

Masaryk University Faculty of Medicine Directive No. 2/2020***GUIDELINES ON THE FORMAL REQUIREMENTS OF FINAL
BACHELOR AND MASTER THESES PREPARED
AT THE FACULTY OF MEDICINE***

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as the "Act on Higher Education Institutions"), I issue this Directive.

I. Introductory provisions

- (1) The purpose of this guideline is to regulate and specify the rules of the formalities of bachelor and diploma theses (hereinafter referred to as "final theses") submitted at the MU Faculty of Medicine after 1 January 2021.

II. Scope and language of final theses

- (1) The minimum length of a bachelor thesis is 30 standard pages, for a master thesis 50 standard pages. The minimum number of pages is countable in the order listed below.
In the thesis assignment, the length may be limited by an upper limit on the number of standard pages or characters including spaces. The scope of the thesis includes the title page, the abstract with a list of keywords, the table of contents and the list of sources used.
- (2) The author of the final thesis is responsible for proofreading the text. Gross spelling mistakes are a reason for not accepting the thesis.

III. Timetable for submission of final theses

- (1) The deadlines for the submission of final theses are set in relation to the deadline for registration for the state final examination, as follows:
 - a) In the case of full-time studies, the final thesis must be submitted by 30 April,
 - b) for the combined form of study, the final thesis must be submitted by 15 June.

The programme supervisor may decide on an earlier deadline for the submission of the final thesis.

- (2) If the student fails to submit the final thesis by the above deadlines or fails to meet the prerequisites for passing the state examination, he/she will be allowed to take the state final examination on the next nearest announced state examination date.

IV. Structure of the final thesis

- (1) The thesis consists of a title page, an affidavit, an abstract with a list of keywords, a table of contents, the text itself, a list of sources used, and in the order in which they were listed.
- (2) The title page is placed on a separate sheet. At the top of the cover page is written "Masaryk University Faculty of Medicine", the programme studied and the department (or institute) where the thesis will be defended. In the middle part, the type of thesis, its title and the author's name are indicated. In the lower part, the academic year of submission of the thesis is indicated.
- (3) The affidavit is on a separate sheet. It consists of the text below (accompanied by the type and title of the work) and the author's handwritten signature. The text of the affidavit is as follows: I declare that I have prepared the [type of qualification work] thesis on [title of qualification work] myself. All the sources and sources of information I have used to write this thesis have been cited and are listed in the list of sources and literature used.
- (4) An abstract with a list of keywords is placed on a separate sheet. It consists of the Czech and English versions of the abstract (the usual length of each is 500 - 600 characters including spaces) and the Czech and English versions of the list of keywords (the usual length of the list is 5 - 10 words). The text of both language versions of the abstract and the lists of keywords must be identical to those provided by the student in the thesis archive in IS MU.
- (5) The content of the work is placed on a separate sheet or sheets. It includes chapters and subchapters. The individual items are numbered and an indication is given the page on which they begin.
- (6) The text of the thesis itself is usually divided into chapters, subchapters and sections. The numbering is done in Arabic numerals, with each level separated by a full stop (1 Chapter title, 1.1 Subchapter title, 1.1.1 Section title). A chapter always starts on a new page. If the thesis is printed double-sided, the chapter always starts on a new odd page.
- (7) The list of sources used is on a separate sheet or sheets. It is obligatory to include a list of sources used that have been cited in the text of the thesis itself (the criteria for ordering sources are based on the citation standard).

V. Formal requirements for the thesis

- (1) The thesis is produced on a computer in a format that is accepted by the thesis archive in the IS MU. The paper size is A4, the colour of the paragraph text is black.

- (2) The individual pages are numbered in ascending order with Arabic numerals in the form "1".

VI. Citation standard

- (1) In-text citations are prescribed for the thesis and bibliographic citations are created according to the AMA style citation standard.
- (2) The following general principles shall apply to the citation of sources:
- All sources from which the author has drawn information are cited, i.e. a citation (link) is inserted after a verbatim quotation or paraphrased text, by which the cited source can be clearly identified in the list of sources used.
 - Bibliographic citations in the reference list must contain the maximum data by which the document can be clearly identified in order to check the correct interpretation of the source used.
 - If an item is not listed in the document, but is found from another source (e.g. library catalogue, publisher's website, etc.), it is in square brackets. If it cannot be identified in any way, the entry is omitted.
 - Data for citation are taken for a) monographs from the title page, the reverse of the title page, or from the cover, the cover page, or other parts of the document, in the case of journal articles, the data on the author and the title of the article from the article, while the remaining data on the journal (title, year of publication, year, issue) from the cover of the journal, its cover page, or the header or footer of the article, (c) for documents on electronic media, from the printing of the medium (CD imprint, label on a diskette, etc.), from the cover (booklet of the CD, etc.) and only in the last case from the files stored on the medium.
 - The list of sources used does not include any sources that are not related to the topic and were not used in the creation of the thesis.
 - Entries written in a font other than Latin are transliterated (e.g. *Карманный чешско-русский словарь* spelled *Karmannyj češsko-russkij slovar*).
 - Online documents in PDF, HTML, etc. are cited as electronic documents, i.e., in accordance with the citation style guidelines, the type of document, the date of access to the document and the Internet link to the document (if the citation style allows it, the DOI instead of the link) are included in the relevant parts of the bibliographic citation.
 - The uniform format of in-text citations and bibliographic citations in the list of sources used is maintained.
 - It is recommended to use a citation manager (e.g. the free Zotero or EndNoteWeb licensed for MU) to maintain a uniform format of in-text and bibliographic citations. Instructions for using these applications are available on the University Campus Library website.

