

Directive of the Dean of the Faculty of Economics Technical University of Liberec No. 1/2019				
Title	Processing of Final (Bachelor and Master) Theses at the Faculty of Economics, Technical University of Liberec			
	Name	Position	Date	Signature
Guarantor:	doc. Ing. Aleš Kocourek, Ph.D.	vice-dean	27. 8. 2021	
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For information purposes only. The Czech version of the Dean's Directive is legally binding.

Article 1 General Provisions

- (1) The final thesis is an original, comprehensive professional written work, which the student prepares independently, citing all sources applied, both his/her own and others, and based on consultations with the thesis supervisor and tutor.
 - a) The Bachelor Thesis demonstrates that the student is able to study the relevant bibliography and evaluate it critically, implement the stated objectives of the Bachelor Thesis at an appropriate level and report on it. The level of the Bachelor Thesis corresponds to the knowledge acquired during the bachelor studies.
 - b) The Master Thesis demonstrates that the student is able to independently solve an assigned professional task related to the field of his/her master study, to apply appropriate professional procedures acquired during the study, to organize information from primary and secondary sources reasonably and to defend the applied approach. The thesis corresponds to the knowledge and competences acquired during the master studies and demonstrates mastery of the professional issues and methodology.
- (2) The aim of the final thesis is to demonstrate the ability to apply both theoretical and practical knowledge and skills acquired during the studies.
- (3) In the parts, where the text of the thesis is based on known facts described in the bibliography, the bibliographic references should be cited according to the ISO 690:2010 (examples of citations are stipulated in Appendix A of this Directive).
- (4) In terms of copyright law, the theses are considered the property of the faculty and its content may not be used or published without its consent.
- (5) The final theses are public, as stipulated in [§ 47b Act No. 111/1998 Coll. on Higher Education](#), Article No. 31 [TUL Study and Examination Regulations](#) and [Rector's Directive No. 5/2018](#).
- (6) The theses supervisor at EF TUL may be an academic staff member with a Ph.D. or higher degree.
- (7) The number of newly commissioned theses per academic staff member of EF TUL is governed by the average number of theses set by the management of EF TUL for a given academic year.



Article 2 Final Thesis Assignment

- (1) During the month of March, the staff of the specialized departments publishes proposals for the framework topics of the final theses to be prepared in the following academic year in the STAG information system (hereinafter referred to as IS STAG). The topics are in accordance with the study programme (and its specialization, if any) for which they are proposed and are subject to the approval of the guarantor of the study programme or specialization before they are made public and listed in the IS STAG.
- (2) Students may propose their own thesis topic by the end of February at the latest, based on an individual agreement with the thesis supervisor. Providing the thesis supervisor and the supervisor of the study programme or specialization approve the topic, the topic is listed in the IS STAG with an explanatory note that it is preferably intended for this particular student.
- (3) Student chooses the focus of his/her final thesis during the month of April of the penultimate year of study from the areas announced by the relevant department. Student registers a maximum of three topics (including his/her own topic) of his/her choice within IS STAG, for which he/she also specifies his/her personal priorities. The registration includes the processing of a thematic focus and a brief outline of the thesis, which the student submits to the supervisor.
- (4) The future supervisor of the thesis assesses the processed documents and assigns the topic in IS STAG to particular student. One topic can be assigned to several students.
- (5) After the topic registration, the student completes the basis for the specific assignment of the final thesis in IS STAG (tab. on Témata VŠKP):
 - title in both Czech and English,
 - the principles for elaboration (in the form of a numbered list) must be in accordance with the title of the assignment and must correspond to what the student is supposed to solve in the assignment,
 - the list of recommended current bibliography (in the form of a bulleted list, not older than 10 years, at least 1-2 foreign sources). The list must comply with the requirements of ČSN ISO 690: 2010, for details see Appendix A to this Directive. The student leaves the item of the list (PROQUEST) unchanged, enters the name of the tutor and his/her position under the bibliography after the two indented lines.
- (6) Student selects "Student Completed Supplementary Material VŠKP" and presses the "Save" button.
- (7) Thesis supervisor checks the data entered by the student into IS STAG and, if necessary, agrees with the student on modifications. After the final adjustments, the supervisor selects "Teacher-approved Supplementary Material VŠKP" and presses the "Save" button.
- (8) The head of the department approves the specific assignment in IS STAG via mass approval of topics no later than 15 October of the academic year.
- (9) Subsequently, on 31 October, the dean of EF TUL approves the assignment via mass approval in IS STAG.
- (10) In case of disapproval by the Dean or head of department, the assignment is returned to the student for modification.
- (11) After approval by the Dean, the secretariat of the relevant department generates a thesis assignment in IS STAG, which is a part of the printed thesis.



