

## Directive of the Dean No. 5/2018

### on Bachelor Thesis and Diploma Thesis at the Faculty of Economics, Technical University of Liberec

	Name	Position	Date	Signature
Guarantor:	prof. Ing. Miroslav Žižka, Ph.D.	Dean	03/09/2018	
Researcher:	-	-	-	-
Approved by:	prof. Ing. Miroslav Žižka, Ph.D.	Dean	03/09/2018	
Scrutiny:		In the working effective from:	17/09/2018	
Classification Code:	D II 1	Shredding Code:	S 25	

#### I. Legislative Framework

1. The aim of the Final Thesis (hereinafter also referred to as FT) is to demonstrate the ability to apply both theoretical and practical knowledge and skills acquired by the student during the study.
2. With reference to copyright, FT is assessed as the school's property and its content shall not be used or published without its consent.
3. The Final theses are of a public matter, as stipulated by the Act No. 111/1998 Coll. on Higher Education, § 47b on Public Disclosure of Final Theses, TUL Study and Examination Regulations, Article 31 on Public Disclosure of Bachelor, Diploma and Dissertation Papers, as well as by Rector's Directive No. 5/2018 on Publication of Bachelor, Diploma, Dissertation and Rigorous Works and their Fundamental Unified Rules.
4. Ph.D. member of academic staff or any member of academic staff of higher academic degree may become a Thesis Supervisor.
5. The number of the FT assignments is governed by the average number of FT set by the Faculty of Economics management per academic worker in the given academic year.

#### II. Final Thesis Assignment

1. Proposals for the FT topics shall be announced by the members of academic staff of the specialized departments within the study record information system STAG (hereinafter IS STAG) during the **month of March**. Topics shall be in line with the field of study for which they are listed and subject to the approval of the field of study prior to the publication of the approval.
2. The student can propose the FT topic **by the end of February the latest** by individual agreement with the future supervisor of the FT. In case of approving the FT topic by the thesis supervisor and the guarantor of the study field, this topic shall be stipulated in the study record system STAG with the note that it is intended for a particular student.
3. The student selects the course of his studies from the disciplines announced by the relevant department **during the month of April** of the penultimate semester of the academic year. At the same time, the student registers for the FT preparation within the study record system STAG of his / her choice (3 times in maximum and applies to his / her own topic as well). Part



of the registration is the presentation of the topical focus and a brief curriculum of the FT that shall be sent to the thesis supervisor.

4. Student works out particular topic assignment for the Final Thesis. Student shall download the Electronic Form for Topic of the Thesis from the website of EF TUL <http://www.ef.tul.cz/en/document/704>, shall save the document and shall name it under "Surname, Name.pdf". Based on the consultation with the Thesis Supervisor, the student shall complete the following data and shall send the form to the Thesis Supervisor to be approved:
  - name and surname of a student, academic degrees included,
  - personal identification number,
  - study programme,
  - subject-area, including specialization (depending on the studied level it is possible to choose either Topic of Bachelor or Diploma Thesis from the rolling bar),
  - assigning department,
  - the Final Thesis supervisor, academic degrees included,
  - thesis advisor, including academic degrees, his or her position as well as the employer,
  - topic assignment,
  - principles for the thesis elaboration (shall be in line with the name of the FT and shall correspond to what student intends to research and solve in the FT);
  - list of actual bibliography and references (shall not be older than 10 years, at least 1 or 2 foreign sources). The list shall meet the requirements of ISO 690: 2010, the model pattern is indicated in the FT form, details of which are contained in the Appendix A of this Directive. The last item of the list (PROQUEST) is left unchanged by the student, the following additional instructions for formatting the list of bibliography and references would be deleted by the student,
  - scope of the final thesis (to be automatically completed),
  - date of thesis assignment (to be automatically completed),
  - date of thesis submission (assignment shall be in force for two years, to be automatically completed)
  - head of assigning department (to be automatically completed).

Thesis supervisor shall submit the completed form in electronic way to the relevant faculty department by 1 October of the given year.

5. Student shall submit the following data within the study record system STAG in accordance with stipulated FT form:
  - Czech name of the FT,
  - English name of the FT,
  - thesis supervisor.

The relevant faculty department and its assistant shall check all the data within the study record system STAG as well as the validity of the FT assignment shall be entered.

6. The Head of Assigning Department shall submit the name of the Final Thesis to the Dean to be approved by 10 October.
7. The original assignment of FT, bearing the signatures of the dean and head of assigning department, remains at this department; the student will take a copy of assignment (without signatures of the Dean and the head of the department, but with the faculty stamp) from the FT supervisor.

