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Dean's Measure No. 5/2025

Details on writing and submitting Bachelor's and Diploma theses at the FFPW USB

Article 1

Introduction

Qualifying theses (Bachelor's and Diploma theses) are submitted in the relevant academic year by students who have registered for the Final state exam and still have a chance of successfully completing their studies, no later than the date specified in the schedule of the relevant academic year of the FFPW USB.

Degree theses are published in accordance with the Rector's regulations in force and submitted:

- in electronic form by uploading them to the IS/STAG system in the format „*.pdf“,
- in two hardcover printed copies submitted to the Department of Student Affairs.

The thesis will not be processed further if the student has not obtained all credits from the final thesis (Bachelor's thesis 1-3 or Diploma thesis 1-3).

Students must also send the thesis (extended abstracts) of the final thesis electronically (format "/*.pdf") to the Department of Student Affairs no later than a week after submitting the final thesis (see below).

Article 2

Definition of Bachelor's and Diploma theses

In the **Bachelor's thesis**, the author demonstrates the ability to independently work on the assigned topic in theory and/or practice. The analysis of the problem should also include the author's own opinion on the most important aspects of the topic. A bachelor's thesis can be either a review study (combining knowledge from the literature with the student's own opinions and observations) or a creative work (solving a given problem with the results of one's own experiment or detailed analytical processing of existing data and/or information).

The Diploma thesis goes beyond the level of a Bachelor's thesis in terms of scope and depth of treatment. The thesis is a more extensive theoretical and practical study that brings a new perspective to a given problem or is a well-



founded analysis of the problem under study and its possible solutions, based on the results of one's own observations. A dissertation is always a creative piece of work; standard review papers are not permitted.

Article 3

Formal requirements for Bachelor's and Diploma theses

3.1. Final thesis scope

A Bachelor's thesis is usually 30-50 pages of text (i.e. introduction to conclusion, excluding introductory pages, bibliography, appendices and abstracts), while a Diploma thesis is 50-80 pages of text. If the thesis contains all the essentials and its content fully covers the topic covered, or if the focus of the dissertation requires it, and if it does not contain irrelevant text passages, the length of the dissertation may be appropriately lower or higher.

3.2. The linguistic side of the work

Bachelor's/ Diploma thesis in the Czech study programme at the FFPW USB can be written in Czech or Slovak, or (after approval of the submitted application) also in English. The language aspect is part of the evaluation of the final thesis, and when writing the thesis, the spelling rules of the language in which the thesis is written must be observed. The tense used in the text can have two forms. The passive voice of the past tense is usually used, in certain cases it is also possible to write in the first person singular. The second case can be used in parts that are the author's own work. Grammatical errors or lack of linguistic expression may have a significant impact on the overall assessment of the thesis.

3.3. Layout and printing of the thesis

Final theses are printed on both sides on white office paper, A4 format with a weight of 70-80 g×m⁻². The page margins are set as follows:

- top margin: 2.5 cm,
- bottom margin: 2.5 cm,
- inside margin: 3.5 cm,
- outside margin: 2.5 cm,
- page numbers in the footer: 1.5 cm from the bottom edge of the page.

When printing on both sides, it is necessary to set the page printing so that on the second page of the same sheet the inner edge of the page is wider than the outer edge.

The main text of the work is aligned "into a block". Page numbers are aligned to the center of the page. The font type and size of the pages is the same as for the



main text (point 3.4.). The first page, on which the page number "1" is placed, is the page with the content of the work.