Article 3 Final Thesis Processing

- (1) The student elaborates the final thesis in a written form. Depending on the topic assignment, it is supplemented by appendices.
- (2) The range of the final thesis corresponds to the assigned topic and is specified the thesis assignment. The regular scope of the Bachelor Thesis is of 30 standard pages, the regular scope of the Master Thesis is of 65 standard pages, including figures and tables (1 standard page represents 1,800 characters including spaces). The title pages, assignment, appendices, and the references do not count towards the scope
- (3) The final thesis is written in a teaching language within the Faculty of Economics (eventual exception is approved by the Dean). The final thesis written in Czech language must be in accordance with the current edition of Czech spelling rules.
- (4) The final thesis is printed on a white A4 paper. The opening pages are printed on one side, the following text from the abstract in the Czech language onwards is printed on both sides.
- (5) The thesis must be written in a word processor 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 starts with a new page,
 - mathematical relationships, figures, diagrams, graphs as well as tables are aligned to the left banner,
 - mathematical relationships are provided with a number, are numbered in ascending order, the number is indicated in a round bracket at the right margin of the corresponding line,
 - tables are numbered in ascending order (e.g. "Table 1"), the table titles are above the table aligned to the left margin of the table (font size TNR 11, italics), the source is stated below the table to the left margin of the table (font size TNR 11),
 - figures, charts, and diagrams are numbered in ascending order, labelled in unified pattern as Figure. The titles are presented below the figure, graph or diagram, 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,
 - fliers, leaflets, drawings or other corporate material, are part of appendices within the final thesis, not counted into the final thesis final scope.

Article 4 Final Thesis and Its Layout

- (1) The final thesis consists of the following parts and individual pages are ranked in accordance with the following order:
 - opening page is in accordance to the pattern indicated in Annex No. 1 [TUL Rector's Directive No. 5/2018](#),
 - front page is generated from the IS STAG (pages 1 and 2 blank, not numbered),
 - the topic of the final thesis (double-sided, page 3 - 4, not numbered),





- confirmation statement (generated from the IS STAG, pages 5 and 6 left blank, not numbered),
- title, abstract and key words presented in Czech language (page 7, not numbered),
- title, abstract and key words presented in English language (page 8, not numbered),
- acknowledgement (optional, page 9, not numbered, followed by blank page 10),
- contents (page 9 or 11, the pages are numbered from this page onwards),
- list of Figures (photographs),
- the list of Tables,
- the list of abbreviations and symbols (in an alphabetical order, commonly used abbreviations are not mentioned),
- the text, divided into chapters:
 - **Preface** (contains general specifications with a focus on objective and purpose and of the thesis),
 - **Analysis and evaluation of the current state** (data on the current state of the issue and presents current findings, bibliographic research included),
 - **Suggested solutions including economic assessment** (contains a synthesis of the issue including economic assessment. This part within Master Thesis is a principal chapter of the thesis.)
 - **Conclusion** (contains clearly and logically expressed results achieved in the thesis, evaluates its economic, technical and social contributions, considerations and proposals for further research)
- **References** (in an alphabetical order),
- **Appendices** (annexes are marked with the word "Appendix", ordered alphabetically by capital letters and the title of the annex; annexes include drawings, corporate materials, etc.; the page numbering of annexes is a continuation of the page numbering of the final thesis, but they are not included in the scope of the thesis)

Article 5

Submission of the Final Thesis

- (1) The introductory six pages of the thesis are generated from IS STAG (tab "My studies" → item in the left menu "Qualification thesis" → link "Fill in data on the thesis (or submit an electronic form of the thesis)." → link "Print title pages and assignment of thesis. PDF format".)
- (2) Subsequent pages of the thesis are numbered in ascending order, starting with the "Contents" page, which has the page number 9 (if no acknowledgement is given) or 11 (if acknowledgement is included).
- (3) Before submitting the final thesis to the supervisor, the student uploads his/her final thesis to IS STAG as a single file in PDF format (PDF/A), including title pages and the thesis assignment, and at the same time enters additional data (title of the thesis in English, keywords both in Czech and English, abstract of the thesis in both Czech and English). The PDF format must allow searching within the text.
- (4) After saving all the data and the electronic form of the thesis, the student prints a confirmation certificate about entering the required data from IS STAG, signs it and attaches it to the submitted printed thesis.
- (5) The student submits one copy of the final thesis. The submitted copy must be bound so that the individual sheets are not loose. The Final Thesis is bound in the cardboard folder of dark colour with a contrast printing in accordance with the [TUL Rector's Directive No. 5/2018](#).



