



**Directive of the Dean of the Faculty of Economics, the Technical University of Liberec
No. 1/2019**

Title	Processing of Final (Bachelor's and Master's) Theses at the Faculty of Economics, Technical University of Liberec			
	Name	Position	Date	Signature
Guarantor:	Ing. Eva Šírová, Ph.D.	Vice-Dean	16. 2. 2026	
Approved by:	Ing. Mgr. Marek Skála, Ph.D.	Dean	16. 2. 2026	
	Mgr. Karel Stuchlík	Lawyer	16. 2. 2026	
Review:	05	Effective from:	15. 3. 2026	
File symbol:	A 1 2 2	Shredding symbol:	A 5	
Ref. No.:	TUL26/3813/016765	JID:	TUL1001550592	

For information purposes only. The Czech version of the Dean's Directive is legally binding.

**Article 1
General Provisions**

- (1) This directive regulates the requirements for the assignment, preparation, formatting, and submission of bachelor's and master's theses (hereinafter referred to as "final theses") in accordance with [Rector's Directive No. 5/2018](#). The requirements for doctoral dissertations are regulated by [Dean's Directive No. 4/2022](#).
- (2) A final thesis is an original, substantively coherent academic written work that the student prepares independently, citing all sources used – both their own and those of others – and based on consultations with the thesis supervisor and a consultant. The title and focus of the thesis must correspond to the study programme and specialization that the author is enrolled in at the Faculty of Economics of the Technical University of Liberec (hereinafter "FE TUL").
 - a) The bachelor's thesis demonstrates that the student can study the relevant literature and critically evaluate it, achieve the set objectives of the bachelor's thesis at an appropriate level, and write a report on it. The level of the bachelor's thesis corresponds to the knowledge acquired during the bachelor's program.
 - b) The master's thesis demonstrates that the student is capable of independently solving an assigned specialized task related to the field of their master's studies, applying appropriate professional methods acquired during their studies, organizing information from primary and secondary sources into a coherent whole, and defending the applied approach. The master's thesis corresponds to the knowledge and competencies acquired during the master's programme and demonstrates mastery of the subject matter and methodology.
- (3) The purpose of the thesis is to demonstrate the student's ability to apply the theoretical and practical knowledge and skills acquired during their studies. The author of the thesis is fully responsible for the accuracy and truthfulness of all information contained therein.
- (4) In those sections where the text of the thesis is based on known facts described in the literature, these sources must be cited in accordance with ČSN ISO 690:2022 (citation examples are provided in the [Citation Guidelines](#)).



- (5) The use of artificial intelligence tools is regulated by [Rector's Directive No. 4/2023](#). Generative AI tools may not be listed as authors of the text. The student is always responsible for the content, including text created using generative AI tools. The use of AI tools, including large language models (LLMs), for the creation, development, or generation of text must be clearly and transparently stated by the student in the Introduction or Methodology section or in another appropriate section of the thesis. The use of AI tools for proofreading, text editing, and formatting is not considered text creation and need not be explicitly stated.
- (6) From the perspective of copyright law, final theses are fully regulated by [Act No. 121/2000 Coll.](#), on Copyright, in particular Section 60 – academic works.
- (7) Final theses are public, as stipulated by [Section 47b of Act No. 111/1998 Coll.](#) on Higher Education Institutions, Article 36 of [the TUL Study and Examination Regulations](#), and [Rector's Directive No. 5/2018](#).
- (8) The supervisor of a bachelor's thesis may be an academic employee with a title of Ing. (or its equivalent) or higher working at a department of the FE TUL. The supervisor of a master's thesis may be an academic employee with a Ph.D. or higher working at a department of the FE TUL.

