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<p>Document title:</p> <p style="text-align: center;">RECTOR'S DIRECTIVE NO. 1/2022</p> <p style="text-align: center;">Final thesis in the Bachelor's degree programme of Business Economics and Management</p> <p>Elaborated by: (guarantor of the document)</p> <p style="text-align: center;">_____ Mgr. Daniela Červenclová Vice-Rector for Studies</p> <p>Approved: (Document publisher)</p> <p style="text-align: center;">Day: 23. 2. 2022</p> <p style="text-align: center;">_____ Dr. Martina Mannová rector</p>		
Number of appendices:	2	Name of the appendix:
		1. Methodological instructions for the preparation of the final thesis
Number of copies:		2. Final thesis template
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Fifth		

Art. I General principles

- (1) These regulations govern the assignment, processing and submission of bachelor's and master's theses (hereinafter referred to as "final theses") at AMBIS Vysoká škola, a.s. (hereinafter referred to as "AMBIS University").
- (2) Each academic staff member at the AMBIS University shall supervise a maximum of twenty theses and dissertations of interrupted students shall not be included in this number.
- (3) The thesis is considered to be conducted according to paragraph 2 at the moment when the thesis assignment in IS is submitted and approved by the thesis supervisor and transferred to the Thesis Archive in IS (hereinafter referred to as the "Thesis Archive").
- (4) Thesis topics are proposed by academic staff and other experts involved in teaching, and their proposals are submitted to the Head of Department for approval. The topics must be consistent with the objectives of the study and the graduate profile contained in the current accreditation of the degree programme.
- (5) AMBIS University is obliged to list a sufficient number of thesis topics with regard to the graduate profile of the degree programme.
- (6) The heads of the departments shall submit proposals for thesis topics to the degree programme guarantors for approval. After approval by the programme guarantor, the proposals are submitted to the Rector for approval.
- (7) The thesis topics approved by the Rector are entered by the study department into the AMBIS University Information System (hereinafter referred to as "IS").
- (8) As a rule, the thesis supervisors are academic staff. In individual cases, external collaborators of AMBIS University who have a contractual relationship with AMBIS University may also lead the thesis. If the supervisor of the thesis is an external collaborator of AMBIS University, the opponent is usually an internal employee of the school.

Art. II Assignment of final theses

- (1) When choosing the topic of the final thesis, it is necessary to respect:
 - the study programme - the thesis must correspond to the graduate's profile.
- (2) The thesis topics are announced and published in the IS in accordance with the Academic Year Schedule. In exceptional cases, academic staff may announce the topic of the final thesis later with the Rector's approval. The student has the opportunity to choose from the announced topics no later than the date specified in the Schedule of the respective academic year.
- (3) On the date specified in the Schedule for the relevant academic year, the student may request approval of an individual thesis topic by submitting an application via the Office of the IS. The student is required to consult/agree the individual topic in advance with the potential thesis supervisor. The approval of the proposed individual topic and the person of the thesis supervisor is decided by the relevant department and the Vice-Rector for Studies on the basis of the student's application. The head of the relevant department has the right to appoint another thesis supervisor. Lists of individual topics are submitted to the Rector of the School after discussion with the programme guarantor.
- (4) The topic of the final thesis is entered/edited by the student in the IS. The final version of the topic/title of the thesis is approved by the thesis supervisor by approval in the IS, within the deadline set by the Schedule of the respective academic year. After the deadline set by the Academic Year Schedule for editing the Assignment, the student requests any changes to the Assignment through the Office in IS. This request may be

subject to a fee in accordance with the current schedule of fees associated with study. The Assignment must also be edited in the event of grammatical errors, changes to the title of the thesis, objectives of the thesis, methods of the thesis, etc.

- (5) The assignment, approved by the thesis advisor, will be transferred to the FT Archive for the student's use. The Study Department will check the insertion and approval of the topics and the Assignment in the FT Archive.
- (6) A student may download the Assignment from the Final Thesis Archive only if at least two consultations with the thesis supervisor are recorded in the IS (see further Article III of this Directive).

Art. III

Progression of processing and management of the final thesis

- (1) The final thesis is the culmination of the relevant form of study in the form of a synthesis of previous studies and its defence is part of the state final examination. It is prepared according to the relevant study programmes, in accordance with the profile of the graduate in the given study programme and under the professional supervision of the supervisor of the final thesis.
- (2) During the preparation of the final thesis, the student is obliged to consult with the thesis supervisor on the final thesis in progress, either by personal consultation, by telephone, on-line or by e-mail. The fulfilment of the minimum number of consultations is a study obligation and a condition for the award of credit in the relevant courses, the content of which is the preparation of the final thesis.
- (3) The minimum number of consultations for one thesis is set at three, the maximum number is set at five. Individual consultations will be recorded in the IS starting in the academic year 2021/2022. Further information on the dates and recommended content of the consultations will be determined by the Vice-Rector for Studies.
- (4) The academic staff supervisor consults the thesis in his/her consultation hours or arranges individual dates with the students. Other thesis supervisors arrange consultations with students individually.
- (5) The thesis supervisor is obliged to respond to students' e-mails within 5 working days at the latest and to consult students' theses within 15 working days of the submission of the thesis concept for consultation. Exceptions are summer and winter holidays and vacation periods. In case of impossibility to meet the consultation deadline, the thesis supervisor must inform the student about this fact and propose the nearest possible date. In the case of communication problems with the thesis supervisor, where the supervisor does not respond within 15 working days, the student has the right to contact the study department, which will ask the relevant department for a solution.

