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Art. I

General principles

- (1) This regulation adjusts input, processing and surrender bachelor's and diploma theses (hereinafter referred to as "**final theses**") at AMBIS University (hereinafter referred to as "**AMBIS**"). If the preparation of a final thesis is not part of the study obligations in the study programme, the provisions of this directive shall apply accordingly.
- (2) Maximal numbers of final theses led by one supervisor and criteria and minimum requirements on a supervisor are modified special measures.
- (3) The final thesis is considered to be kept according to paragraph 2 when the final thesis assignment submitted and approved by the final thesis supervisor in the IS is transferred to the Final Thesis Archive in the IS (further just ("**FT Archive**").
- (4) Topics of final theses are proposed by academic workers and other experts participating in a class. They submit their proposals to the head of the department for the approval. Topics must be in accordance with the study objectives and graduate profile contained in valid accreditation of the study programme.
- (5) AMBIS is obligatory to list sufficient number topics of final theses with regard to the profile of a graduate of the study programme.
- (6) The Vice-Rectorate for Strategy and Development presents proposals topics of the final thesis to approval guarantors of study programmes. After the approval of guarantor study programme, proposals are submitted to the rector for the approval.
- (7) The study department publishes the topics of final theses approved by the Rector in the AMBIS study information system (hereinafter referred to as the "**IS**") on the date according to the Academic Year Schedule.
- (8) The supervisors of theses are usually academic staff. In individual cases a final thesis may be supervised by external collaborators AMBIS, who have with AMBIS connected contractual relationship. In case, that a supervisor of the final thesis is an external AMBIS collaborator, the opponent is usually an internal school employee.
- (9) A supervisor and an opponent of the final thesis in professionally focused study programme must have completed a university education of a master's degree or higher, or may be an expert from practice, approved by a guarantor study programme. In case, that is the supervisor or the opponent of the final thesis an expert in practice, the second of them must be an academic.
- (10) A supervisor and an opponent of the final thesis in academic focused on the study programme must have completed a university education of a master's degree or higher and must be an academic.
- (11) A supervisor of the final thesis would had have achieved at least one degree higher, than is a degree education of the study programme, in within whose they lead the final thesis.
- (12) Specific requirements for the preparation of final theses in programmes taught in languages other than Czech (e.g. the form of annotations or citations) will be specified in a methodological instruction of the Vice-Rector for Pedagogical Affairs.

Art. II

Assignment final thesis

- (1) When creating a final thesis topic, it is necessary to respect the study programme – topic of the final thesis must to answer profile graduate.
- (2) Topics final thesis are listed and published in IS in deadline according to Academic schedule year. In exceptional cases they can academic workers to list with the consent of the rector, the topic of the final thesis can be chosen later. The student has the opportunity to choose from the listed topics no later than the date specified in The schedule of the relevant academic year.
- (3) In deadline mentioned in Schedule the relevant academic year can The student may request the approval of an individual topic for the final thesis by submitting an application through the IS Office. The student is obliged to consult/agree on the individual topic in advance with a potential supervisor of the final thesis and his/her consent to the supervision must be attached to the application. For the approval of the proposed individual topic and a supervisor of the final thesis decides upon the student's request, the head of the relevant department to which the given topic belongs, and the vice-rector for pedagogical affairs. The head of the relevant department has the right to appoint another thesis supervisor. Lists of individual topics are, after discussion with guarantor study programme submitted for approval to the rector schools.
- (4) A student has the option of requesting approval for the preparation of the final thesis in a foreign language, or a language different from the language of instruction in the study program. The student submits a request through the Office in the IS, supplemented by a consent statement from the proposed thesis supervisor, no later than the end of the period designated for editing the Final Thesis Assignment (hereinafter referred to as the “**Assignment**”) by the student. The Vice-Rector for Educational Activities decides on the request. This request may be subject to a fee according to the current schedule of fees associated with studies. When preparing the final thesis in a language other than Czech or Slovak, the instructions given in the annexes to this directive shall be applied appropriately.
- (5) In the context of this document, Slovak is not considered a foreign language for a program taught in the Czech language. The preparation of the final thesis in Slovak is subject to the consent of the thesis supervisor.
- (6) A student prepares and fills out the assignment in the IS. The final version of the assignment is approved by the supervisor of the final thesis by agreement in the IS, within the deadline specified in the Academic Year Schedule (available in the IS as the Faculty Period Schedule). After the deadline specified in the schedule for editing the assignment, the student requests any changes to this assignment through the Office in the IS. This request may be subject to a fee according to the current study-related fee schedule. The assignment must always be edited in the event of grammatical errors, typos, changes in the objective of the work, or changes in the work methods.
- (7) A request to change the Assignment is subject to approval by the guarantor of the study programme. The Assignment is not necessarily edit in case, that student in yours final thesis will not use all literature mentioned in Assignment, if this will justify to the supervisor work.
- (8) The study department will transfer the assignment approved by the thesis supervisor to the student's FT Archive. The study department will check the insertion and

approval of topics and the assignment to the FT Archive.

- (9) The student can complete the Assignment from Download the FT archive only in the event that the Assignment has been approved by the supervisor and they are in IS recorded at least two consultations with the supervisor (further see Article III of this Directive).
- (10) The topic of the final thesis, for which the student has duly registered in the IS and which is not developed into the Assignment and approved by the thesis supervisor by the deadline set in the Schedule of the relevant academic year, may be withdrawn from the student after 60 calendar days from the specified deadline. In such a case, the student is obliged to register for a new topic of the final thesis by the deadline set in the Schedule of the following academic year. This action usually means an extension of studies for the student.
- (11) It is permitted for final theses with topics focused on the field of law and criminology in the Security Management study programme to be processed in their practical part using methods of literary compilation or content analysis of legislative text.
- (12) If, due to force majeure, it is not possible for the thesis supervisor designated when approving the Assignment to prepare an assessment of the thesis submitted for defence (e.g. due to long-term incapacity for work), the Rector, upon the proposal of the Vice-Rector for Strategy and Development, shall appoint an academic staff member with the necessary qualifications to prepare the assessment. Information on the appointment of such a person will be entered together with the assessment in the FT Archive.
- (13) If, due to force majeure, it is not possible for the thesis supervisor designated when approving the Assignment to prepare an assessment of the thesis submitted for defence (e.g. due to long-term incapacity for work), the Rector, upon the proposal of the Vice-Rector for Strategy and Development, will designate an academic staff member with the necessary qualifications to prepare the assessment. Information on the designation of such a person will be entered together with the assessment in the FT Archive.