Article 2

Assignment of Final Theses

- (1) During the month of March, department employees shall publish proposed general topics for final theses to be written in the following academic year in the IS/STAG. The topics must be consistent with the study program (and its specialization, if applicable) for which they are listed and are subject to approval by the guarantor of the study programme or specialization prior to publication.
- (2) A student may propose their own thesis topic by the end of February at the latest, based on an individual agreement with their future thesis supervisors. If the student's proposed thesis topic is approved by the thesis supervisor and the guarantor of the study programme or specialization, this topic is listed in IS/STAG with a note indicating that it is primarily intended for that specific student.
- (3) Students select the focus of their thesis during the month of April of the penultimate year of study from the topics announced by the relevant department. Based on their selection, the student registers a maximum of three topics (including their own topic) in IS/STAG for the preparation of the thesis, for which they also specify their personal priorities. Part of the registration process involves drafting the thematic focus and a brief outline of the thesis, which the student submits to the thesis supervisor.
- (4) The potential thesis supervisor will review the submitted materials and assign the topic to a specific student in IS/STAG. A single topic may be assigned to multiple students.
- (5) After registering the thesis topic, the student will complete the thesis assignment details in IS/STAG (the "Thesis Topics" panel) as follows:
 - a) the thesis title in Czech and English,
 - b) guidelines for the thesis (in the form of a numbered list) must be consistent with the thesis title and must correspond to the topic of the thesis (see Appendix A of this directive for an example),
 - c) a list of recommended relevant literature (in the form of a bulleted list; no recommended title may be older than 10 years; the list must always include at least one current expert article from a journal indexed in the Web of Science, Scopus, or ProQuest databases). The list must meet the requirements of ČSN ISO 690:2022; details are provided in the [Citation Guidelines](#).



- d) Students in professionally oriented study programmes shall include two blank lines below the bibliography, "Advisor:", followed by the advisor's name (including titles) and job title.
- (6) The student selects "Supplementary Material for the Final Thesis Completed by the Student" and clicks the "Save" button.
 - (7) The thesis supervisor reviews the information entered by the student into IS/STAG and, if necessary, agrees on revisions with the student. After final revisions, the instructor selects "Thesis Supplement Approved by Supervisor" and presses the "Save" button.
 - (8) The guarantor of the study programme or specialization approves the specific thesis proposal in IS/STAG via bulk approval of topics no later than October 15 of the relevant academic year.
 - (9) Subsequently, by October 31 of the relevant academic year, the Dean of the FE TUL approves the thesis assignment via bulk approval in IS/STAG.
 - (10) If the topic is not approved by the Dean or the guarantor of the study programme or specialization, it is returned to the student for revision.
 - (11) Upon approval by the Dean, the secretariat of the relevant department will convert the assigned topic in IS/STAG into a thesis assignment. Before submitting the thesis, the student will generate the assignment from IS/STAG along with the introductory pages of the thesis (see [Article 5, paragraph \(1\)](#) of this directive).
 - (12) The validity of the thesis assignment is limited to the end of the academic year following the academic year in which the assignment was approved. The student is required to submit the thesis within this period.
 - (13) Courses related to the bachelor's thesis (i.e., "Working with Academic Texts," "Bachelor's Thesis I," and "Bachelor's Thesis II"), or courses related to the master's thesis (i.e., "Master's Thesis I," "Master's Thesis II," "Master's Seminar I," and "Master's Seminar II") must be registered by the student at the department where the respective final thesis is assigned.

Article 3 **Format of the Final Thesis**

- (1) The final thesis is prepared by the student in written form. Depending on the nature of the topic, it may include appendices.
- (2) The length of the final thesis corresponds to the assigned topic and is specified in the thesis assignment. The typical length of a bachelor's thesis is 30 standardized pages; the typical length of a master's thesis is 65 standardized pages, including figures and tables (1 standardized page equals 1,800 characters, including spaces). Title pages, the thesis assignment, appendices, and the bibliography are not included in the page count.
- (3) The thesis must be written in the language in which the study programme at the FE TUL is conducted (any exceptions are subject to approval by the Dean of the FE TUL). A thesis written in the Czech language must comply with the current edition of the rules of Czech spelling and with the basic typographical rules summarized in Appendix B of this directive.
- (4) To create citations and bibliographic entries, students may use the [Zotero](#) citation software, install the [TUL citation style plugin](#), and use the author-date citation system ([TUL-iso-690-2022-ad.csl](#)). In their theses, students must use the ČSN ISO 690:2022 citation style.
- (5) When writing a thesis, students may use the online word processor [SciFlow](#), which, among other features, supports integration with Zotero.