Art. IV

Submission of the final thesis

- (1) Final theses shall be submitted by the deadline specified in the Schedule of the relevant academic year. In exceptional cases, a request for an extension of the deadline for the submission of the final thesis may be submitted to the Study Department. A request for an extension of the deadline for the submission of the thesis shall be submitted by the deadline for the proper submission of the thesis. This request may be subject to a fee according to the current schedule of fees associated with studies.
- (2) The Vice-Rector for Studies shall decide on the request for an extension of the thesis submission deadline.

- (3) The student shall upload the final version of the thesis to the IS and then submit a request for acceptance of the thesis in the IS Office. All required components - full text of the thesis, Assignment (if not included in the full text of the thesis), annotation in ENG and keywords in ENG - must be submitted to IS before this request is submitted.
- (4) The moment of submission of the thesis is considered to be the moment of the request for acceptance of the thesis in the IS. The request for acceptance of the final thesis must be submitted by the student no later than the deadline specified in the Schedule of the relevant academic year.
- (5) If the student fails to submit the completed thesis to the IS within two years of applying for the topic, the topic may be withdrawn from the learner after the deadline for the state final examinations in September/October of the academic year in question or another thesis supervisor may be appointed.
- (6) The student shall submit only one version of the thesis for defence. If the student uploads more than one version to the FT Archive, the last uploaded thesis in chronological order will be assessed. Only this thesis will be evaluated and defended by the learner.
- (7) The thesis submitted to the FT Archive cannot be modified, exchanged or otherwise manipulated after submission. With this submitted version, the learner proceeds to the defence.
- (8) Only files related to the thesis may be uploaded to the FT Archive. Use of the Ft Archive for the dissemination of other files will be considered a disciplinary offense. The operators of the system will propose the identified offences for consideration by the Disciplinary Committee.
- (9) As a matter of principle, an identical thesis cannot be accepted for graduation in two different degree programmes.
- (10) The formal arrangement of the thesis shall be governed by the guidelines set out in the thesis guidelines, which are attached as Annex 1 to this Directive. Failure to comply with the formal requirements for the preparation of the thesis may lead to the thesis not being recommended for defence or not being defended.
- (11) The minimum scope of the thesis is: a. for a Bachelor's thesis, a minimum of 54,000 characters including spaces, which is equivalent to 30 standard pages, counting only the number of characters from the introduction to the conclusion of the thesis, i.e. excluding appendices, list of references, etc.
- (12) Submission of a thesis with less than the specified length will result in the thesis not being recommended for defence or not being defended.
- (13) The supervisor of the final thesis confirms the acceptable quality of the final thesis by awarding credit for the subject of which it is the subject. In the case of a failure to award credit, a student who disagrees with this decision may appeal to the programme supervisor. In cases where the supervisor of the thesis is also the guarantor of the study programme, the student has the possibility to contact the Vice-Rector for Studies.
- (14) If a subsequent inspection of the thesis reveals fraudulent behaviour (including plagiarism or high conformity of content), it will be proposed to initiate disciplinary proceedings with the learner in accordance with the Disciplinary Regulations for Students of AMBIS University.

Art. V

Preparation of the defence and defence of the thesis

- (1) The supervisor of the thesis shall be appointed by the head of the department on the basis of the recommendation of the study programme supervisor after the submission of the thesis. The opponent must not be in any personal or direct employment relationship with the student. If such a relationship exists, the opponent or the student

is obliged to report this fact immediately to the head of the department, who will decide whether another opponent will be appointed. The student has no right to choose the opponent of his/her thesis.

- (2) The supervisor and the opponent shall prepare an evaluation of the submitted thesis by completing the Evaluation of the Supervisor/Opponent of the Thesis form in IS. The template of the form is available in the IS (AMBIS document server).
- (3) The evaluations must be available in the IS to the students and members of the examination committee at least 5 working days before the date of the thesis defence.
- (4) If necessary, the Rector may, at the initiative of the Head of Department, have another opposing opinion prepared, which must be made available in the IS at least 2 working days before the defence.
- (5) The final evaluation is decided by the examination committee taking into account the opinions of the supervisor, the opponent and the course of the defence.

Art. VI Publication of final theses

- (1) All final theses and their assessments, which have been defended (successful or unsuccessful), will be published through the IS and the national register of final theses Theses.cz.
- (2) In particularly justified cases, the Rector may authorise a postponement of the publication of the thesis for a maximum of 3 years. For this reason, it is not possible to include information in the thesis that cannot be published at all according to special legal regulations (e.g. classified information).
- (3) The student is obliged to process the final thesis in accordance with the principles of the Regulation (EU) 2016/679 on the protection of personal data (GDPR) and Act No. 110/2019 Coll., on the processing of personal data, as amended.
- (4) The publication and postponement of publication of the thesis is subject to Act No. 111/1998 Coll. on Universities, as amended, Act No. 121/2000 Coll. on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (Copyright Act), as amended, and Act No. 412/2005 Coll. on the Protection of Classified Information and Security Clearance.

Art. VII Related internal regulations

- (1) Study and Examination Regulations of AMBIS University.
- (2) Rector's Directive VP-R-11 Methodology of quality assessment of bachelor and master theses.
- (3) Rector's Directive VP-R-12 Prevention of plagiarism and content compliance.
- (4) Rector's Notice No. 2/2017 Prohibition of the use of electronic devices in attestation.

Art. VIII Final provisions

- (1) This Directive is an amendment to Directive VP-R-01 effective 26 July 2021.
- (2) In this Directive, the gender-neutral masculine is used to refer to the persons involved.
- (3) This Internal Directive will be elaborated and clarified methodologically by action of the Vice-Rector for Studies.
- (4) This Internal Regulation is published on the Official Bulletin Board in the section on controlled documentation.

Čl. IX Handout

- (1) Printout no. 1 management copy
- (2) Printout no. 2 loan copy