- (6) Final theses are automatically checked to ensure that no intentional unauthorized use of another person's work in serious violation of intellectual property protection laws (plagiarism check) has occurred during their processing. In the event of suspected plagiarism, the Dean decides on disciplinary proceedings.
- (7) Provided that a confirmation of the insertion of the text and additional data into the IS STAG is not included within the final thesis, the supervisor of the final thesis cannot grant a credit to the student.
- (8) Unless the student submits the final thesis by the due date or the thesis supervisor does not accept the thesis by the due date, the student cannot participate in the State Final Examination.
- (9) The submitted copy of the thesis may be returned to the student after a successful defence

Article 6 **Final Provisions**

- (1) The original Directive No. 1/2019 effective from 1 July 2019 is hereby revoked and replaced by this revision.
- (2) This revision of Directive No. 1/2019 enters into force and effect on 1 September 2021.



Appendix A Bibliographic Citation Patterns

- (1) A standardized-format software [Zotero](#) is recommended for citations and bibliographic references. The software video tutorial is available on [YouTube](#). The citation style ČSN ISO 690 is applied.
- (2) First names written out in full or the initials can be applied in all types of documents. However, only one of these two options is ever used for all items in the list of sources used.
- (3) 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.

Stipulated standard contains both mandatory and facultative data. Provided that the standard is in a conflict with the rules of Czech spelling within some parts, then the rules of Czech spelling are preferred and applied!

- (4) Printed Monograph

BUREŠOVÁ, Jitka, 2019. *Budování loajality zákazníků ke značkám oblečení na Facebooku*. Brno: Masaryk University Press. ISBN 978-80-210-9123-8.

For a monograph with multiple authors. Under the new version of the above standard, **all names** are entered if possible. The name of the first author is given inversely, and the name of the last author can be separated by the "and" link.

RYDVALOVÁ, Petra, Ivan JÁČ, Eva KARHANOVÁ HORYNOVÁ, Eva ŠTICHHAUEROVÁ, Magdalena ZBRÁNKOVÁ, Klára ANTLOVÁ, Naděžda PETRŮ a Jiří VACEK, 2017. *Typologie a hodnocení vitality rodinného podnikání*. Liberec: Technická univerzita v Liberci. ISBN 978-80-7494-352-2.

SEMERÁDOVÁ, Tereza a Petr WEINLICH, 2019. *Website Quality and Shopping Behavior – Quantitative and Qualitative Evidence*. Cham, Switzerland: Springer International Publishing. ISBN 978-3-030-44440-2.

Edition data are applied only if the second or subsequent edition is concerned.

KUNEŠOVÁ, Hana, Aleš KOCOUREK, Pavla BEDNÁŘOVÁ, Eva CIHELKOVÁ a Miloš NOVÝ, 2014. *Světová ekonomika: nové jevy a perspektivy*. 3. vyd. Praha: C.H. Beck. ISBN 978-80-7400-502-2.

- (5) Journal Article

ŠTICHHAUEROVÁ, Eva, Miroslav ŽIŽKA a Natalie PELLONEOVÁ, 2020. Comparison of the Significance of Clusters for Increasing Business Performance. *Journal of Competitiveness*, **12**(3): 172–1889. ISSN 1804-171X.

- (6) Contribution in Scientific Collection

MYSLIVCOVÁ, Světlana, Kateřina MARŠÍKOVÁ a Jaroslav DEMEL, 2021. Employability of University Graduates: The Influence of Covid-19 Pandemic. In: ANTLOVÁ, Klára a Tereza SEMERÁDOVÁ (eds.). *Proceedings of the 15th International Conference Liberec Economic Forum 2021*. Liberec: Technical University of Liberec, s. 405–413. ISBN 978-80-7494-578-6.