- (6) The thesis must be written in a word processor with the following formatting settings:
- a) font size 11 points,
 - b) Inter font,
 - c) 1.5-line spacing,
 - d) all margins 25 mm, spine margin 30 mm,
 - e) each chapter begins on a new page,
 - f) mathematical expressions, figures, diagrams, graphs, and tables should be left-aligned,
 - g) mathematical expressions must be numbered sequentially; the number is placed in parentheses at the right margin of the corresponding line,
 - h) tables are numbered sequentially (e.g., "Table 1"); table titles are placed above the table (11-point Inter font, italicized); the source is cited below the table (9-point Inter font); each table cited must be referenced in the text of the thesis,
 - i) figures, graphs, and diagrams are numbered sequentially and uniformly labelled as "Figure"; titles are placed below the figure, graph, or diagram (Inter 11-point font, italicized), and the source is cited below the title (Inter 9-point font); each figure, graph, or diagram cited must be referenced in the text of the thesis,
 - j) brochures, drawings, or other company literature constitute appendices to the thesis and are not included in the page count,
- (7) The thesis is written in the passive voice; it is inappropriate to include the author's subjective, unsubstantiated opinions.

Article 4 Structure of the Thesis

- (1) The thesis generally consists of the following sections, and the pages are ordered as follows:
- a) title page generated from IS/STAG (page 1 and a blank page 2, unnumbered),
 - b) thesis assignment generated from IS/STAG (pages 3–4, unnumbered),
 - c) declaration (generated from IS/STAG, page 5 and blank page 6, unnumbered),
 - d) title, abstract, and keywords in Czech (page 7, unnumbered),
 - e) title, abstract, and keywords in English (page 8, unnumbered),
 - f) acknowledgments (optional part of the thesis, page 9, unnumbered, blank page 10),
 - g) table of contents of the thesis (page 9 or 11; page numbers begin on this page),
 - h) list of illustrations (figures),
 - i) list of tables,
 - j) list of abbreviations, symbols, and signs used (arranged alphabetically; commonly used abbreviations are not listed),
 - k) main body of the thesis (divided into chapters):
 - introduction (typically includes a general overview of the topic, the purpose, methodology, or a detailed description of the procedure and objectives of the work),
 - analysis and evaluation of the current state (includes information on the current state of the topic and presents existing findings, including a literature review),



- proposed solution, including an economic evaluation (includes a synthesis of the problem, including an economic assessment; for a master's thesis, this section is the central chapter of the entire work),
 - conclusion (clearly and logically summarizes the results achieved in the thesis, evaluates its economic, technical, and social benefits, and proposes further procedures or ideas for research).
- l) bibliography (arranged alphabetically, without further division, prepared in accordance with the [Citation Guidelines](#)),
- m) list of appendices (appendices are labeled with the word "Appendix" and identified alphabetically using uppercase letters and the title of the appendix; appendices include drawings, company materials, etc.; the page numbering of the appendices continues the page numbering of the thesis, but they are not included in the thesis's page count).

