

THE FACULTY OF REGIONAL DEVELOPMENT AND INTERNATIONAL STUDIES
OF MENDEL UNIVERSITY IN BRNO

Brno on 22 February 2010
ref. No.:

Dean's Regulation No. 1/2010
on Bachelor Thesis

Article 1
Procedure of Submitting Bachelor Thesis

1. Students shall enroll for a Bachelor Seminar in the fourth semester of their bachelor course. Within the seminar they will be made familiar with the possible topics offered by particular faculty departments for their bachelor thesis, the thesis structure, content of individual chapters, guidelines for citing the sources used as well as formal requirements for the bachelor thesis (more details see Appendix No. 1).
2. During the semester the students are obliged to choose a topic of their bachelor thesis from the list made public before the summer semester start by faculty departments or they can propose their own topic. The bachelor thesis topic shall conform to the course being studied. Students shall also arrange the thesis supervisor.
3. In conjunction with the student the supervisor will develop the assignment and gets a signature of the head of the department where the thesis belongs to including handing assignment over to the Dean's Office.
4. The supervisor shall evaluate quality of cooperation with the student and grants a credit for the Bachelor Seminar.

Article 2
Elaboration of the Bachelor Thesis

1. By the bachelor thesis the students demonstrate their ability to apply the theoretical knowledge to tackling specific practical issue.
2. The students continuously consult the bachelor thesis with their supervisor. Should the topic requires so the student might be assigned a consultant.
3. In the semester when the students wish to sit for the state bachelor exam they shall enroll for the subject called Bachelor Thesis.
4. Within the deadline provided by the academic year schedule the students shall hand over two copies of a hard-bound bachelor thesis to their supervisor. Simultaneously the thesis electronic version needs to be uploaded into the UIS and other steps following the Regulation No. 8/2007 on Publishing Information on Qualification Works shall be carried out.
5. Once all students' responsibilities related to the bachelor thesis handover are met the supervisor shall grant the student a credit for the Bachelor Thesis subject.
6. The supervisor shall supply opponent's opinion, draw up supervisor's opinion and make sure both opinions are uploaded into the UIS.

7. Within the deadline provided by the academic year schedule the head of department where the bachelor thesis has been made shall supply one copy of the thesis including the supervisor and opponent's opinion originals.
8. Upon successful defending of the bachelor thesis one copy will be supplied to the supervisor to be archived.

The regulation comes into force on the date of its publishing.

In Brno on 22 February 2010

prof. Ing. Iva Živělová, CSc.
dean of FRRMS MENDELU in Brno

Appendix No. 1:

Final Thesis Form

1. Language

The final thesis shall be written in a technical style respecting its language rules with regard to the particular specialized field specificities. No semantic nor language errors and trespasses against typographical principles will be tolerated.

2. Content

The final thesis shall have a logical layout and must be well elaborated, therefore its structure is compact. Segmentation and form are dealt with in the ČSN 7144 standard. The final thesis is typically divided into the basic parts as follows:

- title-page,
- abstract,
- content,
- introduction,
- objective,
- source list,
- material and methods,
- results,
- discussion,
- proposal for the result practical utilization,
- conclusion,
- list of source literature, sources of information and Internet sources,
- appendices, indices, lists

The title-page is followed by setting, signed statutory declaration and possibly acknowledgements.

The abstract shall include a brief description of the thesis content together with a list of key words. The abstract and key words are both in Czech and English.

The final thesis is printed single-sided, however, the standard permits duplex printing as well.

3. Extent

The thesis extent is 30 standard pages while 1 standard page is calculated as:

- 1,800 strokes
- 115 cm² of pictures, diagrams, charts, etc.

4. Formal Aspect

The final thesis can be written in a proportional (booktype) characters or non-proportional characters (computer typewriting).

The formal layout must adhere mainly to the standards as follows:

- ON 88 2503 Basic Composition Rules (for documents with the booktype) including the rules for computer processing.
- ČSN 01 6910 Composition of Papers Processed in Word Processors or Typewriters (for typed documents).

Both forms are acceptable in case they follow the respective rules. The booktype is more suitable only in case of using wider range of special symbols and characters for mathematics, charts and diagrams.

5. References to Information

For the detailed information and instructions on writing final thesis see:

http://www.frrms.mendelu.cz/cz/studium/zaverecne_prace