(7) Dissertation Thesis and/or Habilitation Dissertation

SUKOVÁ, Lenka, 2021. *Organizační transformace a integrace podniku v průběhu životního cyklu*. Liberec. Disertační práce (Ph.D.). Technická univerzita v Liberci, Ekonomická fakulta. Vedoucí práce: doc. Ing. Petra Rydvalová, Ph.D.

(8) Electronic Online Sources

UNGERMAN, Otakar a Jaroslava, DĚDKOVÁ, 2019. Model of the Circular Economy and Its Application in Business Practice. *Environment, Development and Sustainability* [online], 22(4): 3407–3432. [cit. 2021-08-24]. ISSN 1573-2975. Dostupné z: <https://link.springer.com/content/pdf/10.1007/s10668-019-00351-2.pdf>

ČSÚ, 2020. *Statistická ročenka Libereckého kraje 2020* [online]. Liberec: Český statistický úřad [cit. 2021-08-24]. ISBN 978-80-250-3002-8. Dostupné z: <https://www.czso.cz/csu/czso/statisticka-rocenka-libereckeho-kraje-2020>

PROQUEST, 2021. *Databáze článků ProQuest* [online]. Ann Arbor, MI, USA: ProQuest. [cit. 2021-09-26]. Dostupné z: <http://knihovna.tul.cz>

(9) For referring the sources used in the text of the thesis, the Harvard referencing style is applied, i.e. **the authors' last name and the year of publication**:

- The author's last name and the year of publication in round brackets placed within the text.
- When citing a source with more authors, the first author's surname should be stated followed by 'et al'.
- No Author: If possible, use the organisation responsible for the post in place of the author.
- If this institution is also unknown, the abbreviation "Anon" (i.e. (anonymous)) is applied.
- If directly quoted, page number in round brackets is placed after the year of publication.

(10) The list of citations at the end of the thesis is arranged alphabetically by authors' surnames and at the second level by year of publication.

Example:

Fojtíková a kol. (2014, s. 301) definuje globalizaci jako „objektivní a přirozený proces, který je poháněn expanzí mezinárodního obchodu, zvýšenou mobilitou kapitálu a pracovní síly.“ a ukazuje, že tento proces je sice spontánní, ale často bývá podporován nadnárodními společnostmi a mezinárodními organizacemi (Fojtíková et al. 2014). Také díky tomu nabízí globalizace mnohé příležitosti, ale neskýtá žádné jistoty (Kraft a Fárek 2012).

References:

FOJTÍKOVÁ, Lenka, Kateřina DVOROKOVÁ, Radomír KAŇA, Monika MRLINOVÁ, Eva KOVÁŘOVÁ, Jana KOVÁŘOVÁ, Lukáš MELECKÝ, Michaela STANIČKOVÁ, Boris NAVRÁTIL a Eva POLEDNÍKOVÁ, 2014. *Postavení Evropské unie v podmínkách globalizované světové ekonomiky*. Ostrava: Vysoká škola báňská – Technická univerzita Ostrava. ISBN 978-80-248-3333-0.

KRAFT, Jiří a Jiří FÁREK, 2012. *Světová ekonomika v epoše globálních změn*. Liberec: Technická univerzita v Liberci. ISBN 978-80-7372-910-3.



(11) Citing direct quotations and indirect quotations is distinguished.

- a) **Direct quotations** - an exact copy of the original, including punctuation, keeping the original language, the quotations are placed in quotation marks (text usually in italics), followed by a reference to the source. No text modifications are permitted in the direct citation! Provided that the author adds some information, or even highlights it, the author's note is indicated in the parenthesis. For texts in foreign languages, the author provides relevant translation (after the original text). The amount of direct citations shall not exceed 5%-10% of the text scope.
- b) **Indirect quotations** - paraphrase or summarize the words of another writer and put in own words. The reference source is always indicated in accordance with Bibliographic Citation Patterns. Indirect quotations are not put in quotation marks, only the source applied is indicated. The amount of indirect quotations is limited. When citing bibliography, however, the provisions of Act No. 121/2000 Coll., on Copyright Law, on rights related to copyright and amending certain laws (copyright law) are taken into account. The [§ 31](#) states that the Copyright Act is not infringed by the person who, **to an extent justified**, uses the excerpts from published works of other authors in his/her work. The degree of the "justified extent" is not determined by law, but it follows from the logic and rationality, that citing of a single work is not of an extensive scope.