- (8) It is recommended to use the Final Thesis Template, which includes the Instructions for the Template. Both of these documents are available to students from the faculty website. The template is attached as Annex 1 to this Directive.

VII. Publication, control and archiving of final theses

- (1) The final theses are published non-profitably, including testimonials (by the supervisor and opponents) and information about the result of the defence. This publication means storing the electronic version in the IS MU archive. This provision must be applied in such a way that, in accordance with the provisions of Section 47b of Act No. 111/1998 Coll., on Universities, on which it is based, it does not affect
- a) protection of information protected by special law,
 - b) protection of trade secrets,
 - c) protection of legitimate interests of third parties worthy of special consideration,
 - d) protection of MU intellectual property, in particular protection of inventions or technical solutions.

The parts of the thesis that contain such information need not be published, provided that this fact and the extent of the unpublished parts of the thesis have been specified in the assignment, or have been so specified by the supervisor in the course of or at the time of submission of the thesis, in all cases with the approval of the relevant Vice-Dean, for the duration of the impediment to publication, not exceeding three years. It is the responsibility of the student and the candidate to prepare and structure the thesis in such a way that, with few exceptions, the thesis need not be published and that the public part of the thesis gives full information about the aims of the thesis and the results achieved. The thesis supervisor or supervisor, with the approval of the relevant vice-dean, also determines the deadline, the date on which the reasons for non-publication will cease to exist and the thesis will be published in its entirety, if such a date is to occur sooner than three years after it has been deposited in the IS MU archive.

- (2) The student submits an electronic version of the final thesis in the IS MU; this is decisive for the thesis review. A printed version is not required except as stated in point 6.
- (3) Checks carried out in accordance with Article 40(2)(a) to (c) of the MUFRR are confirmed by the supervisor or trainer, or a person authorised by him/her, in the relevant application. IS MU, no later than seven working days before the final thesis defence.
- (4) Final theses and reports must be published at least five working days before the defence.
- (5) By submitting the thesis for defence, the author agrees to its publication according to paragraph 1, regardless of the outcome of the defence.

- (6) The faculty is obliged to send one copy of the thesis to the Ministry for preservation without undue delay after the defence of the thesis to which the deferral of publication under paragraph 1 applies. The costs of making and sending the copy shall be borne by the faculty.

VIII. Certain provisions on the defence of theses

- (1) The head of the department that guarantees the study programme or the person authorised by him/her shall appoint the opponent of the final thesis and set the date for the preparation of the reports by the thesis supervisor and the thesis opponent. The appropriate vice-dean is authorised to determine the requirements of the report by a methodological instruction.
- (2) If the thesis defence is held together with an oral examination, the thesis defence will take place first. A record of the defence of the thesis shall be drawn up, which shall include a description of the course of the defence and its outcome, as well as the date and signatures of the chair and members of the committee before which the thesis was defended. The protocol shall include
The thesis shall also include a record of any differing opinions of the members of the committee.
- (3) In the event that the opinion of the supervisor or the opponent of the thesis evaluates the thesis as unsatisfactory (F) and the student is evaluated with a more favourable grade at the defence, it is necessary to state in the protocol the opinion on the reservations that were the reason for the evaluation of the thesis as unsatisfactory.
- (4) If the opinion of the supervisor or the opponent of the final thesis evaluates the thesis with an unsatisfactory grade (F) and the student is evaluated in this way during the defence of the thesis, the chair of the committee determines the next procedure, which is recorded in the protocol. In the protocol, the committee shall state specific reservations about the course of the defence. If the committee decides to return the thesis for revision, it will also make recommendations for further action on the thesis. In this case, the student is informed of the record of the defence.