### III. Final Thesis Processing

1. The Final Thesis is elaborated by the student in written form. Depending on the nature of the topic assignment, it is supplemented by appendices.
2. The range of the FT corresponds to the given topic and is given in the FT specifications. The usual scope of the bachelor thesis is of 30 standard pages, the usual scope of the diploma thesis is of 65 standard pages, including figures and tables (1 standard page represents 1 800 characters including spaces). The title pages, assignments, appendices, and the references do not count towards the scope.
3. The Final Thesis shall be written in a teaching language within the Faculty of Economics (eventual exception shall be approved by the Dean). The FT written in Czech language shall be in accordance with the current edition of Czech spelling rules.
4. The Final Thesis shall be printed on a white A4 paper. The opening pages are printed unilaterally, the following text (from the abstract in Czech language included) shall be printed on both sides.
5. The Final Thesis shall be written in a Microsoft Word with the following formatting settings:
  - Font size 12,
  - Times New Roman™ (hereinafter TNR) font,
  - 1,5 line spacing,
  - 25 mm for top, bottom and edge margins, the gutter margin of 30mm on the spine edge,
  - each chapter shall start with a new page,
  - mathematical relationships, figures, diagrams, graphs as well as tables are aligned to the left banner,
  - mathematical relationships shall be provided with a number, shall be numbered in ascending order. The number is indicated in a round bracket at the right margin of the corresponding line,
  - the tables are numbered in ascending order (e.g. "Table 1"), the table names are above the table aligned to the left margin of the table (font size TNR 11, italics), the source shall be stated below the table to the left margin of the table (font size TNR 11),
  - figures, charts, and diagrams are numbered in ascending order and are labeled in unified pattern as Figure. The names are presented below the figure, graph or diagram are aligned to the left banner (font size TNR 11, italics), the source is aligned to the left margin of the figure, chart, or a scheme (font size TNR 11),
  - photographs may be pasted into the Final Thesis,
  - leaflets or fliers, drawings or other corporate literature, make appendices to the Final Thesis, not counted into the Final Thesis final scope.

### IV. The Final Thesis and its Layout

1. The Final Thesis consists of the following parts, individual pages are ranked in accordance with the following order:
  - opening page shall be in accordance to the pattern indicated at the Technical



- University of Liberec website (see Students -> Intranet Students for more details)<sup>1</sup>,
  - front page shall be generated from the IS STAG in a language which is used for the Final Thesis (see the sample at the TUL website),
  - the topic of the Final Thesis (double-sided, page 2-3, not numbered),
  - confirmation statement (generated from the IS STAG, page 4, not numbered),
  - abstract and key words (presented in Czech language, page 5, not numbered),
  - abstract and key words (presented in English language, page 6, not numbered. The English name of the Final Thesis shall be indicated below the "Abstract".),
  - contents (page 7, the pages are numbered thenceforward),
  - the list of Figures (photographs),
  - the list of Tables,
  - the list of abbreviations and symbols (in an alphabetical order),
  - the text (divided into chapters): Preface,
  - Analysis as well as the current situation and its assessment, Own suggested solutions including economic assessment, Conclusion
  - References divided into Citations and Bibliography,
  - Appendices.
2. Abstract and key words shall be indicated in a given language on separate pages. The total scope or abstract shall be of 10 up to 15 lines. The English name of the Final Thesis shall be indicated together with the abstract as well.
  3. Abbreviations and symbols shall be in alphabetical order (not indicating common abbreviations).
  4. Preface part shall contain general specifications with a focus on the objective of the final Thesis.
  5. Part on Current Situation and its assessment shall provide specifications related to actual situation as well as present findings, bibliographic research included.
  6. Part on the Very Suggested Solutions shall include synthesis of the issue together with including economic assessment (this part shall not be supporting for the Bachelor Thesis).
  7. Conclusion part contains clearly and logically expressed results achieved in the Final Thesis, assessment of its economic, technical and social contribution, considerations and proposals for further proceedings.
  8. Provided that the Final Thesis is based on known facts, which are described in the scientific papers and literature, these works shall be cited according to ČSN ISO 690:2010 (see Appendix A for citation patterns).
  9. References shall be divided into "Citations" part (sources shall be referred in the Final Thesis) and "Bibliography" part (other applied sources not cited in the Final Thesis). Cited sources shall be listed in the References in alphabetical order, stating the surname of the first author, sources from the same author are shall be then ranked in ascending order according to the release. The bibliography not quoted in the Final Thesis shall be arranged in the same way.
  10. Part on Appendices contains both signification of particular appendices indicated in capital letters of the alphabet and the name as well as scope of the appendices. Drawing documentation, corporate materials, etc. is included in the Appendices.