3.4. General rules for writing a thesis

- 1) The thesis should be written in a text editor (MS Word is recommended).
- 2) The seal of the University of South Bohemia in České Budějovice may not be placed on Bachelor's or Diploma theses. On the contrary, the logo of the Faculty should be placed on the introductory page of the final thesis (or even on the cover).
- 3) The recommended font for final theses is Calibri, size 12 (body text). Size 11 is recommended for the list of references and size 10 for any footnotes. It is recommended to use the font "Calibri", "Arial" or "Ariel Narrow" in size 10-12 for tables. Graphs and figures should be in the same font as the tables, and the font size should be such that the text in the figures is easily readable after the figures have been pasted into the text editor. It is possible to use other fonts at the student's discretion, provided that the chosen font is sufficiently legible and does not interfere with the navigation of the text.
- 4) Paragraphs are aligned in a block and the first line of the paragraph is indented from the left by 0.5-0.75 cm (evenly throughout the text). Paragraph formatting is used for indentation, not spacing. Paragraphs are separated by the Enter key. Chapter and subchapter headings are not indented.
- 5) Line spacing is recommended in multiples of 1.5.
- 6) Footnotes are numbered continuously throughout the text, i.e. not on each page separately.
- 7) Captions for images (photos, graphs, diagrams) are placed under the images and are written in a smaller font than the main text (size 11) and the same font as the main text.
- 8) Table captions are placed above the table and are also written in size 11 and the same font as the main text.
- 9) Figures and tables must be referenced in the text. Their numbering is continuous from the beginning of the work to its end. The method of marking figures must be identical throughout the work. The recommended marking is (for figures Fig. 1, Fig. 2 or Fig. No. 1, Fig. No. 2 or Fig. No. 1, Fig. No. 2; for tables Tab. 1, Tab. 2 or Table 1, Table 2 or Tab. No. 1, Tab. No. 2 or Tab. No. 1, Tab. No. 2; for graphs Graph 1, Graph 2 or Graph No. 1, Graph No. 2 or Graph No. 1, Graph No. 2). It is important that the chosen method of marking is uniform throughout the text.
- 10) It is recommended to create tables directly in a text editor, not in MS Excel. Graphs, photos and other images should be inserted in the text editor as an



"image" in an image format (TIFF, JPG, BMP, EMP, etc.). Tables and images should be centred on the page. Text wrapping around images is not allowed.

11) If the work includes thematic maps, basic cartographic rules must be followed in their creation.

12) Basic typographical rules and conventions must be followed when writing text and presenting numerical values and units. It is recommended to follow the rules in ČSN 01 6910:2014. It is always important that the chosen typography is consistent throughout the text and that completely inappropriate forms of expression are not used. The most common examples of appropriate and inappropriate use of typography are given below:

- Scientific (Latin) names of plant and animal taxa are always written in italics. When a taxon is mentioned for the first time, the Czech (or Slovak or English) and Latin names are given, and when it is mentioned again, only one of them is given (but uniformly).
- In the final thesis, it is necessary to use units according to the international system or units derived from it (with the exception of temperature, where K is not used, but °C).
- When expressing concentrations, the form used is e.g. $\text{mg} \cdot \text{kg}^{-1}$ or $\text{mg} \cdot \text{kg}^{-1}$ or $\text{mg} \times \text{kg}^{-1}$ not mg/kg . Note that „ \times ” and „ \cdot ” are symbols, not the letter „x” or the dot „.”.
- Multi-digit numbers may or may not be separated by a space after thousands and thousandths (e.g. 6 378 km or 6378 km, 2 500 000 or 2500000, 0,000 1 or 0,0001; not 6,378 km, which is acceptable in English text; numbers in millions and millionths and higher or lower orders are more appropriately given in the form 5×10^6 ; $2,3 \times 10^8$, or $5 \cdot 10^6$; $2,3 \cdot 10^8$. Note that „ \times ” and „ \cdot ” are symbols, not the letter „x” or the dot „.”.
- In Czech and Slovak texts, the decimal point is written as a comma (e.g. 1.5; 2.8), in English texts (in the English abstract or in the work written in English) it is written with dots (1.5; 2.8). There is no space between the decimal point and the numbers.
- When writing units, there is a space between the number and the unit, e.g. "10 mg; 15.5 l; 10.8%".) An exception is the writing of temperature, daily and hourly degrees, etc. (e.g. water at a temperature of 5°C; incubation time 120°D). Note, however, that if the value and the unit are in the form of an adjective, there is no space between the number and the unit (e.g. 100% solution; 5g fry).
- Mathematical expressions „+”, „-”, „ \pm ”, „<”, „=” may or may not be separated by a space (e.g. 15,0 \pm 2,3 or 15,0 \pm 2,3).



- In Czech, the date can be written in a form: 6. 4. 2025 as well as, “6. dubna”, not 6.4.2025 or 6.dubna (6 April).
 - The use of hyphens between numbers can be 6-8, 6 – 8, 6–8 or 6 – 8.
- 13) Formulas are inserted into the text using the equation editor.
- 14) It is recommended that chapter and subchapter headings, important sentences, parts and expressions in the text be graphically highlighted (change the font from normal to bold or italic, underline the text or increase the font size of chapter and subchapter headings) so that the text of the thesis looks pleasant and clear. It is important that the chosen graphic presentation of chapters or subchapters is on the same level (e.g. 1. and 2. or 1.2. and 2.1. or 1.3.2 and 1.3.3) is identical throughout the thesis.

The overall graphic design of the final dissertation is an inseparable part of the dissertation and will be reflected in the overall assessment of the dissertation.

