

Dean's notice No. 8/2014 On Bachelor and Diploma Theses

§1 Introductory Provisions

(1) This notice specifies the rules of assigning, processing, delivering and evaluating of bachelor and diploma theses (hereunder only "theses") at the Faculty of Forestry and Wood Technology (FFWT) of the Mendel University in Brno (hereunder only the "University").

(2) This notice follows the Rector's directive No. 5/2013 on publishing the university qualification theses in accordance with the § 47b of Act No. 111/1998 Coll., about universities, as amended.

(3) The bachelor thesis demonstrates the student's ability to work with literature in formulating and solving a problem of the study program (field of study).

(4) In accordance with the aim of master's study programs, in diploma thesis, the student demonstrates his ability to creatively apply expert knowledge in formulating and solving the problems of studied field.

(5) The topics of theses are published by FFWT departments before the beginning of the tutorial phase of the academic year's winter semester at the latest. The topics are based on the professional aim of individual departments and their employees. The student has the right to propose his own topic of the thesis, if it is in accordance with the professional orientation of the department, within the capacity of its employees and has been approved by the potential thesis supervisor. The chosen topic has to be in close relation with the study program (field of study), in which the student will defend his thesis. The solution of thesis on a working compartment other than one of the FFWT departments is possible only in justified cases with regard to the specificity of the thesis topic and after approval by the FFWT dean. A formal request, which is annexed by the topic, aim and methodology of the thesis (Specification sheet), is submitted to the FFWT dean through the study department until the deadline set by the academic year timetable for the submission of theses' topics.

(6) The requirements for the form of theses are specified in the Dean's directive No. 4/2014 On the Form of Written Theses and Citations from Documents Used in Qualification theses Presented at the Faculty of Forestry and Wood Technology (FFWT).

§2 The Process of Assigning, Processing and Evaluating Bachelor Theses

(1) The student is obliged to choose a topic of final bachelor thesis until the deadline set by the academic year timetable. During the time specified by a directive of the FFWT dean, the thesis supervisor uses the UIS application to process the Bachelor Thesis Assignment, which he submits to the head of the corresponding department in three original copies (duplex printing).

(2) The head of the department signs the Bachelor Thesis Assignment to confirm that the assignment is correct professionally and formally, in particular that the aim and character of the assigned thesis reflects the demands on bachelor thesis and the graduate profile of the corresponding study program/field. The

head of the department then ensures the delivery of the signed assignment to the Dean's Office of the faculty.

(3) After the Bachelor Thesis Assignment is approved by the faculty dean, it is considered complete.

(4) During the elaboration of the bachelor thesis, the student regularly consults his progress with the supervisor, who sets the basic work methodology principles. If it is required by the solved problem, an expert consultant may be appointed for the student, and his name is mentioned in the assignment page of the thesis. The supervisor ensures the compliance with the appropriate elaboration procedure.

(5) Until the deadline set by the academic year timetable or the FFWT dean's directive, the student shall submit two copies in bookbinding to the department, on which the thesis has been assigned. Formally, this thesis has to comply with the Dean's Directive No.4/2014. Until the same deadline, the student shall submit an electronic copy of the bachelor thesis to the UIS and perform further actions according to the Rector's Directive No.5/2013. Based on the fulfilment of all obligations related to the submission of the bachelor thesis, the student is awarded credit for the Bachelor thesis subject by the supervisor.

(6) After the submission of the bachelor thesis, the head of department sets an assessor. The head of department is responsible for forwarding one copy of the bachelor thesis with the instructions for elaboration of a report to the selected assessor and he ensures the timely submission of the report to the department. The report is submitted in one self-signed original and in electronic form. The report can be edited in the UIS application, possibly on the form set out in Annex 1.

(7) A second report is elaborated by the bachelor thesis supervisor based on the same instructions as the assessor.

(8) Two copies of the thesis together with the original of supervisor's report and assessor's report shall be submitted by the department secretariat to the study department of the faculty until the deadline set by the academic year timetable or by the FFWT dean's directive.

§3

The Process of Assigning, Processing and Evaluating Diploma Theses

(1) In the first semester of the master's studies, the student makes a binding choice of the diploma thesis topic until the deadline set by academic year timetable. During the time specified by a directive of the FFWT dean, the thesis supervisor uses the UIS application to process the Bachelor Thesis Assignment, which he submits to the head of the corresponding department in three original copies (duplex printing).