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<sup>1</sup> If the student uses services of the editorial centre of TUL, the student shall provide the following: the name of the faculty, the name of the Final Thesis, the type of work (bachelor, diploma or dissertation), submission year, first name and surname. The editorial centre shall draw up the front pages according to the unified pattern. If the student uses the services of an external company, he or she shall prepare the front pages himself or herself according to the required pattern indicated at the TUL website.



11. The numbering of the text continues by numbering of the appendices.

## V. Submission of the Final Thesis

1. A copy of assignment of FT without the Dean's signature, but with the faculty stamp is inserted to the Final Thesis.
2. Pages within the Final Thesis are numbered in ascending order from the "Content" page, which has a page number of 7.
3. Before the Final Thesis is submitted to the student's Supervisor, the student shall paste the Final Thesis within the IS STAG as one PDF file (PDF/A), including front pages as well as the scanned original topic for the FT. Furthermore, the student shall also enter additional information such as the name of the FT in English, keywords in both Czech and English languages, the abstract both in Czech and English languages). The student shall print confirmation statement on the insertion of the required data within the IS STAG, shall sign and enclose this document to the original of his or her Final Thesis. The PDF file format shall enable text scanning and searching.
4. The submitted printouts of the Final Thesis shall be bound in such a way that the individual sheets are not loose. The original of the Final Thesis shall be bound in the so called Calico folder of dark colour with a contrast printing in accordance with the Rector's Directive No. 5/2018.
5. Final Theses shall be checked on plagiarism in the system for detecting plagiarism. In case of suspicion on plagiarism, the Dean shall decide on taking relevant disciplinary action.

## VI. Final Provisions

1. Provided that student shall not attach all required aforementioned documents, his or her supervisor shall not award him or her with a credit.
2. It is required to submit **one printout of the Final Thesis**. Provided that the student does not meet the submission deadline, or the Final Thesis is not accepted by the FT supervisor by this date, the student will not be enabled to participate in the Final State Examination.
3. The student may be provided back with a copy of the Final Thesis after succeeding in the Defence procedure.
4. The Dean's Directive No. 3/2017 is hereby revoked.

### Appendices

#### Appendix A – Bibliographic Citation Patterns

## **Appendix A – Bibliographic Citation Patterns**

A standardized-format software Citace Pro shall be applied for citations and bibliographic references. The software is available at [CitacePro](https://www.citacepro.com/), <https://www.citacepro.com/>. LIANE user name and password shall be used to log in. The citation style ČSN ISO 690 is used in this directive.

### **1) The basic document is the Czech Technical Standard:**

ČSN ISO 690:2010. 2011. *Informace a dokumentace – Pravidla pro bibliografické odkazy a citace informačních zdrojů*. Praha: Úřad pro technickou normalizaci, metrologii a státní zkušebnictví. (Note: Stipulated standard contains both mandatory and facultative data. Provided that the standard shall be in a conflict with the rules of Czech spelling within some parts, then the rules of Czech spelling are preferred and applied!)

### **2) Reference to printed monograph:**

JÁČ, Ivan, Petra RYDVALOVÁ a Miroslav ŽÍŽKA. 2005. *Inovace v malém a středním podnikání*. Brno: Computer Press. ISBN 80-251-0853-8.

For a monograph with multiple authors. Under the new version of the above standard, all names should be entered if possible. The name of the first author is given inversely, and the name of the last creator can be separated by the "and" link.) If only the main author and the team are listed, the name of the first author **and** / or **et al** is applied. Edition data is applied only if the second or subsequent edition is concerned.

PAVELKOVÁ, Drahomíra, et al. 2009. *Klasy a jejich vliv na výkonnost firem*. Praha: GRADA Publishing. ISBN 978-80-247-2689-2.

### **3) Reference to monograph in foreign language:**

CHASE, Richard B. a Nicholas J. AQUILANO. 1995. *Production and Operations Management: Manufacturing and Services*. 7<sup>th</sup> ed. Chicago: Irwin. ISBN 02-561-4023-5.

First names of authors may be replaced by the initials.