Art. III

Progress processing and knowledge final thesis

- (1) The final thesis is the completion 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 programs in accordance with the graduate profile in the given study program and under the professional supervision of the final thesis supervisor.
- (2) During the preparation of the final thesis, the student is obliged to consult the unfinished final thesis with the thesis supervisor, through personal consultations, online or by e-mail. Fulfilling the minimum number of consultations is a study obligation and a condition for granting credit in the relevant subjects, the content of which is the preparation of the final thesis.
- (3) The minimum number of consultations for one final thesis is set at 2, the maximum number is set at 5. Individual consultations are recorded in the IS, while the minimum number of consultations recorded in the IS for the possibility of downloading the Assignment document from the IS is 2.

- (4) The final thesis supervisor from among academic staff consults the final theses in his/her consultation hours, or agrees with students on individual dates. Other supervisors of final theses agree with students on individual consultations.
- (5) The supervisor of the final theses is obliged to respond to students' e-mails no later than 5 working days and to consult their final theses no later than 15 working days from the submission of the thesis concept for consultation. The exception is the period of holidays and vacations. In the event of impossibility of meeting the consultation date, the supervisor of the final theses must inform the student of this fact and propose the nearest possible date. In the event of communication problems with the supervisor of the final theses, when the supervisor does not respond within 15 working days, the student has the right to contact the study department, which will then request a solution from the relevant department.
- (6) The supervisor of the bachelor's thesis is obliged to grant the student credit for the subject Bachelor's Seminar (in some SPs, the subject Bachelor's Thesis I) no later than the last day of the examination period in the semester in which the student enrolled in this subject. The credit is awarded by the thesis supervisor according to the conditions specified for the subject in the IS, either for a processed and submitted to the supervisor by email the Concept of the Final Thesis in the scope of at least 4 pages, the model of which is specified for the subject Bachelor Seminar or Bachelor Thesis I in the IS, or for submitting a substantial part of the final thesis created in accordance with the Methodological instructions for writing a final thesis, which is Appendix No. 1 to this Directive.
- (7) The supervisor of the bachelor thesis is obliged to award the student credit for the subject Bachelor Thesis (in some SPs the subject is designated as Bachelor Thesis II) according to the conditions specified for the subject in the IS for submitting (by email to the thesis supervisor) the final version of the thesis with the minimum specified scope and meeting the requirements set for this type of qualification thesis in accordance with the Methodological instructions for writing a final thesis, which is Appendix No. 1 to this Directive.
- (8) The thesis supervisor is obliged to grant the student credit for the Diploma Seminar subject (in some SPs the Diploma Thesis I subject) no later than the last day of the examination period in the semester in which the student enrolled in this subject. The credit is granted by the thesis supervisor according to the conditions specified for the subject in the IS upon submission (by e-mail to the thesis supervisor) of a substantial part of the final thesis created in accordance with the Methodological instructions for writing a final thesis, which is Annex 1 to this Directive.
- (9) The thesis supervisor is obliged to grant the student credit for the Diploma Thesis subject (in some SPs the subject designated as Diploma Thesis II) according to the conditions specified for the subject in the IS upon submission (by e-mail to the thesis supervisor) of the final version of the thesis with the minimum specified scope and meeting the requirements set for this type of qualification thesis in accordance with the Methodological instructions for writing a final thesis, which is Annex 1 to this Directive.

Art. IV

The use of artificial intelligence (AI) tools in the process of creating final theses

- (1) The use of AI in the process of creating final theses by school students must be in accordance with the principles of academic and personal moral integrity and must be transparent.
- (2) Students must verify information obtained through AI tools and approach them within the framework of the principles of critical thinking.
- (3) Students may use artificial intelligence (AI) tools with the intention of accelerating the preparation, refining or otherwise improving the original content of their final theses.
- (4) The student is always responsible for the output in the form of a written text; no responsibility for the creation of the text can in principle be transferred to AI.
- (5) Taking the results generated by AI in their literal or slightly modified form and presenting them as their own work is considered plagiarism.
- (6) If a student directly uses text, images or other graphic visualizations generated by an AI tool in the text of their final theses, they must properly cite this tool.
- (7) Further principles and specific examples of the use of AI tools in the process of creating final theses are contained in the Rector's Announcement No. OZ-R-10/2025 Use of AI in the process of creating written and audiovisual works by students.

Art. V

Handover final thesis

- (1) The final theses are submitted within the deadline set in the Schedule of the relevant academic year. In exceptional cases, a request for an extension of the deadline for submitting the final theses can be submitted via the IS. A request for an extension of the deadline for submitting the final theses must be submitted within the deadline for proper submission of the final theses. This request may be subject to a fee according to the current schedule of fees associated with studies.
- (2) The request for an extension of the deadline for submitting the final theses is decided by the Vice-Rector for Pedagogical Affairs.
- (3) The student uploads the final version of the final theses into the IS and subsequently submits a request to accept this final theses for defence at the IS Office. Before submitting this request, all required components must be submitted and completed in the IS – the full text of the thesis, the Assignment (if it is not part of the full text of the thesis), annotations in Czech and English, and keywords in Czech and English. For a final thesis prepared in a language other than the language of the study program based on an approved request, the procedure is appropriate. The assignment entered into the final thesis according to this paragraph must be downloaded from the IS; it is not possible to rewrite or otherwise modify it. For a final thesis prepared in a language other than Czech or Slovak, the procedure is similar.
- (4) The moment of submission of the final thesis is considered to be the submission of the application for taking over the final thesis in the IS. The student must submit the application for taking over the final thesis in the IS no later than the deadline specified in the Schedule of the relevant academic year.

- (5) If a student does not submit the prepared final thesis to the IS within two years of registering for the topic, the topic may be taken away from him after the date of the state final exams in September/October of this academic year or a different supervisor may be assigned to him.
- (6) If a student returns to the following Master's degree program on September 1 after a break in studies, he/she has the opportunity to choose the topic of the final thesis in the period from September 1 to September 14 of the given academic year.
- (7) A student submits only one version of the final thesis, which is intended for defence. If multiple versions are uploaded to the FT Archive, the last uploaded final thesis will be evaluated in chronological order. Only this thesis will be evaluated and the student will defend this thesis.
- (8) The final thesis submitted to the FT Archive cannot be edited, exchanged or otherwise manipulated after submission. The student will proceed to the defence with this submitted version.
- (9) Only files related to the final thesis may be uploaded to the FT Archive. Using the FT Archive to distribute other files will be considered a disciplinary offense and may lead to the submission of a motion to initiate disciplinary proceedings.
- (10) The same final thesis cannot be recognized for completing studies in two different study programs.
- (11) The formal arrangement of the final thesis is governed by the instructions set forth in the Methodological Instructions for the Preparation of the Final Thesis, which is Appendix No. 1 to these Directive. Failure to comply with the formal requirements for the preparation of the final thesis may result in the thesis not being recommended for defence or in its failure to be defended.
- (12) The minimum specified scope of the final thesis is:
 - a) for a bachelor's thesis, at least 54,000 characters including spaces,
 - b) for a master's thesis, at least 99,000 characters including spaces,whereas only the number of characters from the introduction to the conclusion of the thesis is included in the minimum scope, i.e. without appendices, a list of used literature, etc. Furthermore, excess spaces or empty lines are not included in the number of characters.
- (13) Submission of a thesis with a smaller than the specified minimum scope will lead to its non-defence; if a thesis is submitted that is technically incomplete, the thesis may be rejected for defence and returned for revision (supplementation), or this may lead to the thesis not being recommended for defence or not being defended.
- (14) The maximum scope of the final thesis, which is not recommended to be exceeded, is:
 - a) for a bachelor's thesis, a maximum of 99,000 characters including spaces,
 - b) for a master's thesis, a maximum of 140,400 characters including spaces.
- (15) After submission of the required part of the final thesis, the supervisor of the final thesis will grant credit for the subject whose content is the processing of the final thesis according to Article III of this Directive. In the event of non-awarding of credit, the student who disagrees with this decision has the opportunity to contact the guarantor of the study program. In cases where the thesis supervisor is also the guarantor of the study program, he or she has the option of contacting the Vice-Rector for Pedagogical Affairs