Article 5

Submission of the Final Theses

- (1) The first six pages of the thesis are generated from IS/STAG (the "My Studies" section → the "Thesis" item in the side menu → the link "Add information about the bachelor/master thesis (or submit an electronic copy of the thesis)" → the link "Print title pages and thesis assignment. PDF format.>").
- (2) The remaining pages of the thesis are numbered sequentially, starting from the "Table of Contents" page.
- (3) The student submits the thesis by uploading it to IS/STAG in PDF (PDF/A) format, including the title pages and thesis assignment, and simultaneously enters supplementary information (thesis title in English, keywords in Czech and English, thesis abstract in Czech and English). The PDF format must allow for text searchability.
- (4) After saving all data and the electronic version of the thesis, the student generates a confirmation from IS/STAG regarding the submission of the required data. The student sends this confirmation via email to the thesis supervisor and to the secretariat of the department where the thesis is supervised.
- (5) Final theses are automatically checked to ensure that their preparation did not involve the intentional, unauthorized use of another person's work in a manner that grossly violates intellectual property laws (so-called plagiarism check). The supervisor evaluates the results of the check in IS/STAG and in their review. When assessing the results of the plagiarism check, the decisive factor is not the degree of similarity found between the thesis and other texts, but whether this degree of similarity is justified, whether all sources used in the text are properly cited, and whether they are listed in the bibliography. In the event of suspected plagiarism, the Dean shall decide on disciplinary proceedings based on a recommendation from the thesis supervisor.
- (6) The Dean shall enter the credit for the courses "Working with Academic Texts" or "Diploma Seminar I" into the student's IS/STAG record. The credit for the courses "Bachelor's Thesis I" and "Bachelor's Thesis II," or "Master's Thesis I," "Master's Thesis II," and "Master's Seminar II" will be entered into the student's IS/STAG by the relevant thesis supervisor.
- (7) If a student fails to submit confirmation from IS/STAG that the required data has been entered in accordance with Paragraph 4, the thesis supervisor cannot grant a credit.
- (8) If a student fails to submit the thesis by the specified deadline, they cannot take the State Final Examination.



Article 6
Final Provisions

- (1) This revision replaces Revision 04 of Directive No. 1/2019, which is valid and effective as of September 24, 2024.
- (2) This revision of Directive No. 1/2019 shall enter into force and become effective on March 15, 2026.



Appendix A
**Sample examples of how to fill in selected information for creating
a thesis proposal in IS/STAG**

EXAMPLE 1

Topic Title: Predikce výkonových ztrát a jejich dopadů na efektivnost výroby

Topic Title in English: Prediction of Performance Losses and Their Impact on Production Efficiency

Guidelines for preparation:

1. Literature review focused on the efficiency and performance of production processes, factors influencing them, and methods for measuring them.
2. Description of the structure of the production data used and characteristics of the monitored processes and variables.
3. Aggregation and preparation of data for statistical modeling.
4. Statistical analysis of the impact of downtime and defects on production performance.
5. Proposals for production management measures and their economic evaluation.

Bibliography:

- The student must cite approximately 5 references (including 1–2 international sources) in accordance with the requirements of ČSN ISO 690:2022; details are provided in the [Citation Guidelines](#).
- No recommended title may be older than 10 years.
- The list must always include at least one current expert article from a journal indexed in the Web of Science, Scopus, or ProQuest databases.
- The list is sorted alphabetically by the author's last name.

Advisor: Students in professionally oriented degree programs should include "Advisor:" followed by the advisor's name (including titles) and job title two blank lines below the bibliography



EXAMPLE 2

Topic Title: Vliv nástrojů umělé inteligence na vybrané bankovní procesy

Topic Title in English: The Impact of Artificial Intelligence Tools on Selected Banking Processes

Guidelines for preparation:

1. Defining the thesis objective, specifying the expected outcomes, and outlining the methodology for achieving them.
2. Theoretical definition of key terms related to the thesis topic.
3. Assessment of the current state of artificial intelligence (AI) tool utilization in the processes of a selected bank.
4. Proposing solutions to identified shortcomings in the use of AI tools in the selected bank process, and defining the advantages and disadvantages of their implementation.
5. Formulating conclusions and recommendations.

Bibliography:

- The student must cite approximately 5 references (including 1–2 international sources) in accordance with the requirements of ČSN ISO 690:2022; details are provided in the [Citation Guidelines](#).
- No recommended title may be older than 10 years.
- The list must always include at least one current expert article from a journal indexed in the Web of Science, Scopus, or ProQuest databases.
- The list is sorted alphabetically by the author's last name.



Appendix B Basic Typographic Rules

- (1) When writing texts, it is necessary to follow basic typographical rules (in accordance with [the ČSN 01 6910:2014](#) standard) to ensure that the text looks appropriate from a formal standpoint and is easy to read. It is also recommended to use the Internet language guide published by the Institute of the Czech Language of the Czech Academy of Sciences.
- (2) **A period** is used after ordinal numbers and after certain abbreviations. If a sentence ends with an abbreviation or an ordinal number, only one period is used. Examples of usage are provided below.