3.5. Structure of the final thesis

The thesis consists of the following parts:

- **Cover / Front page**
- **Title page** - not included in the page numbering and printed on one side
- **Declaration of authorship** - not included in the page numbering
- **Acknowledgement** - not included in the page numbering
- **Bachelor's/Diploma thesis assignment** - not included in the page numbering and if it has an odd number of pages, it will be printed so that the contents do not extend to the left side of the opened final thesis.
- **Content** - page numbering starts here with the value "1"
- **Introduction**
- **Main article**
- **Conclusion**
- **References**
- **List of abbreviations** (if necessary)
- **List of annexes** (if the thesis contains appendices, including information about their origin)
- **Annexes**
- **Abstract** (in the language of the thesis text)
- **Abstract** (in English, if the thesis is written in Czech or Slovak or in Czech/Slovak, if the thesis is written in English according to the author's native language)



3.5.1. Cover / Front page

The printed version of the work must be bound in hard, sturdy covers, ideally in black, dark blue or green. However, a different colour may be used according to the student's preference. The colour of the covers should match the colour of the lettering on the covers. Gold or silver has proved to be a good contrast.

The appearance of the covers can be adapted in two ways:

- 1) On the outside of the front cover, the name of the University of South Bohemia in České Budějovice is placed at the top, approximately in the middle of the page, the title "Bachelor's Thesis" or "Diploma Thesis", the year of submission of the thesis is placed at the bottom left, and the student's name and surname are placed at the bottom right at the same level as the year of submission of the thesis (see Annex No. 1). The size and type of the text on the thesis covers should be such that the text is easily legible readable from a distance and at the same time visually appealing.
- 2) According to the recommended uniform visual style of the University and the Faculty. The manual of the uniform visual style of the USB and the FFPW is available on the Faculty's website. In this case, an 8×8 cm label will be printed on the upper half of the right side of the plaque. The upper half of the 8×4 cm label will consist of the FFPW logo with the text "Bachelor's Thesis" or "Diploma thesis". The lower half of the 8×4 cm label consists of the title of the thesis, the name of the author and the year in which the thesis was printed. The label is printed on self-adhesive paper and glued into the prepared label (Annex No. 2).

For the electronic version of the final thesis, instead of the covers, the front page of the thesis will be produced according to the template provided in the Annex to this measure (Annex No. 3).

3.5.2. Title page

The title page is on a separate sheet. The title page shall contain:

- 1) At the top of the page, the long logo of the FFPW USB according to the unified visual style.
- 2) Approximately in the second fifth of the page height from the top, in a rectangle in the colour of the FFPW USB according to the unified visual style, the title of the thesis (Calibri font, size 22-26).
- 3) Approximately in the middle of the page, the type of thesis is indicated: "Bachelor's Thesis" or "Diploma Thesis" (Calibri font, size 18).
- 4) At the bottom left, the following is indicated:
 - 1st line - Author of the thesis: first name and surname of the author of the thesis (including title),



- 2nd line (with one line gap from the previous one) - Institute: (according to the affiliation of the thesis supervisor). If the supervisor's affiliation is outside the FFPW USB, it is not indicated,
 - 3rd line - Supervisor: Name and surname of the supervisor (including title),
 - 3rd line - Thesis Advisor: name and surname of the thesis advisor, if indicated (including titles),
 - 4th line - Faculty supervisor (only if specified): (name, surname, title)
 - 5th line - Programme/field of study (field of study is only indicated if it is current),
 - 6th line - Mode of study: (full-time, combined).
- 5) At the very bottom, in the centre, it is stated: České Budějovice, year of printing of the thesis.

A sample of the title page is given in Annex 4.

3.5.3. Declaration

The text of the declaration is written on a separate sheet of paper and must be placed on the right-hand side of the open thesis, at the bottom of the page, aligned in the block and signed on the printed version of the thesis. The text of the declaration is as follows:

"I declare that I am the author of this qualification thesis and that I have prepared it to use only the sources and literature listed in the list of sources used".

If generative tools of artificial intelligence (AI) were used in the preparation of the thesis, the above declaration is followed in a new paragraph, separated by a blank line, by a statement (declaration) on the use of AI, in accordance with the valid Rector's Measure on the use of artificial intelligence in the preparation of written thesis and other types of theses by students of the University of South Bohemia in České Budějovice. It is assumed that students and supervisors are familiar with the currently valid wording of the Rector's Measure on the use of AI in connection with the writing of final thesis.

If the qualification thesis is written in a language other than Czech, the student must provide the corresponding wording of the declaration in the relevant language. The student shall add the date, his or her name and surname to the above declaration.