- (16) The obligations of the student and the thesis supervisor in the area of preventing plagiarism and content consistency are set out in the Rector's Directive VP-R-12 Prevention of plagiarism and content similarity.
- (17) If fraudulent conduct (including plagiarism or high content consistency) is revealed during the subsequent review of the thesis, disciplinary proceedings against the student will be proposed in accordance with the Student Disciplinary Code.

Art. VI

Preparation defence and defence final thesis

- (1) The opponent of the final thesis is determined by the head of the department or the Vice-Rectorate for Strategy and Development based on the recommendation of the guarantor of the study program after the submission of the final thesis. The opponent must not be in any personal or direct employment relationship with the student. If such a relationship exists, the opponent or student is obliged to immediately report this fact to the head of the department corresponding to the study program to which the given topic belongs, who will decide whether a different opponent will be determined. The student does not have the right to choose an opponent for his or her final thesis.
- (2) The supervisor and opponent will prepare an assessment for the submitted final thesis by filling out the form Evaluation of the supervisor / opponent of the final thesis in the IS.
- (3) The assessments must be available in the IS to students and members of the examination board no later than 5 working days before the deadline for the final thesis defence.
- (4) If necessary, at the initiative of the Vice-Rectorate for Strategy and Development or the head of the department, another opponent's report may be commissioned to be prepared, which must be published in the IS no later than 2 working days before the defence.
- (5) The examination board of the state final examination decides on the final evaluation, taking into account the reports of the supervisor, the opponent and the course of the defence.

Art. VII

Evaluation of the final thesis

- (1) The duly submitted final thesis is subsequently evaluated by the supervisor and opponent of this final thesis.
- (2) Principles of evaluation from a formal perspective:
 - 1. structure of the work and compliance with the basic standards for editing and processing of the final thesis,
 - 2. level of language processing, formal and stylistic editing,
 - 3. level of work with literature and citation of literary sources, resources.
- (3) Principles of evaluation from a content perspective:
 - 1. fulfillment of the objectives of the work,
 - 2. mastery of the chosen methodology and use of research methods,
 - 3. the student's own approach to processing the assigned topic,

4. compliance with the rules of academic integrity, citation ethics and degree of content consistency,
5. resulting contribution to the theory or practice of the given field,
6. anchoring of the topic in theory and linking conclusions to a theoretical concept,
7. appropriate terminology and topicality of the issue,
8. the student's ability to correctly interpret data and researched facts of the research within the framework of processing the work.

Art. VIII

Accessibility final thesis

- (1) All final theses that have been defended (successful or unsuccessful), the supervisor's and opponent's assessments will be made available via the IS and the national register of final theses Theses.cz.
- (2) In particularly justified cases, the rector may, in accordance with Section 47b of Act No. 111/1998 Coll. on higher education institutions and on amendments and supplements to other acts (the Higher Education Act), allow a postponement of the disclosure of the final theses for a maximum of 5 years. For this reason, it is not possible to include information in the final theses that cannot be published at all according to special legal regulations (e.g. classified facts).
- (3) The student submits an application for permission to postpone the disclosure of the final theses via the Office in the IS, always BEFORE the approval of the Assignment by the thesis supervisor.
- (4) The student is obliged to prepare the final thesis in accordance with applicable laws and other related legal standards, in particular:
 - a) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation),
 - b) Act No. 110/2019 Coll., on the processing of personal data,
 - c) Act No. 121/2000 Coll., on copyright, on rights related to copyright and on amending certain acts (Copyright Act),
 - d) Act No. 412/2005 Coll., on the protection of classified information and on security competence.

Art. IX

Related regulations

- (1) Statute AMBIS.
- (2) Study and Examination Regulations AMBIS.
- (3) Guideline rectors No. VP-R-12 Prevention of plagiarism and content similarity.
- (4) Rector's Measure No. OP-R-62 Prohibition of the use of electronic devices during exam sessions.
- (5) Rector's Announcement No. OZ-R-10/2025 Use of AI in the process of creating written and audiovisual works of students.

Art. X
Final provision

- (1) In this one directive is for designation participants persons used gender neutral masculine.
- (2) This Directive may be methodologically elaborated and specified by a measure of the Vice-Rector for Pedagogical Affairs.
- (3) This directive is published on the Official notice board and in the controlled documentation section.

Art. X
Distributor

- (1) Print No. 1 administrative copy.
- (2) Print No. 2 loan copy.

Methodological instructions for writing a final thesis

Art. I Introduction

- (1) The preparation of a final thesis (hereinafter referred to as "**FT**") and its defence may be an integral part of the state final exams at AMBIS University (hereinafter referred to as "**AMBIS**"). Whether the preparation of a final thesis is part of the study obligations is determined by the characteristics of the study program.
- (2) A thesis is a very important piece of work by a student who, at the end of the relevant type of study, proves by defending this work:
 - the ability to independently write a paper on a selected topic of their study program,
 - the fact that he has become familiar with the professional literature and is able to appropriately apply the acquired knowledge.
- (3) The student discusses the procedure for processing the thesis with the thesis supervisor, who can determine a timetable for the student for submitting individual versions of the thesis.
- (4) When writing a final thesis in a language other than Czech or Slovak, the provisions on the language used shall apply accordingly.

Art. II Content of the final thesis

- (1) Individual FT may differ in the form of processing, which largely depends on the topic and goal of the work (project design or implementation, theoretical work, empirical research, etc.).
- (2) The items in the proposed structure below that are **marked with an asterisk must be included (in the order listed)** in each **final thesis**.

