



Faculty of Finance and Accounting
University of Economics, Prague
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Czech Republic

Diploma Thesis Guidance

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 several required steps that need to be proceeded in order to successfully hand in your DT.

1. Choosing the topic, advisor and submitting your DT

The Faculty of finance and accounting has the following rules for the DT and the choice of the topic, writing the DT and submission of the DT:

- A student that is still thinking about the topic of his/her DT should look at the recommended topics that are provided to each student by the MIFA programme coordinator and contact the given lecturer who has the topic assigned. The topics are not mandatory, they also serve as a help to guide the student whilst choosing the topic of the DT. The student may as well propose a topic of his/her choice however the choice of the topic should be guided by a relevant study advisor. Therefore if the student will choose a topic of own choice, the recommended topics should guide the student whom should be contacted as a potential advisor. In case of any help the MIFA programme coordinator will give further assistance.
- The student must contact the potential advisor of his/her DT and arrange a personal meeting to discuss the chosen topic. The advisor also has the so called "consultation hours" which are available in the Student Information System (InSIS) database. The student may visit the potential advisor during these "consultation hours".

- The student will propose the main topic – research question of the DT and will provide the advisor with a brief content and a list of literature overview which will be sent to the advisor for further evaluation. The proposal sent to the advisor will have the following content:
 - Topic of the DT – research question (may be specified)
 - Table of content of the DT
 - Literature overview
 - Expected date of DT submission (month/year)
- The DT must be written in English language.
- The DT must be chosen not earlier than 24 months and no later than 6 months before the expected date of the defense of the DT. (The process is considered as the moment when the student will apply through the Student Information System (InSIS) database where he/she will sign up and register for the DT.
- The registration mentioned above is processed by the chosen advisor of the DT. The student will have the possibility to “view” his registration only after it is finalized by the advisor.
- Once the registration of the DT is processed and finalized. The student and the advisor will have a printed and signed copy of the registration by both the student and the advisor. This document must be provided by the student to the MIFA student office where a copy will be made. THIS STEP IS MANDATORY!
- The final DT must be uploaded to the Student Information System (InSIS) database by the student no later than 21 days before the expected date of the defense of the DT.
- The final DT which was uploaded into the Student Information System (InSIS) database must be also uploaded by the student into the anti-plagiarism system Ephorus, also no later than 21 days before the expected date of the defense of the DT.
- The opponent reviews will be uploaded to the Student Information System (InSIS) database no later than 3 days before the expected date of the defense of the DT.
- The student must agree with the advisor about the number of printed copies of the final DT. Either the student will provide a printed out copy to the advisor and the opponent for the review. Or the student will only submit the work electronically and both the advisor and the opponent will have the document only in electronic form.
- THE STUDENT MUST SUBMIT ONE PRINTED OUT AND BINDED COPY OF THE FINAL DT 14 DAYS BEFORE THE DATE OF THE DEFENSE OF THE DT TO THE OFFICE OF THE MIFA PROGRAMME COORDINATOR IN ROOM NB 111.

2. Defense of the DT

- The student must register for the defense of the DT by registering in the Student Information System (InSIS) database with the course code: DIP_D and bringing the registration form to the

MIFA office NB 111. This form must be submitted to the office at the beginning of the summer semester when the student plans to have his/her defense of the DT. Further dates and deadlines will be available at the MIFA office in NB 111.

- If the student will not follow the given dates and deadlines, he/she may not be allowed to defend the DT.