

**Dean's Instruction No. 1/2024**

**Final Thesis**  
(bachelor, diploma, rigorous and CŽV theses)  
**at PdF MU**

*(as amended with effect from 01. 09. 2024)*

*Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Additions to Other Acts (Act on Higher Education), as amended, and pursuant to the Organizational Regulations of the Faculty of Education of Masaryk University, I issue this instruction:*

**Article 1**

**General provisions**

- (1) **Purpose:** This guideline specifies the conditions of assignment, preparation, submission, publication and evaluation of final theses, i.e. bachelor and diploma theses, including final theses of lifelong learning programmes at the Faculty of Education of Masaryk University. To the extent applicable, it also applies to rigorous theses.
- (2) **Scope:** The person submitting the thesis and all persons involved in the commissioning, preparation, submission, publication and evaluation of the thesis.
- (3) **Definition of terms and abbreviations:**
  - BP:** bachelor thesis
  - DP:** thesis
  - IS MU:** Masaryk University Information System
  - PdF MU:** Faculty of Education, Masaryk University
  - Departments:** departments and institutes where the theses are produced.
  - RigoP:** rigorous thesis
  - The Study and Examination Regulations of Masaryk University
  - SZZ:** state final examination or final examination of CŽV programmes
  - ZZk-CŽV:** Final examination of lifelong learning programmes
  - ZP:** Final thesis: parent term for: bachelor's thesis, master's thesis, rigorous thesis, final thesis of lifelong learning
  - ZP-CLL:** final thesis of lifelong learning programmes
- (4) **Responsibility:** vice-deans for studies

## Article 2

### Assignment of the topic of the final thesis

- (1) The lecturer at the Faculty of Arts of MU enters the framework topics of the final thesis into the IS MU in the application Topic lists. The topic of the final thesis, including the supervisor, can also be proposed by the student in the same application. If the thesis supervisor agrees with the proposed topic, he/she confirms it in this application or lists the topic directly for the proposer.
- (2) The topic of the thesis must be consistent with the graduate's major or minor profile.
- (3) If the topic is chosen from the field of teacher propedeutics (pedagogical-psychological module), the consent of the supervisor/guarantor of the programme in which the student is enrolled is required. Consent is sought by the learner him/herself, and also saved for possible submission. The form of consent may be in paper or electronic from the University address and is freely formulated. The committee may require the submission of this consent at the time of the defence.
- (4) A topic that does not fit the profile of the graduate has the right to be changed or cancelled by the sponsor or sponsor. He/she shall inform the supervisor of the thesis and the learner of this step.
- (5) The student chooses the topic of the bachelor's or master's thesis at the latest before the beginning or during the semester preceding the last two semesters of the relevant study (i.e. before the beginning of the 4th semester of the bachelor's degree, the 8th semester of the five-year master's degree and the 2nd semester of the follow-up master's degree). In this semester, he/she enrolls in the course Bachelor Thesis - Project / Master Thesis - Project. In this course the student:
  - a) draw up a work project;
  - b) get acquainted with the Online Module - Final Thesis;
  - c) get acquainted with the subject standards of the final thesis in the relevant department;
  - d) inserts the project annotation into the official assignment in the IS MU Topic Schedule application, in which the aim of the work and the method of processing are clearly stated.

The topic of the final thesis in the CŽV and rigorous thesis programmes is chosen by the student according to the instructions of the relevant department.

- (6) By awarding credit from the subject Bachelor's or Master's Thesis - Project (%\_BPp or %\_DPp), the supervisor of the thesis confirms, among other things, the compliance of the topic with the profile of the graduate of the programme according to paragraph 2 of this article. If the thesis is a thesis in educational-psychological propedeutics, the award of credit also implies that the student has the approval of the programme supervisor/guarantor to write the thesis.

## Article 3

### Preparation of the final thesis

- (1) The specifics and requirements for the preparation of final theses are specified in the field standards, which clearly define the objectives, research methods and form of the thesis in the respective field.
- (2) The field standards are developed and published by the programme's guarantor department.