Recommended work structure:

- * 1. Title page – see SAMPLE 2
- * 2. Declaration – see SAMPLE 3
- 3. Acknowledgements
- * 4. Final thesis assignment (student submits assignment approved by supervisor, downloaded from IS)
- * 5. Abstract of the thesis and keywords (in Czech and English) – see SAMPLE 4
- * 6. Contents
- * 7. Introduction
- * 8. Theoretical part or Theoretical foundations (*this part involves demonstrating the ability to create a professional text based on a research of current sources relevant to the topic*)
- * 9. Selected processing methods
- * 10. Practical part (*if a research method is chosen*) or Bachelor's application project
- * 11. Results and recommendations
- 12. Discussion
- * 13. Conclusion
- * 14. List of used literature – see SAMPLE 5
- 15. List of abbreviations used (figures, graphs, tables, appendices)

16. Attachments

(1) Description of individual parts of the FT:

ad 1) – Title page

A sample cover page is provided in this appendix (SAMPLE No. 2).

ad 2) – Declaration

The sample declaration is given in this appendix (SAMPLE No. 3) and will not contain anything else - **the student must modify the endings of the verbs "processed", "introduced" and "acquainted"** and correctly state whether it is a bachelor's or master's thesis. The student places the declaration on a separate page. The declaration states the place of residence of the student, or the place where the student made the declaration.

ad 3) – Acknowledgements

It is polite to thank the supervisor, consultant, or organization where the student had the opportunity to create the work for their assistance. In any case, it should not be longer than a few lines. It is written on a separate page.

ad 4) – Official assignment of the final thesis

At the beginning of the final thesis creation, always within the deadlines according to the AR schedule, each student will discuss with the thesis supervisor the fulfilment of the document Final Thesis Assignment in IS. The outline of the work specified in this assignment consists only of the main chapters of the body of the work itself (i.e. items ad 9). **The official final thesis assignment must be electronically approved by the thesis supervisor in IS. The final version of the final thesis assignment approved by the supervisor and downloaded by the student from IS must be inserted into the final thesis itself as a part of it. ATTENTION: Failure to comply with the objective of the work and failure to use the methods specified in the approved assignment in the submitted final thesis is considered a critical error.**

ad 5) – Annotations and keywords

An essential part of the thesis is an annotation and keywords **in Czech and English** (a sample is provided in this appendix – SAMPLE No. 4). **The annotation briefly expresses the content of the work and the results achieved in it, including the author's own contribution.** Keywords include 4–7 separate terms or phrases (in the form of nouns) that express the research topic. The annotation should not be longer than 200 words. The annotation and keywords are written on a separate page, the Czech and English versions are listed on the same page.

The annotation should never **contain** the title of the work, the name of the author, the name of the supervisor, the number of pages, etc. The annotation is always written in an impersonal style (in the passive voice); it is not appropriate to write it in the singular or plural.

ad 6) – Content

Content of the THESIS – individual chapters are numbered with Arabic numerals, with the numbering of chapters starting with the first chapter of the THESIS body itself and

ending with its last chapter, or the Results chapter, if such a chapter is part of the THESIS.

Please note: The Introduction and Conclusion are not numbered as chapters, but their pages are numbered consecutively with the other parts of the THESIS.

The structure of the THESIS should be divided **into a maximum of three levels**, i.e., for example, chapter 2.5.1 (the use of additional sub-levels makes the text unclear).

Individual pages of the thesis are also numbered with Arabic numerals, with **continuous ("visual") numbering starting from the "Contents" chapter**, with the page with the title of the thesis being considered the first page of the thesis. (Example: the page number will be visible for the first time on the contents page, e.g. number 6).

ad 7) – Introduction

The student describes the initial situation and formulates the questions and tasks that will be addressed in the thesis. An integral part of the introduction is the mandatory statement of the objective of the work in accordance with the objective stated in the official assignment. In addition to the main objective, the work may also have secondary objectives. The introduction also formulates research questions that are a tool for achieving the objective; the research question may consist of sub-questions. Failure to meet the objectives of the work is considered a critical error.

The introduction can remain in the form of several theses throughout the work, and the student usually returns to writing the definitive introduction only after working on the basic chapters. The introduction can be written in both an impersonal style and in the first person singular. It is important to avoid emotional overtones in the introductory part of the text, which are not suitable for other parts of the final thesis.

ad 8) – Theoretical part or Theoretical part foundations

Overview of the current knowledge framework (or also the current state of the problem being addressed) in relation to the researched topic (literary research). In this part, the student demonstrates the ability to create a professional text. The student will present important findings, including references to the literature used. The student should always define concepts (especially those in the title and aim of the work), preferably by defining them by multiple authors. Then, state which definition he/she will continue to work with in the work. It is also possible to briefly characterize the historical development of the problem being addressed and describe research, analyses or results of scientific research in the described area. The student always writes references to the literature used directly in the text of the work. Failure to cite the sources used is a violation of ethical principles and copyright law. The student supplements the paraphrased and cited texts with his/her own author's text, e.g., polemicalizes with the stated theory or, e.g., compares two different, conflicting theories.

ATTENTION: Starting with the topics chosen in AY 24/25, this part of the thesis should not exceed more than 1/3 of the total scope of the thesis.

ad 9) – Selected processing methods

A brief description of the methods and techniques used to solve the problem under investigation. It is appropriate to explain why the student chose a specific approach (why not another), and at the same time consider the possibilities and limitations of

the chosen approach. The student bases his/her work on the methods specified in the official assignment for the final thesis.

In the chapter Theoretical Backgrounds, the student is required to use the literary research method; depending on the nature of the work, he or she may also use other methods.

ad 10) – Practical part or Bachelor's application project (the project is only possible for bachelor's thesis)

The actual application part of the thesis, in which an analysis of the selected research area is performed and the tasks formulated in the introduction are solved. The processing is usually carried out in several chapters.

Depending on the nature of the work, the student must consider whether to include non-textual information (data, tables, images, etc.) directly in the text, or to include it after the entire work in the form of appendices, or to combine both methods. Images, graphs, or tables that take up an entire page of the work are usually placed as an appendix.

The practical part, if it is solved either through research or through the Bachelor's Application Project (only for BP), must always clearly follow on from the theoretical part of the work (Theoretical Background) and be based on the background described in the theoretical part. The student must prove his/her contribution – that is, what new things he/she has actually brought to the researched area within the practical part (i.e. not everything must be taken from other sources).

