU require authors to follow binding rules arising from the ČSN norm ISO 690: Information and documentation – Rules for bibliographical references and citations of information sources.

Method of citation

A list of references in the form of standardized citations is an essential part of a scientific text and is usually found at the end of the text. Each citation is a scientific text consists of three parts: *borrowed information* accompanied by a *reference* to the relevant citation and the *citation itself*.

1. **Borrowed information** – may be either a direct copy of the original information (i.e. verbatim text or identical picture, graph, table, etc.), or a paraphrase of the original idea in one's own words. Verbatim copy of a text is referred to as *quotation*, it is put into „quotation marks“ in a text and is called a *direct quotation*. A paraphrased borrowed idea is referred to as a *paraphrase*, it is not specially marked in the text and it is called an *indirect quotation*. Combination of direct and indirect quotations is acceptable; however, they both must be referenced duly. If a translated text from a foreign language is quoted, this fact must be pointed out by a note (*own translation*).
2. **Reference to a citation** – is a clear identifier of a citation. The reference is placed immediately before or after a quotation or paraphrase in the text, and for readers it represents a key whereby they can find the whole citation in the list of references. Strictly numerical references may be used; however, a more common, more practical and, at the same time, recommended way is to quote the author's surname followed by the date of publication of the cited document (so-called *Harvard referencing system*), e.g. *in this case Novák (2012) defines the gross national product as „the sum of all property ...“ (p. 39)* etc. If the borrowed idea (be it either a quotation or a paraphrase) can be more precisely located in the original document (usually by the number of the page), the location is added to the reference, e.g. *... není deště bez kapek (there is no fire*

without smoke) (Mládková, 2015, s. 145).

3. **Citation** – sometimes also called bibliographical reference or bibliographic citation. It provides the reader with instructions of how to access the original cited document, ideally in an easy manner and without the risk of confusion. Citation contains requisites such as the title, author, date of publication, publisher, international identifiers, and other useful information. The order and the format of a citation is defined by the citation norm (see later on).

Should the borrowed information not be followed by a reference to the citation or should the citation be missing, it constitutes **plagiarism**, i.e. presenting someone else's ideas as one's own. It is still considered plagiarism, even if the original text has been considerably rephrased, yet keeps the basic information edge of the original text without stating the source. Whether or not plagiarism has been committed does not depend on the amount of „non-cited” information; plagiarism may be committed by using a single sentence or even a few words, or an unusual collocation or idiom. Citing only a certain number of borrowed ideas and leaving the others, borrowed from the same source, uncited also constitutes plagiarism.

Record of citations

The ČSN ISO 690 norm specifies a binding order and obligatory presence of elements in a citation according to the kind of cited source. Scientific texts usually require the following (optional items are underlined):

- **Monograph:** Author(s), date of publication. *Title:* subtitle. Secondary title. Edition. Another author. Publisher's place: Publisher, Edition, Volume, Pagination. Identifiers. Notes.
- **Article in a periodical/journal:** Author(s), date of publication. Title of the Article. *Name of the periodical*. Secondary title. Edition, Volume Number, Pagination, Scope of pages. Identifiers. Availability and access. Location. Notes.
- **Academic paper in conference proceedings or a chapter in a book:** Author(s), date of publication. Title of the paper. In: Editor(s) of the parent document. *Title of the parent document*. Secondary title. Edition. Another author of the parent document. Publisher's place: Publisher, Edition, Volume, Pagination, Number of pages of the paper. Identifiers. Notes.

Obligatory data are listed if they are available. It is not necessary to state the edition in case of the first edition. Common identifiers are ISBN, ISSN and DOI.

Example of the prescribed method of citation

The following example demonstrates the expected citation style in school publication at FEA MU. The example uses the Harvard System of Referencing where the key is authors' names (if possible, cited in the text or in round brackets) and the year of publication of the cited source (always in round brackets immediately after the name(s) of authors). If the source has got numerous authors, only the surname of the first listed author is cited followed by „et al.“. Where possible, the number of the page is cited as well. Citations in the reference list are in alphabetical order.

Shotola (2001) observes that it is necessary to distinguish between primary and secondary groups. Forsyth (2013) defines a primary group as a „small, long-running group characterized by frequent interaction, solidarity, and great mutual dependence among its members, which considerably influences the members’ attitudes, values, and social outcome“ (p. 11, *own translation*). The method of team learning, however, is designed for secondary groups, and builds on more demanding group tasks. Therefore, it is advisable to form groups of 5-7 members; there are concerns that smaller groups might not be able to accomplish group tasks (compare Michaelsen and Sweet, 2008, p. 60; Michaelsen *et al.*, 2014, p. 59).

- FORSYTH, Donelson R., 2013. *Group dynamics*. 6 vyd. Belmont, CA: Wadsworth Cengage Learning. ISBN 978-1133956532.
- MICHAELSEN, Larry K. a Michael SWEET, 2008. The essential elements of team-based learning. *New directions for teaching and learning*, roč. 2008, č. 116, s. 7–27. ISSN 1536-0768. DOI 10.1002/tl.330
- MICHAELSEN, Larry K., Neil DAVIDSON a Claire Howell MAJOR, 2014. Team-based learning practices and principles in comparison with cooperative learning and problem-based learning. *Journal on Excellence in College Teaching*, roč. 25, č. 3-4, s. 57–84. ISSN 1052-4800.
- SHOTOLA, Robert W., 2001. Small groups. In: BORGATTA, Edgar F. a Rhonda J.V. MONTGOMERY (eds), *Encyclopedia of sociology*. 2. vyd. New York: Macmillan Reference USA, 4. sv., s. 2610-2622. ISBN 978-0-02-864853-8.

Principles of Citation

Besides the above mentioned, it is also necessary to comply with the following principles when citing:

- The referencing style as well as the visual aspect of citations must be unified throughout the final thesis. In the text, it is recommended to use the Harvard citation style, not footnotes.
- When ČSN ISO 690 is used for referencing, authors’ names are written in uppercase, and the name of the book, journal, conference proceedings, or any other main cited document are written in italics.
- If the Harvard referencing style is not used, the date of publication is placed after the name of the publisher in the reference list.
- In case of longer citations (three and more lines), it is advisable to use a different font size and/or indent the whole block of the cited text from the left margin.
- It is essential to reference exactly the same version of a document which was cited in the text. If a quotation has been taken from a non-primary document, this fact must be pointed out (e.g. by adding a postscript to the citation „Quoted according to“ + citation of the document used).
- The author of an expert work is expected to make a significant personal contribution (depending on the kind of work and increasing proportionately from the seminar paper, via a Bachelor’s Thesis, Master’s Thesis, to a PhD

Thesis) and to follow the rule that borrowed thoughts will only be used to a reasonable degree.

Bibliography

- *Akademický slovník cizích slov*, 1998. 1. vyd. Praha: Academia. ISBN 80-200-0982-5.
- BIERNÁTOVÁ, Olga a Jan SKŮPA, 2011. *Bibliografické odkazy a citace dokumentů: dle ČSN ISO 690 (01 0197) platné od 1. dubna 2011* [online]. Dostupné z <http://www.citace.com/soubory/csniso690-interpretace.pdf>
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- HOLCOVÁ, Irena, Veronika KŘEŠŤANOVÁ a Martin VOBORNÍK, 2005. *Ochrana autorských práv: Informační materiál pro učitele k výuce na základních a středních školách*. Praha: Ministerstvo školství, mládeže a tělovýchovy. Dostupné z <http://www.msmt.cz/file/38411>
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