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<p>Document title:</p> <p style="text-align: center;">TRANSLATION OF RECTOR'S DIRECTIVE No. 11/2019</p> <p style="text-align: center;">Quality evaluation methodology of bachelor and master theses</p> <p>Processed by: (guarantor of the document)</p> <p>Mgr. Daniela Červenclová</p> <p>Approved by: Date 13. 6. 2019 (issuer of the document) Dr. Martina Mannová Rector</p>		
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Art. I

Introduction

The Rector's directive is designed to ensure uniform assessment of bachelor and master theses created by students of the University of Regional Development and the Banking Institute– AMBIS, a.s. (hereinafter referred to as „Ambis“).

Art. II

Final thesis supervisor

(1) Requirements for the Supervisor:

- completed university education – degree Mgr., Ing. or higher,
- for supervisors just with the degree Mgr. or Ing. at least five years of experience in the field is appropriate,
- good orientation of the supervisor in the field to which the BP/ DP topic falls,
- willingness to devote to the student and consult with him/her on the course of work creation,
- willingness to consult with guarantor of the field.

(2) Responsibilities of Supervisor:

- Approve the assignment of the final theses (either the original template from 2018 or, starting with the students with the choice of the topic of work in 2019 a new editable assignment for individual work in the IS). It disagrees with the assignment, secure its modification,
- Check whether the objective of work is in accordance with the profile of the graduate of the field (in case of doubt, verify this with the guarantor of the field or the head of the department),
- Continuously consult with the student and provide the student with feedback (oral consultations ideally for a maximum of 2 hours, i.e. 2 x 60minuts in total for one thesis, consultancy grant can be divided into several shorter time periods),
- Recommend to the student how to work with sensitive information, exceptionally as for classified information, recommend a request for postponement of publication of the theses (it can be postponed for a maximum 3 years. The application must be submitted to the Study Department before the document Assignment of the work is approved, not before submitting the theses into the IS),
- motivate the student positively
- enable the student to work in due time (respond to e-mail in time, ideally within five working days),
- help with obtaining materials and recommending literature,
- commission work in the control of the antiplagiatory system called „Similarities“ (or „like two peas in a pod“ in the system IS) and consult possible higher match (more than 10 % match) with the head of the department or guarantor of the field; The supervisor has to submit the thesis to the „Similarities“ check before the report is prepared or earlier, where the theses is already in the final form,
- to write a credit to a student, who submits about 50 % of the content of the thesis or who prepares one comprehensive (theoretical or practical) part of the course for the course Bachelor thesis I or Diploma thesis I (note: for student who have chosen the topic of thesis in the STAG system, the relevant

department continues to register the credit in IS; students who have chosen the topic of their work in the schedules of IS since January 2019 have their credit already recorded by their supervisor), to study the finished thesis, evaluate it and make an assessment,

- propose an evaluation of the thesis in the frame of the assessment and to submit questions to which the student will respond during the defence of the thesis,
 - fill in the report on the prescribed form in the IS and enter it in the IS for the specific final thesis at least one week before the defence of the thesis.
- (3) The supervisor should have the option of taking part in the defence of theses led by him.

Art. III

Students working out the final thesis

Student's duties:

- Choose the topic of their thesis from the topics announced by the department in time, according to the schedule of the academic year, or ask for an individual topic (individual topic is a topic not announced by the school and must be agreed with the supervisor in advance),
- Determine the aim of the thesis in accordance with the profile of the graduate, in agreement with the supervisor,
- Contact your supervisor in time to arrange a final thesis consultation,
- To complete the courses announced by the school necessary for work with the selected topic, for the appropriate choice of methodology and for the processing the issue, to actively participate in teaching and to continuously fulfill the tasks of the teacher in the subject **Methodology of Professional Work**,
- Determine appropriate methods for fulfilling the objective of the practical part of the thesis (if it is a part of the work) and consult the suitability of their selection with the supervisor,
- Fill in the Assignment of the thesis in IS (by the deadlines set in the AR schedule)
- Translate the title of the thesis into English– **the student is responsible for the correctness of the English translation of the title, the supervisor only performs a formal translation check**,
- Modify the Assignment of the thesis according to possible comments of the supervisor,
- To understand at least in the basic trends and development in the area covered by the topic of the assignment.
- Be aware of the basic publications, which the work will be based on and of their availability,
- Be familiar with the basic terminology and methodology of the topic of the thesis,
- To observe to citation standards ČSN ISO 690, to list all sources used and not to mention sources that are not lined in the text,
- To provide an annotation of the thesis in Czech and English,
- Provide legends and interpretations at the graphs used,
- Self-check the level of compliance in the anti-plagiarism system in the IS (via the Depository),