The contribution may be research, analysis, investigation, proposal of a specific solution or set of recommendations for a selected institution/company, e.g. within the framework of a Bachelor's Application Project, or analysis of a submitted proposal or recommendation, etc. - depending on the type of work and their goals.

ad 11) – Results and recommendations

The student will present a summary of their own results obtained during the preparation of the thesis. At the same time, they will evaluate the degree of achievement of the main goal (or secondary goals) stated in the introduction of the thesis. This part (if included in the thesis) usually represents the final chapter of the body of the thesis.

ad 12) – Discussion (*voluntary*)

In this section, the student can elaborate on the results and critically evaluate individual results, and compare outputs.

ad 13) – Conclusion

It represents the logical conclusion of the thesis. The student briefly evaluates his/her own process of working on the researched topic and the degree of achievement of the thesis objectives, unless this evaluation is already included in the chapter Results and Recommendations (ad 11). The conclusion can also be understood as a critical discussion of the results reached by the student (compliance of the results with the literature or assumptions; results and circumstances that particularly influenced the submitted thesis, etc.). The student can also compare his/her own work results with what has already been found out in the area addressed earlier. It is also appropriate to indicate any other (or alternative) possibilities for investigating the given issue.

ad 14) – List of used literature

In the list of used literature, all used works are listed in accordance with the valid ČSN ISO 690 standard, the Psychology and Public Policy study programs use the APA 7th edition standard, foreign language study programs use the Chicago Style citation style.

Important note: Stating someone else's statement without proper citation is a violation of citation and publication ethics. In the case of a final thesis, such a is grounds for its **automatic rejection**.

Number of literary sources used is at least 15 for a bachelor's thesis (of which 3 are foreign) and for a diploma thesis at least 30 (of which 5 are foreign). The student does not have to use foreign literature if he is working on a final thesis on a purely national topic (the tax system of the Czech Republic, etc.). Literature in Slovak or a source translated from another language into Czech is not considered a foreign source.

It is always necessary to draw from current sources (not older than 5 years); older sources can only be used in justified cases.

ad 15) – List of abbreviations, images, graphs, tables, appendices

The list is prepared by the student for greater clarity only if a large number of abbreviations, images, graphs, tables, appendices are used in the FT. These lists can be listed simultaneously on one page.

ad 16) – Annexes

Each appendix must have an appendix number (e.g. Appendix No. 4). The appendix name is given on the following line (left-aligned or centred). The text appendix has numbered pages, page numbering starts from one for each appendix. Appendixes are inserted into the IS outside the actual text of the thesis as a separate file(s). Appendixes are not included in the assessment of the content consistency of the final thesis.

Art. III**From working on final theses in a foreign language**

- (1) Processing of the FT in a foreign language, or in a language different from the language of the study program, is subject to the following rules within AMBIS:
 - title page in Czech/Slovak and title page in the language of the work (in that order),
 - annotations and keywords in the language of the thesis and in English (for a thesis written in English, annotations only in English),
 - official assignment in the language of the work and an assignment in Czech/Slovak (in that order).
- (2) In the case of a foreign language thesis, the student prepares the final thesis assignment in the same structure as the assignment in the Czech language, then downloads the approved assignment from the IS and inserts it into his/her thesis.
- (3) In the event that the obligation arises to submit the final thesis in printed form, the top of the final thesis covers will be provided with text in the language of the thesis, in accordance with this Methodological Guide and using the name of the school in English (AMBIS University).

Art. IV

Working with literature (plagiarism, citations)

- (1) When writing a final thesis, special attention must be paid to bibliographic references and document citations. The author of the thesis must pay particular attention to protecting copyright and avoiding plagiarism.
- (2) Act No. 121/2000 Coll., on copyright, on rights related to copyright and on amendments to certain acts (Copyright Act) and ČSN ISO 5127-2003, which defines plagiarism as "presentation of another author's intellectual work borrowed or imitated in whole or in part, as one's own". **Plagiarism is considered not only the intentional adoption of another's text and its publication as one's own, but also incorrect citation, failure to indicate the source, manipulation of the source or insufficient paraphrase or literal use of text generated using AI.** The definition of plagiarism, basic characteristics of plagiarism and information on checking content consistency are part of the Rector's Directive VP-R-12 Prevention of plagiarism and content similarity. The definition of the use of AI tools in the creation of qualification theses is set out in the Rector's Announcement No. OZ-R-10/2025.
- (3) The most common mistakes that students must avoid when writing their final thesis include intentional plagiarism and failure to comply with citation ethics.
- (4) **Intentional plagiarism**
 - verbatim copying of someone else's text and passing it off as your own without properly citing and referring to the original source,
 - compilation of other people's ideas (or text or parts thereof) without proper citation and reference to the original source,
 - taking over the title of the work, structure, graphic elements without proper citation and reference to the original source,
 - Intentional failure to cite sources used, or conscious manipulation of sources,
- (5) **Auto-plagiarism**
 - not citing one's own works and previously published texts in another work (whereas the use of unpublished or unincorporated seminar papers prepared during studies at AMBIS is not considered self-plagiarism)
 - Published (or archived/submitted in the IS) seminar papers must be cited as "own work".
- (6) **Failure to comply with citation ethics**
 - failure to cite the cited source, insufficient citation,
 - incorrect citation (direct vs. indirect citation), insufficient referencing in the text.

Bibliographic references and document citations

- (7) In order for the author to avoid plagiarism or failure to comply with citation ethics, it is important to work consistently and correctly with bibliographical references and document citations. One of the basic rules is to distinguish between direct and indirect citations.
- (8) **Direct quotation** means a literal (complete) adoption of another's work or part of it. Such passages **must be graphically distinguished in the text by italics and placed in quotation marks** (example: *"Be pleasant and kind in face, kind and polite in communication and manners, friendly and truthful in mouth, warm and sincere in heart"*) and provided in the text with a reference to the source according to the

chosen method. If possible, the reference to a direct quotation should also be provided with the page number from which it was taken.

- (9) **Indirect quotation** means a paraphrase of the content of ideas or a work, expressed in one's own words. We do not highlight an indirect quotation in the text in any way graphically, we only provide it with a reference to the source in the text according to the chosen methodology. Despite this, it should always be clear to the reader what the author's ideas are and which part is taken over using indirect quotation. Individual parts are most often composed into individual paragraphs or blocks. It is unacceptable for an indirect quotation from one source to continue across complete blocks of text (paragraphs, chapters) without it being clear where it begins and ends. In such a case, it is necessary to mark multiple blocks of text (paragraphs) with a reference in the text.
- (10) Bibliographic references and document citations are governed by ČSN ISO 690:2022, in the Psychology and Public Policy study programs students use the APA 7th edition standard). In study programs taught in a language other than Czech, students use the Chicago Style citation style. The standard defines the basic rules for creating bibliographical citations, in particular the requirement for unambiguous identification of the source document and methods of referencing in the text. Given the scope of the document, students are recommended to use a citation portal that respects the specified standard (e.g. [www. citace.com](http://www.citace.com)). Here it is possible to create correctly structured citations according to individual document types, including a warning about missing mandatory fields. In the case of free registration on the portal, it is possible to save the generated citations for later search or editing.
- (11) The standard also addresses citation methods and their referencing. It lists three possible ways of writing a reference to a bibliographic citation in the text: the Harvard system, the Numerical Reference Form and Running Notes. For the sake of standardization and clarity of final theses on AMBIS **are only allowed methods Harvard system (author, date) and Numerical reference form.** Citing or referencing sources in footnotes is not permitted in AMBIS. **On the contrary, it is desirable to use the footnotes for their usual purpose (i.e. providing additional information, not a reference to a source).**
- (12) Students of bachelor's, academically focused, study programs in Psychology and Public policy, due to the higher assumption of continuity with other scientific activities, must use the APA citation style in its qualification papers.