### **4) Reference to the journal article:**

KRAFT, Jiří a Ivana KRAFTOVÁ. 2009. Povzbudivý růst ekonomiky regionů: cílená regulace versus tržní autoregulace? *Politická ekonomie*. **57**(6): 769-791. ISSN 0032-3233.

### **5) Reference to scientific collections:**

ANCHOR, John a Jana FIŠEROVÁ. 2009. Gender and Regional Differences in Earning Expectations of Czech and English Students: Evidence from Business Schools. In: Aleš KOCOUREK, ed. *Proceedings of the 9th International Conference Liberec Economic Forum 2009*. Liberec: Technical University of Liberec, pp. 8-22. ISBN 978-80-7372-523-5.

### **6) Reference to Dissertation Thesis and/or Habilitation Dissertation:**



RAHMANOVÁ, Šárka. 2007. *Faktory konkurenceschopnosti českých retailingových firem*. Liberec. Disertační práce (Ph.D.). Technická univerzita v Liberci, Hospodářská fakulta. Vedoucí práce prof. Ing. Ivan Jáč, CSc.

## **7) Reference to electronic online sources:**

FIBÍROVÁ, Jana a Bohumil KRÁL. 2009. Přístupy a možnosti využití účetních informací pro měření udržitelného rozvoje podniku. *Český finanční a účetní časopis* [online]. **4**(4): 21-34 [cit. 2015-09-24]. ISSN 1802-2200. Available at: [http://cfuc.vse.cz/media/2009/cfuc\\_2009-4\\_021-034.pdf](http://cfuc.vse.cz/media/2009/cfuc_2009-4_021-034.pdf)

ČSÚ. 2010. *Statistická ročenka Libereckého kraje 2010: Statistical Yearbook of the Liberecký Region 2010* [online]. Liberec: Český statistický úřad [cit. 2015-09-24]. ISBN 978-80-250-2051-7. Available at: [http://www.czso.cz/csu/2010edicniplan.nsf/t/F50030EA93/\\$File/511011-10.pdf](http://www.czso.cz/csu/2010edicniplan.nsf/t/F50030EA93/$File/511011-10.pdf)

## **8) Scientific citation style and format:**

### **The name-year system**

In this system, in-text references consist of the surname of the author, the year of publication as well as paging of the document. All appear in round brackets within entire text. Provided the author is unknown, the abbreviation of Anon. (Anonymous) is applied. Paging shall be required for citing direct quotations, paging shall not be required for citing indirect quotations.

End references are unnumbered and appear in alphabetical order by author and year of publication, with multiple works by the same author listed in chronological order.

#### Example:

Fárek (2009, s. 8) states that "more focused attention is relevant mainly to growth and financial risks". There is a general opinion that the oil price will remain stable (Fárek, 2009). However (Černochoch, 2007) recalls that oil is not just an economic raw material.

#### Citations:

ČERNOCH, Filip. 2007. Ropná zbraň: strašák nebo reálná hrozba? *Mezinárodní vztahy*. **42**(3): 5-30. ISSN 0323-1844. Also available at: <https://mv.iir.cz/article/view/267/300>.

FÁREK, Jiří a Jaroslav FOLTÝN. 2009. Ceny ropy: tendence, problémy, perspektivy. *E+M Ekonomie a Management*. **12**(4): 5-16. ISSN 1212-3609.

Citing direct quotations and indirect quotations shall be distinguished.

**Direct quotations** reproduce the words of another writer verbatim including punctuation as well as keeping the original language. The quotations are displayed in quotation marks (in italics), followed by the source reference. No text modifications shall be permitted in the direct citation! Provided that the author adds some information, or even highlights it, the author's note shall be indicated in the parenthesis. For texts in foreign languages, the author shall provide relevant translation (after the text). The amount of direct citations shall not exceed 5%-10% of the text scope.





**Indirect quotations** paraphrase or summarize the words of another writer put in own words. Indirect quotations may add information that strengthen the author's content. The reference source shall be indicated in accordance with Bibliographic Citation Patterns. Indirect quotations shall not be offset by quotation marks, they shall be only marked (hereinbefore). The amount of indirect quotations shall not be limited. When citing literature, however, the provisions of Act No. 121/2000 Coll., on copyright law, on rights related to copyright and amending certain laws (copyright law) shall be taken into account, which state in § 31 that the Copyright Act does not interfere with the person who, **to an extent justified**, shall use the excerpts from published works of other authors in his or her work. The scope of the "justified extent" is not determined by law, but it follows from the logic and rationality, that citing of a single work shall not be of an extensive scope.