- (3) The final thesis must contain the following statement in the introduction of the Czech programmes: *'I declare that I have prepared my (bachelor's / diploma / rigorous thesis / final thesis) independently, using only the sources cited in the thesis. I am aware of the consequences of the offences under the provisions of the Disciplinary Regulations for Students of Masaryk University, as well as of the failure to comply with Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended.'* The work of foreign language programmes must contain a statement of the same content and meaning in the respective language.
- (4) If the learner has used AI tools in the preparation of the thesis, the thesis must include a statement that reads as follows: *'I declare that I have used AI tools in accordance with the principles of academic integrity and that I make appropriate reference to the use of these tools in the thesis'*. Theses from other language programmes must include a statement of the same content and meaning in the appropriate language.
- (5) The thesis can be written in Czech, Slovak, English, French, German or Russian. The choice of language is agreed by the supervisor of the thesis, and the linguistic quality is reflected in the opinion.
- (6) The minimum scope of the final thesis, i.e. the professional text (without appendices) is set as follows:  
bachelor thesis: 40 standard pages, i.e. 72 000 characters including spaces;  
thesis: 60 standard pages, i.e. 117 000 characters including spaces;  
CŽV thesis: 30 standard pages, i.e. 54 000 characters including spaces;  
rigor thesis: 100 standard pages, i.e. 180 000 characters including spaces;  
The rigorous thesis includes an autoref. The minimum scope of the so-called implementation report for final theses involving artistic or discipline-specific performance is set by the discipline standards.

Different requirements may apply to non-Czech language work, but these must be specified in the subject standards and must be relevant to the characteristics of the programme.

## Article 4

### **Submission, publication and defence of final theses**

- (1) Publication, control and archiving of the final thesis is regulated by the MU Study and Examination Regulations.
- (2) Before submitting an application for the SZZ or ZZk-CŽV, which should also include the defence of the final thesis, the learner is obliged to check all records of the thesis in the application Schedule of topics. By submitting the application for the SZZ or ZZk-CŽV, which also includes the defence of the thesis, the learner confirms the correctness of all data in the Topic List application and thus instructs the creation/updating of the thesis archive.
- (3) The thesis archive is created and updated by the authorised persons of the study department or the lifelong learning centre.
- (4) The learner submits the bachelor's or diploma thesis by inserting it into the thesis archive, or an identical printed form of the thesis:
  - a) no later than 20 April inclusive, if he/she is registered for the defence in the spring term.
  - b) no later than 10 December inclusive, if he/she is registered for the defence in the autumn term.

The deadlines for the submission of the CJL certificate are governed by the instructions of the CJL Centre. The submission of the RigoP is governed by the relevant faculty regulations.

- (5) The publication of the thesis shall be carried out by the authorised persons of the study department, as a rule, on the next working day after the deadline set out in paragraph 4.
- (6) If it is desirable for good reasons, the work may be published earlier. The request for earlier publication is made solely by the student.
- (7) The thesis supervisor will check the thesis for plagiarism using the appropriate application in the IS MU within five working days of publication and award a grade for the subject Bachelor's / Master's Thesis - Completion. Suspicion of plagiarism is grounds for initiating disciplinary proceedings.
- (8) By awarding a positive evaluation for the subject Bachelor's/Diploma Thesis - Completion (%\_BPd, respectively %DPd) or the corresponding subject in the CŽV programme, the supervisor confirms that the thesis is completed, will be defended in this form and that the name of the person who will prepare the thesis review is listed in the archive.
- (9) The opponents of the bachelor's, diploma and final thesis are appointed by the head of the relevant department in agreement with the programme guarantor.
- (10) The requirements for the submission of the rigorous thesis and its defence are laid down in the relevant regulations of the Faculty of Arts and MU, especially the Organisation and Course of the Rigorosum Proceedings at the Faculty of Arts and MU.
- (11) A condition for access to the defence of a bachelor's, diploma and final thesis is its prior publication. The defence of the thesis takes place at the department supervising the major or minor field of study. The defence of a thesis written at a department providing teaching of pedagogical-psychological propedeutics takes place at the department guaranteeing the student's programme (major).
- (12) The reports are structured according to the Methodological Guideline for the Evaluation of Final Theses, which is attached to this document.
- (13) The thesis reviews must be published in accordance with the provisions of the CPR at least five working days before the date of the defence. Dates of the defence of bachelor's and master's theses are listed in the relevant application in IS MU.
- (14) The unsuccessfully defended thesis must be reworked on the same topic. Its submission follows the same guidelines as the submission of the first version.
- (15) A person employed at PdF MU may not supervise more than 10 bachelor's and master's theses at the same time. This number may be exceeded only in exceptional and justified cases and with the approval of the Vice-Dean for Quality and Student and Alumni Affairs.