Harvard system

a) Link in the text:

The Harvard system is the most commonly used method of noting references to bibliographic citations. The author of the work or part of it and the year of publication of the cited source are given in parentheses placed directly after the citation in the form author's name, year of publication of the work.

If the author's name appears in the text itself, the year follows in parentheses immediately after the name. In the case of multiple sources, they are written in single parentheses separated by a semicolon. If multiple sources used have the same author and year of publication, they are distinguished by a lowercase letter of the alphabet following the year of publication. The letters are also given in the final list of citations. In the case of two authors who have the same surname, the citation is given the initial of the author's first name.

Example: “Marketing is a process aimed at satisfying customer needs” (Kotler, 2007, p. 8). Novák (2009) adds that this statement gains importance in times of crisis. Positive perception of marketing activities by customers plays an important role in their decision-making (Neill, 2012b; Kotler, Keller, 2009).

b) Bibliographic citations:

In the bibliography, citations are arranged in alphabetical order by the authors' last names or the name of the document's creator (state institution, university, etc.). In this method, **the year of publication** is not listed after the publisher, but **separated by a comma directly after the author. The bibliography in the Harvard method is not numbered.**

Example: CHRÁSTKA, Miroslav, 1999. *Didactic tests*. 1st edition. Brno: Paido, 91 pp. ISBN 80-85931-68-0.
NEILL, Thomas, 2012b. Empowering Marketing Thinkink. In: *World Conference on Marketing* [online]. Quebec City, Canada. ISBN 978-1-880011-63-1.

Form of numerical reference

a) Link in the text:

The reference to the source is placed in parentheses, square brackets, or using a superscript in the order in which they are first cited. A reused source receives the same number as the first time. For the sake of clarity, **only references in square brackets are used in AMBIS.**

Example: “Marketing is a process focused on satisfying customer needs” [7, p. 8]. Novák [15] adds that this statement becomes more important in times of crisis. Positive perception of marketing activities by customers plays an important role in their decision-making [7], [16].

b) Bibliographic citations:

In the bibliography, bibliographical citations are arranged in **a numbered list** according to their occurrence in the document.

Example: 8. CHRÁSTKA, Miroslav. *Didactic tests*. 1st ed. Brno: Paido, 1999, 91 p. ISBN 80-85931-68-0.
9. HEROUT, Pavel. *The Java Language Textbook*. 5., distr. Published by České Budějovice: Kopp, 2010, 386 pp. ISBN 978-80-7232-398-2.

Art. V

Final thesis writing

(1) **Font size**

The thesis is written using a suitable text editor. **A font size of 12 points** is recommended, **Times New Roman for the entire text**. **Chapter headings** are usually 20 points, sub-chapter headings 14–16 points. Footnotes are 8–10 points. The font size of the footnote should be approximately 2 points smaller than the main text.

(2) **Page margins and line spacing**

Left The text margin starts 3.0 cm from the left edge of the page, the right edge is 2.0 cm. The top and bottom edges of the page are 2.5 cm. The page number is given in the middle of the bottom edge. There are usually 30–35 lines on a page. Paragraphs are aligned in a block. Line spacing: 1.5 lines.

Descriptions of figures, graphs, diagrams and tables are numbered and placed below them, or above them in the case of tables. The origin of the adopted graphs, tables or diagrams is stated not only in the descriptions, but also in the list of references.

Art. VI

Scope of the final thesis

- (1) **Range Bachelor's theses: minimum 54,000 characters with spaces, which corresponds to 30 standard pages.**, maximum recommended range 99,000 characters with spaces, which corresponds to 55 standard pages.
- (2) **Range Diploma theses: minimum 99,000 characters with spaces, which corresponds to 55 standard pages**, maximum recommended range 140,400 characters with spaces, which corresponds to 78 standard pages.
- (3) Only characters from the introduction to the conclusion of the paper are counted towards the minimum number (including footnotes, but excluding appendices, a list of references, etc.). Extraneous spaces and blank lines are also not counted towards the number of characters.

1 standard page = 1800 characters per page, which corresponds to 60 characters per line and 30 lines per page.

Example: A bachelor's thesis that has 75,463 characters (including spaces) / 1800 = 41.92 NS from Introduction to Conclusion meets the required scope.

- (4) **the student is obliged to verify whether his work meets the minimum scope requirement.**

Art. VII

Submission of the final thesis

- (1) The student submits his/her FT by the specified deadline only electronically in the IS. After submitting the final version of the thesis and uploading all mandatory files to the Final Thesis Archive, the student requests the receipt of the FT via the IS (Office).
- (2) In addition to the above-mentioned electronic submission, it is advisable (but not a requirement) for the student to have a printed copy for their own use, so that they

can navigate the text of the FT when preparing answers to the questions of the thesis supervisor and opponent, or during the defence itself.

- (3) Before saving the work to the IS, it is essential **that the student carries out their own thorough proofreading of the text:**
 - a) **professional** (terminology, names of authors, works, etc.),
 - b) **technical** (sufficient scope, page order, completeness of appendices, readability of the text, order of chapters, etc.),
 - c) **linguistic** (grammar, typos, stylization, etc.).
 - d) **the level of content similarity (in IS – application "Storage" – insert the final text of the work - "Search for similar files")**
- (4) It is the student's responsibility to ensure that these corrections are made. The student may be warned by the study department if the formal requirements are not met. **Final theses that do not meet the formal requirements or are technically incomplete upon submission may be rejected for defence and returned for revision (completion).**
- (5) **It is recommended to beware of frequently recurring errors:** missing assignment, i.e. the approved assignment is not inserted into the body of the work itself, missing annotations, keywords, not meeting the minimum scope of work, inconsistency between the work objective set out in the assignment and the resulting submitted work, violation of copyright law.
- (6) The work must be processed and uploaded to the IS in **MS WORD format** (.doc, .docx).