IX. Plagiarism in theses

- (1) If the assessed thesis shows signs of plagiarism and the degree of conformity with other works is such that the thesis is not an original work, this fact must be stated in the thesis evaluation and the thesis must be graded with a failing grade of "F". The head of the department in which the thesis was prepared is obliged to notify the relevant vice-dean in writing via the study department. At the same time, depending on the severity of the finding of the extent of the work's unoriginality, he/she shall consider initiating disciplinary proceedings with the Dean of the Faculty. The failure to initiate disciplinary proceedings must be justified in the above notification.

X. Final provisions

- (1) I entrust the Vice-Dean for Non-Medical Study Programmes and Information Technology with the interpretation and control of compliance with the individual provisions of this Directive and the continuous initiation of its updating.
- (2) This Directive shall enter into force on the date of its publication.
- (3) On the date of entry into force of this Directive, the MU Faculty of Medicine Directive No. 2/2020 - Guidelines on the formal requirements of final bachelor's and master's theses prepared at the MU Faculty of Medicine, No. MU-IS/87653/2020/1165748/LF-1 .
- (4) Annex 1 - Template is an integral part of the Directive.

prof. MUDr. Martin Repko, Ph.D.
Dean of MU Faculty of Medicine

MASARYKOVA UNIVERZITA

FACULTY OF MEDICINE

Název práce

[Choose the type of thesis]

[AUTHOR]

Supervisor: [Name and surname of supervisor with titles]

Pracoviště

field of study Write the Czech name of the field

Brno Year of submission.

WARNING! Instructions are an integral part of the template. The instructions describe how to set up your homepage, use the built-in styles, insert an image or table, and generate special content. It is very easy to break the structure of a document and mess up the formatting by inappropriate intervention. We therefore strongly recommend reading the template instructions. Click in this frame and press the **DELETE** key to delete it.

M U N I
M E D

Bibliographic record

Author: [Author]
Faculty of Medicine
Masaryk University
Pracoviště

Thesis Title: Název práce

Study programme: [Name of study programme in Czech]

Field of study: Write the Czech name of the field

Supervisor: [Supervisor]

Year: Year of submission.

Number of pages: 26

Keywords: [Write 5-10 keywords in Czech. The same list must be uploaded to the thesis archive in the MU information system.]

Bibliographic record

Author: [Author]
Faculty of Medicine
Faculty of Medicine, Masaryk University
[Enter the English name of the department or institute]

Title of Thesis: [Click and type the title of the work in English]

Degree Programme: Write the English name of the study programme.

Field of Study: Write the English name of the field

Supervisor: [Supervisor]

Year: Year of submission.

Number of Pages: 26

Keywords: [Write 5-10 keywords in English. The same list must be uploaded to the thesis archive in the MU information system.]

Annotation

[Write an abstract (500-600 characters including spaces) in Czech. A matching text of the annotation must be uploaded to the thesis archive in the MU information system.]

Abstract

[Write an abstract (500-600 characters including spaces) in English. A matching abstract must be uploaded to the thesis archive in the MU information system.]

Affidavit

I declare that I am [select type of work] thesis on **Název práce [select by gender]**. All sources and sources of information that I have [select by gender] to write this thesis have been cited in the text and are listed in the list of sources and literature used.

In Brno 13 March 2019

.....
[Author]

Acknowledgements

[You can write a thank you note here (optional). It is also used to insert an affiliation, for example, if the work was created within a project]

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Nenalezena položka seznamu obrázků.

List of tables

Nenalezena položka seznamu obrázků.

List of terms and abbreviations

[Password] - [Definition]

1 Home

Click here to start writing your introduction. There are two styles for the basic text in the template: Paragraph 1 and Additional Paragraphs. The Paragraph 1 style is without paragraph indentation and is used for the first paragraph under a heading, image or quote. The "Other Paragraphs" style is indented and is used for paragraphs other than the first paragraph.

2 [Chapter Title]

2.1 [Subchapter title]

3 Conclusion

Sources used

The American Medical Association (AMA) citation style is used at the medical school. This style is not available in Word by default, but **Zotero** and Citation.pro can work with it. Zotero is the recommended program at the medical school. It can be obtained at <https://www.zotero.org>. Instructions can be found on the MU Campus Library website at <https://kuk.muni.cz/vyuka/materialy/zotero/index.html>. You must install the add-on in your program. Below is a prepared field that, when you use the **Zotero** add-in, will contain a list of references in the desired format. After adding at least one in-text citation and updating with the Refresh button on the Zotero/Zotero tab, the entry below will be replaced with the correct content. Tap into this help text and press the DELETE key. This will delete the text.

1. Murray K, Millhollon M, Melton B. *Mastering Microsoft Office Word 2007*. Brno: Computer Press; 2008.

Příloha A [Name of attachment]

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Nebyly nalezeny položky rejstříku.