(2) The head of the department signs the Diploma Thesis Assignment to confirm that the assignment is correct professionally and formally, in particular that the aim and character of the assigned thesis reflects the demands on diploma thesis and the graduate profile of the corresponding study program/field. The head of the department then ensures the delivery of the signed assignment to the Dean's Office of the faculty.

(3) After the Diploma Thesis Assignment is approved by the faculty dean, it is considered complete.

(4) During the elaboration of the bachelor thesis, the student regularly consults his progress with the supervisor. Student lays out a work methodology according to the diploma thesis assignment. After its approval by the supervisor, the methodology is used during elaboration. If it is required by the solved problem, an expert consultant may be appointed for the student, and his name is mentioned in the assignment page of the thesis. The supervisor ensures the compliance with the appropriate elaboration procedure.

(5) Until the deadline set by the academic year timetable or the FFWT dean's directive, the student shall submit two copies in bookbinding to the department, on which the thesis has been assigned. Formally, this

thesis has to comply with the Dean's Directive No.4/2014. Until the same deadline, the student shall submit an electronic copy of the diploma thesis to the UIS and perform further actions according to the Rector's Directive No.5/2013. Based on the fulfilment of all obligations related to the submission of the diploma thesis, the student is awarded credit for the Diploma thesis subject by the supervisor.

(6) After the submission of the diploma thesis, the head of department sets an assessor. The head of department is responsible for forwarding one copy of the bachelor thesis with the instructions for elaboration of a report to the selected assessor and he ensures the timely submission of the report to the department. The report is submitted in one self-signed original and in electronic form. The report can be edited in the UIS application, possibly on the form set out in Annex 2.

(7) A second report is elaborated by the diploma thesis supervisor based on the same instructions as the assessor.

(8) Two copies of the thesis together with the original of supervisor's report and assessor's report shall be submitted by the department secretariat to the study department of the faculty until the deadline set by the academic year timetable or by the FFWT dean's directive.

§4 Final provisions

This notice repeals the notice No. 5/2008 and becomes effective on 20/10/2014.



prof. Dr. Ing. Petr Horáček
Dean of FFWT

Annex 1

Mendel University in Brno, Faculty of Forestry and Wood Technology

EVALUATION OF BACHELOR THESIS

Study program:

Field of study:

Academic year:

Thesis title:

Author:

Thesis supervisor:

Assessor (name, surname, title,
working compartment):

	Aspects	Evaluation grade						cannot be evaluated
		A	B	C	D	E	F	
1	Fulfilment of the assignment requirements							
2	Topicality and professional level of the thesis							
3	Use of knowledge gained by study							
4	Use of professional literature							
5	Suitability of solution methodology							
6	Use of results processing methods							
7	Results interpretation, discussion							
8	Formal design of the thesis							
9	Author's approach to problem solution							

Mark the assessment by **X**

Particular notes and questions regarding the thesis:

Conclusion: I recommend / not recommend this thesis for defence*

*strike through the inapplicable option

Suggested final evaluation of the thesis*:

A	B	C	D	E	F
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*circle the suggestion or put it into parentheses e.g. (A)

Date

Signature (thesis supervisor/assessor)*
*strike through – delete the inapplicable
option

Annex 2

Mendel University in Brno, Faculty of Forestry and Wood Technology

EVALUATION OF DIPLOMA THESIS

Study program:

Field of study:

Academic year:

Thesis title:

Author:

Thesis supervisor:

Assessor (name, surname, title,
working compartment):

	Aspects	Evaluation grade						cannot be evaluated
		A	B	C	D	E	F	
1	Fulfilment of the assignment requirements							
2	Topicality and professional level of the thesis							
3	Use of knowledge gained by study							
4	Use of professional literature							
5	Suitability of solution methodology							
6	Use of results processing methods							
7	Results interpretation, discussion							
8	Formal design of the thesis							
9	Author's approach to problem solution							

Mark the assessment by **X**

Particular notes and questions regarding the thesis:

Conclusion: I recommend / not recommend this thesis for defence*

*strike through the inapplicable option

Suggested final evaluation of the thesis*:

A	B	C	D	E	F
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*circle the suggestion or put it into parentheses e.g. (A)

Date

Signature (thesis supervisor/assessor)*
*strike through – delete the inapplicable option