Art. VIII

Final thesis defence

- (1) If required by the characteristics of the study program, the defence of the FT is also part of the state final examination. The opponent, supervisor and expert consultant of the thesis may also participate in the defence.
- (2) The student usually first gives a brief report (presentation) about his/her thesis. In it, he/she states why he/she chose the given topic, how he/she proceeded with its elaboration, what results he/she reached, what problems he/she encountered during his/her work and how he/she managed to fulfil the objectives of the thesis. This part of the defence should not exceed **7–10 minutes**. **This** is followed by answers to the comments and questions stated in the assessments of the supervisor and opponent and a discussion with the student, usually triggered by questions from the members of the examination board. The purpose of this discussion is to determine how the student masters the professional issues of his/her thesis and how critically he/she can respond to the objections presented. In the state final examination, not only the quality of the thesis is assessed, but also its defence. Both are included in the classification.
- (3) The editing, appearance and clarity are an integral part of the evaluation of each FT. The written evaluation of the FT is always carried out by the thesis supervisor and the opponent. The opinions of the thesis supervisor and opponent are entered into the sample in the IS. The student can find out **the evaluation of the FT, including the questions for the defence**, from the IS (Final Thesis Archive), where the opinions of the thesis supervisor and opponent will be entered no later than **5 working days before the defence**.

Art. IX**Samples of individual parts of the final thesis**

- (1) The following samples are included in this guideline:
 - sample 1a – Editing the top side of the covers of a bachelor's or master's thesis
 - sample 1b – Description of the spine of the bachelor's or master's thesis
 - sample 2 – Title page of a bachelor's or master's thesis
 - sample 3 – Declaration
 - sample 4 – Annotations and keywords
 - sample 5 – List of used literature – examples
 - sample 6 – Path and description of saving the work to the IS archive
- (2) In the attached samples, in the place of the data marked in *italics in the samples*, specific data regarding the FT, its author, etc. will be provided.

Sample No. 1a

Editing the top side of the covers of a bachelor's or master's thesis - it is not included in the work!!

ATTENTION: This is only a recommendation for the printed version, which you can bring to the defence, and also for cases of approved postponement of publication of the thesis, when the student submits two printed copies of his thesis to the school.

Times New Roman
16 pt., bold, centered
paragraph: 72 before

AMBIS University

Choose: Bachelor/ Diploma thesis
Font: Times New Roman
18 pt., bold, centered
paragraph: 198 before

Bachelor's or Master's thesis

Times New Roman
12 pt., bold, centered
paragraph: 180 before

Author's name and surname

submit)

Example:

Jana Novakova

Year *(when you*

2025



Sample No. 1b Description **of the spine** of the bachelor's or master's thesis

ATTENTION: Applies to the printed version only.

LAST NAME FIRST NAME JOB TITLE

BACK SAMPLE:

For example, student Bc. Květoslava Dytesilová wrote her diploma thesis on the topic of Building an External Sales Network for Corporate Clients.

The spine may contain:

DYTESILOVÁ KVĚTOSLAVA BUILDING AN EXTERNAL SALES NETWORK

or

DYTESILOVÁ KVĚT. EXTERNAL SALES NETWORKS FOR CORPORATE CLIENTS

or

DYTESILOVÁ K. BUILDING A SALES NETWORK FOR CORPORATE CLIENTS

or any combination provided that the surname always comes first and the content of the work is clear from the abbreviated title. The abbreviation of the work title is always done only due to limited spine length.

Sample No. 2

Title page of bachelor's or master's thesis

AMBIS University

Times New Roman
16 pt., bold, centered
paragraph: 72 before

Title of the final thesis

Times New Roman
18 pt., bold, centered
paragraph: 135 before

Bachelor's or Master's thesis

Times New Roman
12 pt., bold, 1,25 cm from left
paragraph: 114 before

Author:

First and last name

Name of study program

Times New Roman
14 pt., bold, centered
paragraph: 12 before

Times New Roman
14 pt., bold, 5,75 cm from left
paragraph: 114 before

Times New Roman
12 pt., 5,75 cm from left
paragraph: 9 before

Supervisor:

Title, first name and last name

Times New Roman
12 pt., bold, 5,75 cm from left
paragraph: 24 before

Times New Roman
12 pt., bold, 1,25 cm from left
paragraph: 84 before

Year *(when you submit)*

Sample No. 3 Declaration

Declaration:

I declare that I have **prepared the bachelor's/diploma** thesis independently and **have listed** all the literature used. I also declare that I have complied with the requirements for the minimum scope of the bachelor's/diploma thesis set out in the internal regulations of AMBIS University, as

I confirm that I am **aware** of the fact that the work will be made available to third parties through the AMBIS information system of the university, as

author's first and last

name

In Prague, **or at the place of residence** on

SAMPLE No. 4. Annotations and keywords**Annotation**

The text contains basic information that characterizes the content and results of the work. The length of the text should not exceed 200 words.

Keywords: *several (4–7) basic terms that express the topic under investigation*

Annotation

This is the identical text of the Czech annotation given in English.

Keywords: *English equivalents of Czech keywords*

SAMPLE No. 5 List of used literature

- To generate bibliographic references, we recommend using the portal **www.citace.com**,
- Examples of correct citations are available to students in the study materials for the mandatory course Introduction on Academic Writing.

Sample No. 6 Path and description of saving the work to the archive in IS

The student places the FT in the archive before submitting a request to take over the FT.

ATTENTION: After the thesis is accepted and confirmed in the IS by the study department, the student can no longer manipulate the thesis archive and will proceed to the defence with the submitted thesis.

The student uploads the entire final thesis (file type full text of the thesis) to the archive in MS Word format – .doc or .docx (thesis in PDF format and plain text is created automatically in the IS).

Upload attachments or other related files at your own discretion (but always as a separate file, file type attachment, not as part of the thesis itself). **The submitted thesis must not be locked, encrypted or otherwise unreadable.** Verify that a text version has been created. To sufficiently fill the archive, it is necessary that the text of the thesis has an identical version containing plain text. Text versions of files that you upload in MS Word are usually automatically created within half an hour. Text versions are necessary to be able to search the archives of theses.

How to upload your final thesis to the archive:

It is assumed that each FT contains at least a text part, which the student has obtained in electronic form.

If the text part consists of multiple files or you will also include attachments in the archive, upload all files (each separately). When submitting the work in the IS, the student must fill in the final thesis archive, which consists of:

Full text of the thesis, annotation in Czech, annotation in English, keywords. The completed and approved assignment must be included in the submitted thesis (as a part of it, see Article II, paragraph 2).

To insert, proceed as follows:

Access to the archive for uploading files with the final thesis (in IS)

In IS after clicking on the links:

Personal administration → Student → State final exam and final thesis archive → Handling the final thesis archive will take you to your archive. You do not have to name the files with your own first and last name, because this is just your archive.

