



Dean's Measure No. 25/2024
Listing and assigning of bachelor and diploma theses at the FFPW USB
in the academic year 2024/2025

- The employees, or students of the doctoral study program (DSP) at the FFPW USB shall send the topics of final theses directly to the portal IS/STAG **by 10th November 2024**.
- The theses supervisors will determine whether the thesis is for bachelor's or follow-up master's programs and also for which program(s) the topic is suitable.
- The bachelor's thesis may be for both programs of study, but the Vice-Dean for Study Affairs will adjust the determination of the subject of a thesis to the program of study where the topic of the thesis will not correspond to the profile of the graduate of the respective study or so that the offer of work for both study programs is balanced with regard to the number of students. If the topics of bachelor's or diploma theses are related to the solution of research grants or projects, it is necessary to mention their identification numbers and names in the assignment. The assignment must include the reason for solving the topic of the thesis, the goal of the thesis, and a brief description of the methodology or method of solving the final thesis. It must also be clear from the assignment whether it is an overview or a research thesis. The list of study literature must contain references to key works with current knowledge of the topic addressed and it must be a clear guide for the student with regard to the possibility of finding other professional literature.
- Each of the academic workers, except for lecturers, with main work contracts at the FFPW USB dealing with research will list at least one topic of a final thesis. Employees without a Ph.D. degree (or equivalent degree) list bachelor theses only. Students of DSP can list up to one topic of a bachelor thesis. Scientists and researchers of the FFPW USB can list the thesis at their discretion. The provisions of the Dean's Measure No. 11/2019 - Qualification requirements for leading and opposing the final theses of students in study programs of the FFPW USB and the limits of the number of final theses are also valid when listing topics for final theses. Laboratories or workers dealing with issues of quality and protection of waters list topics of theses focused on the area of protection of waters. If workers communicate in the laboratory, they can choose a different way of listing the theses topics so that the minimum number of theses, which belong to the laboratory and employees, must be listed. The ICS employees can list the theses at their discretion.
- The name of the final thesis's topic must be unique (i.e. two theses with the same name mustn't appear in the database of solved and defended final theses of the FFPW USB). Workers and students of DSP can re-list free topics (e.g. in case of termination of a student's study) from past years.
- The final theses must respond with their focus and issues to the study program. Bachelor theses may have the character of a review study (linking knowledge from literature with opinions and observations of the student), and the diploma theses must address a problem by an informed analysis of the researched problem and alternatives of its solution based on the results obtained by self-observation (i.e. it is a creative work). Diploma theses' topics can build on previous bachelor theses, but from the assignment protocol must be obvious broadening or deepening the solved issues.



- **By 29th November 2024**, the respective heads of the laboratories (workplaces) to which the thesis supervisors belong will approve, modify, reject, or return the thesis topics to the thesis supervisors for revision.
- **By 6th December 2024**, the Vice-Dean for Study Affairs will approve, modify, reject, or return the thesis topics to the thesis directors for revision, and if necessary, modify the designation of theses for individual study programs.
- Rejected theses must describe the reasons for the rejection. The theses are rejected in particular with regard to insufficient or unclear parameters of the assignment of the thesis, unsuitability of the topic for the relevant study programs, similarity of the focus of the thesis to other announced, solved, or defended thesis topics, unprofessionalism of the supervisor to conduct the relevant thesis topic, contradictions with the qualification requirements according to MD No.11/2019, etc. Disputes in the case of rejection of a thesis topic are resolved by the Vice-Dean for Study Affairs. The Dean of the FFPW USB may decide on the announcement of the thesis topic rejected by the Vice-Dean for Study Affairs.
- **On 9th December 2024**, the approved complete assignments of final theses will be published in IS/STAG. The assignments of the theses in progress will be published only after they have been approved by all parties.
- **By 31st January 2025**, the students in the second year of bachelor's study programs and the first year of follow-up master's study program in the standard course of study or all students who plan to participate in the final state examination in the academic year 2025/2026 and not yet work on a topic of the thesis, must register for one of the offered theses' topics and agree with the relevant supervisor on the assignment of the topic. If they agree on the topic, the supervisor assigns the topic to the student in STAG. If the thesis topic is occupied or the supervisor does not confirm the registration (cancel it), the student is obligated to choose another supervisor and/or topic. Students can register up to two topics at the same time, but they can only write one topic.
- All students are obliged to choose only from the topics offered in the IS/STAG portal published by the employees and students of the FFPW USB.
- **One academic worker can be a supervisor of newly listed final theses for a maximum of two students. Scientific workers and students of DSP at the FFPW USB can list only 1 thesis.**
- Non-fulfillment of students' duties to choose the topic of the final thesis can be considered as non-compliance with requirements resulting from the study program according to the Study and Examination Rules USB in accordance with § 56 par. 1 letter b) Act No. 111/1998 Coll. about universities.
- The study office will check, correct grammatical mistakes and shortcomings, and publish the final version of the assignment protocols in the IS/STAG under the name of the relevant student and the supervisor **by 3rd February 2025**. Assignment protocol is an integral part of the bachelor/master thesis.
- Any factual ambiguities regarding the listing and assigning of the bachelor and diploma thesis are solved by the Vice-Dean for Study Affairs.
- Methodological support when assigning thesis topics in IS/STAG for employees and students is provided by MSc. Alžběta Ďurinová from the Study office.

This Measure cancels the Dean's Measure No. 17/2023.

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