„80. léta“, nikoli „~~80-tá léta~~“

„60letý muž“, nikoli „~~60-tiletý muž~~“

„V oddílu 2.3.1 je rozebrána myšlenka z podkapitoly 1.7 (viz pozn. 3).“

Zápis data je doporučen ve tvaru: DD. MM. RRRR, např. „13. 12. 2023“ (v textu) nebo RRRR-MM-DD např. „2023-05-01“ (v účetních záznamech ap.).

- (3) A colon used to indicate a ratio (in mathematics) is written with a space on both sides; when used to indicate a game score or a time, the colon is written without spaces.

„Fotbalové utkání skončilo stavem 2:1.“

„Poměr teoreticko-metodologické části a praktické části je 1 : 2.“

- (4) Parentheses and quotation marks are written without a space between them and the word, phrase, or sentence they enclose. In Czech, three types of quotation marks can be used; standard quotation marks are shaped like „“.
- (5) It is important to consistently distinguish between the hyphen “-” and the en dash “-”. The en dash is shorter and thicker (it is typed directly from the keyboard). A hyphen is always written without spaces (e.g., in expressions with the particle “-li” (“bude-li...”) or when joining two words, e.g., “theoretical-methodological section”).
- (6) A hyphen is longer and thinner; generally, we insert it using various keyboard shortcuts. It often automatically replaces the hyphen when the so-called auto-correction settings are configured appropriately. A dash with a space on both sides is used to separate parts of text (parenthetical phrases, key terms). A dash used to mean “up to,” “from to,” or “against” is not separated by spaces, unless it is part of a multi-word phrase.

„Otevřeno 8–20 hodin“, ale „Otevřeno 8:00 hod. – 20:00 hod.“

„Vývoj HDP v letech 1993–2023“, ale „červen 2022 – červenec 2023“

„přímý let Praha – Abu Dhabi“, ale „přímý let Praha–Vídeň“

„Monografie je označena kódem – tzv. mezinárodním standardním číslem ISBN (např. 80-86929-11-6).“

- (7) Degrees and percentages are written with a space when used as nouns. When used as adjectives, they are written without a space.

„30 %“ ve smyslu „třicet procent“, kdežto „30%“ (bez mezer) se čte jako „třicetiprocentní“.

„Teplota 15 °C“ = „15 stupňů Celsia“, kdežto „12° pivo“ = „dvanáctistupňové pivo“



- (8) When combining a number with a word, no spaces or hyphens are used. The “times” symbol × (inserted using “Insert Symbol” or Left Alt+0215) should not be replaced with the lowercase letter “x.” A space follows the period after an ordinal number. In Czech text, a comma is always used as the separator for the decimal part of a number. For clarity, thousands are separated by a fixed space (see paragraph (11) of this appendix). The names of constants, variables, functions, and physical quantities are typeset in italics.
- (9) Monetary amounts may be written as follows: “50 Kč” or “Kč 50.00” or “10,000 €” or “130 Sk” or “CZK 60”. It is not recommended to write “50,— CZK” or “CZK 50,—”; instead, write the full amount: “50 CZK”.
- (10) According to the new edition of the standard, abbreviations of legal forms may, but no longer must, be written in accordance with the Commercial Register. We recommend standardizing the notation to the form “a. s.” or “s. r. o.” or “spol. s r. o.” or “k. s.” or “v. o. s.”.
- (11) It is not appropriate to end a line with single-character conjunctions and prepositions (a, i, v, k, z, o, s) or numbers. To firmly connect a preposition to the following word (for a joint line break), a so-called non-breaking space is used, which can be entered, for example, using the keyboard shortcut Left Alt+0160, or in Microsoft Word using the shortcut Ctrl+Shift+Space. Similarly, when writing ISBN or ISSN, for example, you can prevent line breaks by inserting a hard hyphen between the digits (in Microsoft Word, use the shortcut Ctrl+Shift+hyphen).