Detailed instructions for uploading your final thesis to the IS can be found at:

<https://is.ambis.cz/auth/napoveda/student/prace>

ATTENTION: Before uploading your FT to the IS in the final thesis archive, it is absolutely necessary **that this version of the thesis is approved by your thesis supervisor!** Keep in mind that the supervisor needs sufficient time to review your work and that your FT will be checked by a similarity detection system, and in case of violation of the rules of citation and publication ethics, you run the risk of disciplinary proceedings.

In the event that the obligation arises to submit the final thesis in printed form, the top of the final thesis covers will be provided with text in the language of the thesis, in accordance with these Methodological Instructions.

Annex No. 2 to the Rector's Directive VP-R-01
Final thesis in bachelor's degree and subsequent master's degree study

Elaboration of the bachelor's thesis topic as a bachelor's application project

**Art. I
Introduction**

- (1) In the case of bachelor's theses, students of AMBIS University (hereinafter referred to as "**AMBIS**"), starting from the academic year 2024/2025, have the opportunity to work on the chosen topic in the application part of the bachelor's thesis also using **a bachelor's application project**.
- (2) The aim of this option of processing bachelor's theses at AMBIS is to support the fulfilment of the graduate's profile, support greater continuity with the application area of the given study program, create an opportunity to use transferable competencies acquired both during the completed professional practice and through the study of individual completed subjects. The main benefit of processing application projects within the school bachelor's study programs is to present a functional solution to the problem and a set of recommendations for a specific area / institution.
- (3) **The student must always agree with his/her supervisor** on the use of the topic in the practical part of the bachelor's thesis using a bachelor's application project, who confirms this possibility to the student by approving the Assignment document, in which the student must specify the form of the Bachelor's Application Project before its approval by the supervisor.
- (4) At the beginning of the creation of their bachelor's thesis, the student and the thesis supervisor agree on what form of processing the bachelor's thesis topic is appropriate with regard to the specifics of the given topic:
 - a. **The first option** is the standard processing of the bachelor's thesis in accordance with the stated and approved topic, where the student in the application, practical part proceeds according to the selected research method, which is approved by the thesis supervisor and will be listed in the approved document Assignment in the IS.
 - b. **The second option**, which applies from the academic year 2024/2025, is to develop **a practically focused bachelor's application project**.
- (5) In the case of both of the above options, the student is obliged to follow the rules set out in the Methodological Guidelines for the preparation of the final thesis, adhere to the minimum specified scope of work, the prescribed structure, adhere to citation standards and use various, up-to-date sources.
- (6) The student discusses the process of preparing the bachelor's application project continuously in consultations pursuant to Article III, paragraph 3 of Directive VP-R-01 with his/her supervisor, who may determine a timetable for the student for submitting individual parts of the bachelor's application project.

Art. II

Main principles of processing a bachelor's application project

- 1) The student must apply the bachelor's application project to a specific institution or company, which must agree to the processing of the proposal for such a project. It must not be a fictitious area or fictitious institution or fictitious company. For example, the selected institution/company must have an assigned identification number (IN).
- 2) In the bachelor's degree programs **Security Management, Management and Economics in Public Administration and Public Policy** (hereinafter referred to as the SP SM, MEPA and PP), students can also develop a bachelor's application project on a model case, i.e. without the need to specify a specific institution for which the project is being developed. The specific **thesis supervisor** must always agree to such a possibility, and subsequently the guarantor of the study program also has the right to express his opinion on such a possibility.
- 3) The student may not, under any circumstances, work with non-public or sensitive information about the selected company within the scope of his/her bachelor's application project. The student may not publish any information that is non-public or classified within the scope of his/her bachelor's application project.
- 4) The student is obliged to strictly adhere to the principles of personal data protection when working on his/her final thesis and bachelor's application project. Failure to comply with these principles will be considered a serious deficiency.
- 5) The student may not process and submit a **bachelor's application project without the written consent of a specific institution** (except as per paragraph 2), which would not have given the student its written consent to the processing and publication of the proposal for the application bachelor's project at the beginning of the bachelor's thesis. Obtaining the consent of the given institution is the student's obligation, and the student must submit this consent to his/her thesis supervisor. This consent is a mandatory appendix to the bachelor's thesis.

Art. III

Structure of the Bachelor's Application Project

- (1) The practical, application part of the bachelor's thesis, in which the bachelor's application project is developed, must follow the Theoretical Backgrounds or Theoretical Part and should constitute approximately 2/3 of the total scope of the bachelor's thesis. The minimum scope of the bachelor's thesis is determined by the Methodological Guidelines for the Preparation of the final thesis.
- (2) A student who has chosen and agreed with his/her supervisor in the IS Assignment document to use a bachelor's application project must adhere to the following structure in his/her practical, application part of the final thesis:
 - **Introduction to the Bachelor's Application Project** - a brief introduction to the specific topic and institution for which the Bachelor's Application Project is prepared or for which the student proposes a solution. For the purpose of verification and relevance of the Bachelor's Application Project, this institution cannot be anonymized unless it is a model example, which is only possible in the SP SM, MEPA and PP.
 - **Setting the goals of a bachelor's application project**, ideally using the SMART method.

- **Situational analysis, survey or investigation of the current situation** in a given organization. The student briefly presents the findings that led to the development of a proposal for a bachelor's application project in a given institution/company.
- **Solution proposal or recommendations for application practice, specific institution/company**
 - In this section, the student can also provide a critical assessment; it is also recommended to include, for example, the statement of the selected institution/company on the submitted solution, and to include specific feedback that the student received from the institution/company on the proposed solution within the project, regardless of whether it was positive or negative.
- This is followed by the **Conclusion** or **Summary chapter**.

Art. IV

Criteria for evaluating a bachelor's application project

- (1) The main criteria for evaluating the quality of a bachelor's application project cover:
 - **Including an evaluation opinion of a specific institution/company** on the progress, level and results of the completed bachelor's application project. This criterion does not apply if it is a model example.
 - **Including an expression of consent from a specific institution/company** to the processing and publication of the bachelor's application project and its results (excluding the use of the SP SM, MEPA and PP model example)
 - **The overall benefit of the project for application practice** (in the case of a model example, the expected benefit).
 - **Compliance with the rules set out in the internal regulations regarding the creation of the final thesis, compliance with the procedures set out in the Methodological Guidelines for the preparation of the final thesis.**

Art. V

Defence of the bachelor's application project

- (1) The defence of the bachelor's thesis in the case of a bachelor's application project takes place as standard according to the school's internal regulations. However, during the defence of the bachelor's application project, the student must be prepared to argue and lead a discussion with the committee members about the proposed application solutions presented within the bachelor's project, evaluate its advantages and disadvantages, benefits for practice, etc.
- (2) During the defence of a bachelor's application project, the student will use both of the knowledge and skills acquired during the study of completed subjects, as well as the skills and competencies acquired during their completed professional practice, especially in the area of professional study programmes.