3.5.4. Acknowledgements

The text of the acknowledgement is written on the other side of the declaration, at the bottom of the page. The author can thank the thesis supervisor, consultants, etc. The persons are listed with their full names and titles. The research projects or grants whose financial support made the



Bachelor's/Diploma thesis possible are also thanked. Acknowledgement is given in a manner similar to that used in scientific publications. Research projects or grants are usually listed in the assignment for the Bachelor's/Diploma thesis, or the names and numbers of the projects/grants are provided to the student by the thesis supervisor.

3.5.5. Bachelor's/Diploma thesis assignment

Students who register for the final exam in a given academic year by the date specified in the schedule for the relevant academic year will receive an assignment from the Department of Student Affairs electronically or request it themselves. The student will then attach this assignment to the final thesis with the acknowledgement. This is a document that provides basic information about the thesis. The assignment is an inseparable part of the thesis.

3.5.6. Content

The content is given after the assignment of the dissertation. In the case of an open dissertation, the table of contents must start on the left. The table of contents shows the division of the dissertation text into chapters and subchapters, from the introduction to the abstract. The names of the chapters and subchapters in the table of contents must correspond to the names of the corresponding chapters and subchapters. The parts are numbered using Arabic numerals separated by dots according to the principles of decimal classification; there is no space after the dot within the data and the dot is also given after the last digit in the line (e.g. 1.; 2., 2.1, 2.2.; 3., 3.1., 3.1.1., 3.1.2. 3.2. etc.). The numbering indicates the depth of the subdivision. The subdivision should not exceed 4 levels (e.g. 4.1.1.2.).

3.5.7. Introduction

The introduction to the thesis is usually 1-2 pages long and should contain in particular:

- justification of the thesis topic (justification of its significance in the context of the field studied, or an indication of what was the source of inspiration for the formulation of the problem that will be addressed in the thesis);
- formulation of the thesis objectives (formulation of the research problem) and basic questions that will be addressed in the thesis: the formulation should make it clear what level of difficulty the thesis will be at – whether it intends to only "describe" or also "summarize", "compare", "analyze", "evaluate", etc. From the formulation, it should be possible to



assess at first glance whether it is a theoretical problem (review paper) or whether it is a creative/research paper.

3.5.8. Main article

The main article is the most important part of the paper. The first section of the main article always starts on a new page. For creative work based on one's own observation, the main article consists of the following chapters:

- Literary overview (recommended range 10-30 pages)
- Material and methodology (recommended range (5-15 pages)
- Results (recommended range 5-15 pages)
- Discussion (recommended range 5-15 pages)

Literary overview describes the current knowledge about the problem to be solved from all possible perspectives and is written primarily based on professional and scientific works (books or articles in peer-reviewed journals available, for example, on the Web of Science - WoS). The literature review mainly presents the general conclusions of these works, which can also be compared with each other. The author combines individual data from the literature into a meaningful and logical whole with his/her own text. To make it easier to follow, the literature review is divided into sub-chapters, which must follow logically one after the other. A chapter may contain a limited number of figures and tables. All tables, graphs and figures must have a title and, if necessary, a legend (explanation of abbreviations, symbols, etc.). For inspiration on how to write a literature review, students are advised to look at some previously defended papers. All data taken from other works, including tables and figures, must be properly cited.

References in the body of the dissertation are cited as follows:

- If the work has one author, it is cited, for example: (Masopust, 2004; Omáčka, 2024).
- If a work has two authors, it is cited, for example: (Masopust and Omáčka, 2020); (Opička and Rybička, 2019) not (Masopust & Omáčka, 2020); (Opička & Rybička, 2019).
- If a work has three or more authors, it is cited, for example: „Masopust et al. (2021) found out that ...“; „....., that carp do not significantly deteriorate water quality (Omáčka et al., 2024).“
- If multiple works with the same year of publication are cited within the same author, e.g.: (Kocour et al., 2019a,b, 2020c); Opršálek (2020a,b,c; 2021a).
- If multiple literary sources are cited in one parentheses, they are listed by year of publication from oldest to youngest, e.g.: (Masopust 2000; Ančovička et al., 2010; Borovička et al., 2024).



- If sources with the same year of publication are cited in one parentheses, they are listed alphabetically within the relevant year of work, e.g.: (Masopust 2000; Ančovička et al., 2010; Borovička et al., 2010; Opršálek et al., 2010).

Except in specific cases (e.g. databases, maps), authors should avoid using information and links to any websites or other literature that has not undergone peer review before publication.