- After final approval of the thesis by the supervisor, enter the final form of the thesis into the IS and submit one identical bound copy of the thesis within the deadline set by the AR schedule at the Study Department.

Art. IV

Evaluation of the final thesis

(1) Formal aspect:

1. Structure of thesis and adherence to basic standards for thesis adjustments,
2. Level of language processing, formal and stylistic adjustment,
3. Level of work with literature and citation of literary sources and resources,
4. Fulfillment of the minimum extent of thesis (40 standard pages of text for bachelor thesis and 60 standard pages of text for diploma thesis).

(2) Context aspect:

1. Fulfillment of the thesis objectives,
2. Mastering the chosen methodology and using research methods,
3. Student's own approach to elaboration of given topic,
4. The resulting contribution to the theory or practice of the field,
5. Anchoring the topic in the theory and lining conclusions to the theoretical concept,
6. Using of appropriate terminology and topicality of the issue,
7. Demonstration of the student's ability to interpret the data and interpret the findings/searchers within the thesis.

(3) Auxiliary questions for the supervisor on the above criteria (what to check and evaluate in the assessment)

a) Structure of thesis and adherence to basic standards for thesis arrangements:

- Is the text logically structured?
- Is the work written in a consistent style?
- Do the individual chapters follow each other?
- Does the thesis have an introduction and a conclusion?
- Are there any duplications in the text?
- Does the thesis contain all the recommended appropriateness?

b) Level of language processing, formal and stylistic adjustment:

- Are there any grammatical errors and misspellings?
- Are there typographical shortcomings at work?
- Does the stylistic side meet the requirements of the scientific text?
- Does the thesis contain many banalities, phrases and clichés?
- Is the text written in a popular-educational or journalistic style?
- Is the number of pages artificially extended?
- Is the job shorter than the specified number of pages?

c) Level of work with literature and citation of literary sources:

- Is the thesis based on sufficient number of resources?
- Does the resource list match all of the resources cited in the thesis?
- Are the resources up-to-date, not based on outdated resources?
- Have foreign resources been used, too?
- Does the form of citations correspond to a standard or style and is it uniform?

- Does the thesis contain a reasonable number of citations, paraphrases and references?
 - Is there a violation of citation ethics?
 - Are there cited all the facts and data that the student apparently had to take over from somewhere?
 - Are pictures, graphs, etc. cited?
 - Are the legends of the graphs, the captions of the pictures correctly stated?
 - Are verbatim quotations in quotation marks?
 - Is it a plagiarism or a compilation?
- d) Fulfillment of the objectives of the thesis:**
- Have the objectives described in the introduction of the text been met?
 - It is obvious what the problem was to which the student tried to find an answer?
 - Did the student manage to solve the problem?
 - Have new facts been identified?
 - Is there missing any of the partial goals that the student wanted to solve?
- e) Mastering the chosen methodology and using research methods**
- Does the practical part contain the described methodology?
 - Is the research proposal valid?
 - Are the course and results of the research described correctly?
 - Did the student follow the research methodology?
 - Has the research sample been specified and the examination criteria established?
 - Was the diploma student inspired by past researches (including foreign ones)?
- f) The student's own approach to the processing of the assigned topic**
- Does the submitted thesis meet the approved and determined goal stated in the Thesis Specification?
 - Is it obvious that the student worked independently?
 - Does the student not only rely on their own impressions?
 - Did the student elaborate the topic sufficiently and with interest?
 - Does the text show a last-minute sign of careless or hasty work?
 - Are there unsubstantiated claims at work?
 - Did the student elaborate the thesis using critical thinking?
- g) The resulting contribution to the theory or practice of the field given**
- Is it possible to apply the conclusion in practise?
 - Did the thesis bring bright new knowledge?
 - Was the thesis elaborated for the work itself?
 - Did the student prove that processing the issue made sense?
 - Has the student contributed to the solution of the problem?
 - Has elaboration of the topic contributed to its further development?
 - Does the work extend the results already published?
 - Has discussion been opened?
 - Can conclusions be meaningfully used?

