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## **Diploma (Master) Thesis [DT]**

The official rules and regulations of the Diploma Thesis (DT) is stated by the following two documents:

- Study and Examination Rules of University of Economics in Prague for Bachelor's and Master's degree programs, and
- Regulation of the Dean of the Faculty of Finance and Accounting number 3/2014, on the fulfilling of the study obligations

Further there are required steps that need to be proceeded in order to successfully hand in your DT – Diploma Thesis Guidance sheet.

### **Regulation of the Dean of the Faculty of Finance and Accounting number 3/2014, on the fulfilling of the study obligations**

#### **MASTERS THESIS**

##### **§ 13**

1. The Master Thesis can be processed only at the department guarantees (with guarantees) main specialization in which the student is enrolled in (see Annex no. 4 of the Decree).
2. The Thesis topics are announced by the head of department. The announced topic may be chosen by students by enrolling in a special seminar or enrolled in job training, or a student who has already graduated; Head of Department may permit an exception.
3. The student has the right to propose their own topic of the thesis put must have it approved by the head of the diploma seminar or by the academic staff and PhD students, who is appointed as the head of the Department of thesis.
4. The Master's Thesis and any changes must be approved by the Head of Department.
5. The Head of the Department will determine for the various topics the supervisors of the thesis, which is usually a part of the academic staff or a doctoral student of the University of Economics in Prague. The student is required during master thesis to cooperate with the supervisor, in particular, according to his instructions and to submit processed parts of the paper in a form that is regularly consulted.
6. Promptly after awarding the diploma work the student is obliged to submit an assignment thesis to the study information system (InSIS).
7. Assigning the thesis must take place first twenty-four, and six months before the anticipated date of the thesis defense.

## **§ 14**

### **Content, scope and elements of the thesis**

1. The student demonstrates with the Master Thesis shows the ability to systematically and independently write about a topic related to the content of the studied field of study ( or the minor ) and apply knowledge and skills acquired during their studies. They must be original unpublished works independently developed.
2. Required length of the Master's thesis is 60 standardpages.
3. Master thesis must be written in the Czech language. In the event that they are substantive to grounds arising from the nature of the thesis, the head of the relevant department authorized on the the student's request to write a master thesis in another language. This fact must be disclosed the assignment of master thesis. Master thesis submitted in another language must include the name and abstract in the Czech language.
4. Formal layout of Master thesis must comply with the requirements set out in Annex no. 1 hereto.
5. Master thesis must include a description of the reporting of the problem and goal setting work, characterization methods and workflow, expert analysis reporting a problem with the formulation with their own conclusions.
6. The work must be distinguished by their own knowledge and assessment of ideas and data taken properly marked all quotes and given all the resources.

## **§ 15**

### **Defense of the Master Thesis**

1. The student is obliged to prepare and defend the Thesis at the Department of guaranteeing the specialization in which the student is enrolled in. Thesis defense takes place at the department where the thesis was elaborated at.
2. After the approval of the supervisor, the student is obliged to submit a completed thesis in electronic form in the information system of the University of Economics in Prague ( InSIS ) and at least 21 days before the expected date of the defense of the thesis.
3. Approval of the supervisor of submitting the thesis is expressed in the judgment of the Head thesis (in the final recommendation or to defend the work).
4. The student is required to submit at least one bound copy of the thesis to the relevant department, within the deadline set by the Head of Department.
5. On the handed in thesis the supervisor and opponent write their opinions/comments, at the latest within the period specified by SER.
6. The report must include the proposed classification in accordance with the SER.
7. The opponent of the thesis is a supervisor of the relevant department. It must be college-educated expert.
8. Supervisor ensures that the student has the opportunity to become acquainted with expertise and leading opponent thesis at least three working days before the date of the defense.
9. Supervisor is responsible for ensuring that a copy of the work, and the two reports must be available during the defense.
10. The defense takes place at the state final examination. Examination Committee and its Chairman are appointed by the dean; it consists of at least two members. For the activities of the board and the proper conduct of the State final exam corresponds to its chairman. The assessment is decided by the examination committee based on the vote

of its members un-publically and in case of equality of votes, the vote of the commission chairman is final.

11. In case of not defending the thesis successfully, the examination committee will decide whether it is possible to submit a modified thesis, or whether the student has to process new work on a new topic. Repeating the thesis defense can be more than three months from the date of the failed defense.

*(Source: <http://mifa.vse.cz/for-students/regulation-of-the-dean-32014/>)*