## Article 5 Final provisions

- (1) Related documents:
  - Study and Examination Regulations of Masaryk University,*
  - Implementing Regulations Organization and Course of the Rigorous Procedure at the MU Faculty of Arts,*
  - Disciplinary Regulations for MU Students.*
- (2) List of records:
  - They're not.*
- (3) List of attachments:
  - Methodological instruction for the evaluation of final theses*
- (4) Check and update:

This guideline is checked once a year by the Head of the Study Department.

Proposals for changes to this guideline should be submitted through the Head of the Study Department or directly to the Vice-Dean for Studies.

The faculty management informs the academic community of PdF MU about all changes in this document by e-mail with a link to the updated version.

- (5) The Vice-Deans for Studies are responsible for the interpretation of this guideline.
- (6) This instruction cancels the Instruction of the Dean of PdF MU No. 1/2015.
- (7) This instruction shall take effect on the date of publication.
- (8) This instruction shall take effect on 1 September 2024.

Change history:

Period of validity	Article/Point	Text
23.07. 2024		

Brno, 23 July 2024

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Dean

## Annex

### Methodological instruction for the evaluation of final theses

The purpose of the evaluation of the final thesis is the analysis of content and form, which assesses whether the learner has acquired the appropriate knowledge and skills defined by the subject standards.

The thesis supervisor's and opponent's reports are argumentative texts that evaluate the following elements based on a thorough knowledge of the thesis:

1) **Theme, title and originality of the work**

*Usefulness and originality of the topic, aptness of the title*

2) **The aim of the work**

*Definition of the objective and its description, measure of achievement of the objective; formulation of the scientific question*

3) **Structure of work**

*Logical structure and procedure, continuity of individual chapters*

4) **Methodology of the final thesis**

*Description of the processing method, relevance to the topic*

5) **Theoretical training**

*Knowledge of relevant sources, their selection and timeliness; ability to work with them and select key information*

6) **Language level and style**

*The level of the text in relation to the language standard and usage of professional texts in the field; fluency and coherence of the text*

7) **External coherence (citations, references)**

*Setting in the professional context: extent and level of sources used, references to them, accuracy and consistency of references*

8) **Scope of work**

*Adequacy of scope and annexes*

9) **Regularity**

*Graphic aspect of the work, degree of compliance with basic typographic rules*

10) **Conclusion**

The assessment is supplemented by a draft of questions to be answered by the student in the defence to show that he/she understands and is well versed in the subject.

In the final statement, the supervisor/opponent clearly summarizes his/her own opinion on the evaluated thesis in the statement: 'I [recommend/do not recommend] the [Bachelor's/Diploma/Thesis] thesis for defence and I propose to evaluate it with the grade "passed with distinction", "passed" or "failed". This statement is one of the starting points of the defence procedure.

In the case of a report entered into the thesis archive by the supervisor(s)/opponent(s) in person, the authorization and time stamp provided automatically by the MU Information System

is sufficient. For theses submitted also in printed form for archiving, the printed report is inserted. It must contain the date and signature.