h) Anchoring the topic in theory and lining conclusions to the theoretical concept:

- Is the basic idea of the thesis based on available theoretical concepts?
- Does the theoretical part contain definition of the issue?
- Is the practical part linked to the theoretical part?
- Did the student find out the fundamental results and resources that had already addressed this topic?
- Has he not omitted the principal authors of the issue he is dealing with?

i) Appropriate terminology and topicality of the issue

- Is the issue addressed by the student sufficiently topical?
- Is there a need to address this area?
- Is this issue described in current literature?
- Does anyone else deal with this issue?
- Is this a topic that is still open?
- Is the graduate oriented in professional terminology?
- Can he use it?
- Are the resources current and industry specific?

(4) The assessment of the supervisor and the opponent of the final thesis must always contain a verbal comment, which is expected to provide with:

- A brief summary of the topic of the thesis and its results,
- It is appropriate to mention both the shortcomings and the advantages; always try to commend the student for something,
- Concrete comments from which the student can learn; if the thesis is graded well or failed, it is advisable to explain in the assessment why the worse assessment was awarded,
- An explicit proposal for an overall assessment that reflects the individual criteria assessed in the Ambis assessment form,
- Defence of supplementary questions

(5) The evaluator's attention shall be paid in particular to:

• **Input**

Part of the work must be the assignment of the thesis; which students process before the actual work. The assignment is stored in IS information system from March 2019, then it is attached in paper form as a part of the printed version of the final thesis. The resulting text should meet everything that was stated in the assignment or explain why it did not.

• **Plagiarism**

In case of any doubts about the originality of the text or violation of citation ethics, it is necessary to include them in the report. A level of agreement of more than 10% (for unlisted sources) must be addressed with the management of the relevant department. There, in cooperation with the guarantor of the department, will be stated whether the initiative for disciplinary proceedings will be submitted if plagiarism is found to have occurred. Evaluators are obliged to follow the applicable school directive.

• **Errors that indicate some bad quality of text:**

- Misunderstanding of the topic,
- Unclear focus on the key problem and the objective of the work,
- Many citations and paraphrases,

- Demagogic and manipulative rationalization of incorrect, false, unscientific and unprofessional subjective opinions and statements,
- Accumulation of definitions,
- Frequent typos and spelling or grammatical errors,
- absence of work with resources,
- discontinuous sentences, long sentences,
- **What is most criticized in terms of forms:**
 - stylistics and grammar,
 - formal agreements,
 - typography,
 - work with literature (citations),
 - redundant text not related to the topic,
 - the quality of images, diagrams, charts, graphs,
- **What is criticized most in terms of content**
 - Ignorance of the topic,
 - Terminological inaccuracies,
 - Misleading claims,
 - Logical continuity of the text,
 - Omissions of authorities,
 - Subjective statements and opinions,
 - Clichés, phrases and vague statements.
- **What is criticized most in terms of the practical part**
 - wrong (or none) methodology,
 - absence of research questions,
 - misconceptions,
 - unjustified sampling,
 - research process,
 - non-connection with the theoretical part,
 - misinterpretation of data,
 - data visualization – incorrectly selected and marked graphs, etc.,
 - quantity of the research sample,
 - converting absolute frequency to relative frequency.

(6) In case of doubts you can contact the specialist guarantor on the field of work with information at Ambis.

Art. V Final Provisions

- (1) Gender-neutral masculine is used in this Directive to designate stakeholders.
- (2) This internal regulation is published on the Official Board in the section of controlled documentation.

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