The Material and Methology always start on a new page and describe in detail the equipment, instruments, organisms tested and the method of carrying out the experiment to address the topic of the dissertation. The description must be clear and factual so that the experiment can be repeated by anyone with the appropriate training and specialisation. Tables, diagrams or pictures may be used to illustrate the chapter. All tables, diagrams and figures in the thesis must have a title and, if necessary for understanding, a legend (explanation of abbreviations, symbols, etc.). An integral part of this chapter is also a description of the method of statistical data processing. The chapter may be divided into sub-chapters for clarity.

Results always start on a new page and describe the results of the experiment in solving the topic of the assignment. It is advisable to supplement the commented results in the text with clear graphs, figures or tables. It is not allowed to present the same results twice (e.g. in a table and a graph, in a table and a picture, etc.). Alternatives to the graphical presentation of results may be included in the appendices of the thesis. All tables, graphs and figures must have a title and, if necessary for understanding, a legend (explanation of abbreviations, symbols, etc.). The chapter may be divided into sub-chapters to improve clarity.

Discussion always starts a new page and is a very important part of any creative work (research). The discussion must be a separate chapter for both Bachelor's and Diploma thesis. A chapter entitled "Results and Discussion" is not allowed. The purpose of the discussion is to compare the results of the work with previously published results of similar experiments, or to compare the results with results that preceded or are somehow related to the study carried out. In the discussion, the author discusses the reasons for the different results obtained by other authors, highlights the differences or similarities of the experiments compared, and, with the support of other literature, indicates the applicability of the results obtained, their contribution and significance for the



given field, and their limitations. This chapter also compares the author's original hypotheses with the results obtained and indicates, with the support of other literature, the reasons for the different results. The text of the discussion should lead to the conclusions of the work, and it should be clear why the author of the work has reached the given conclusions.

If it is a **review article**, none of the above chapters will be included. The main article is simply divided into logical units (chapters and subchapters) in which the available data on the topic of the paper are described and discussed in a broader context than in a classic literary review of a creative work. It is essentially a combination of the "Literary Overview" and "Discussion" chapters, with the difference that only the results of other authors are discussed, not your own. The length of the main article in a review should be at least 20 pages.

3.5.9. Conclusion

The conclusion always starts on a new page. The purpose of the conclusion is to summarise the author's findings and to assess whether or not the aims set out in the introduction have been achieved. The conclusion should not be a mere repetition or recapitulation of the content of the thesis. It should have a generalising character, it can indicate the use of the acquired knowledge, and it can also indicate the openness of the given problem and the need for further research in the given field.

3.5.10. References

References always start on a new page. The list of references includes citations of all literary sources cited in any part of the work. References are arranged alphabetically by the authors' last names. Recommended writing style: Calibri font, size 11, paragraph indentation 0.5-1 cm. The full last names of the authors and their initials are always given. Authors' names are separated by commas, followed by a space and the initials of the name(s), which are separated by periods without spaces. At the end of the list of names, which is always given in full, the year of publication of the work is given after a comma with a space. Only in cases where the list of authors of the publication is long (more than 20 names), "et al." can be written after the 20th name. The year with a period and a space is followed by the title of the publication, the full name of the periodical (professional publications) or publisher (books), the year and, if applicable, the periodical number (for professional publications), the page range or number of pages, if applicable, the identification number of the given article (for professional publications), and the place of printing (city and state) (for books).



Example of citing a professional article in a periodical (magazine):

Bradford, M.M., 1976. Rapid and sensitive method for quantitation of mikrogram quantities of protein utilizing principle of protein dye binding. *Analytical Biochemistry* 72: 248–254.

Prchal, M., Lipka, J., Benedikt, A., Gela, D., Kocour, M., 2024. The effect of a genetically improved common carp stock on the productivity of pond ecosystem: Implication for selective breeding in nature-close conditions. *Aquaculture Reports* 36: 102071.

Example of citing books and other publications:

Cheeseman, K.H., Slater, J.F., 1992. An introduction to free radical biochemistry. In: Cheeseman, K.H., Slater, T.S. (Eds.), *Free Radicals in Medicine*. Churchill Livingstone, New York, pp. 481–493.

Masopust, J., 2000. *Klinická Biochemie*. Karolinum Praha, 429 s. Kolářová, J., Velíšek, J., Nepejchalová, L., Svobodová, Z., Kouřil, J., Hamáčková, J., Máchová, J., Piačková, V., Hajšlová, J., Holadová, K., Kocourek, V., Klimánková, E., Modrá, H., Dobšíková, R., Groch, L., Novotný, L., 2007. *Anestetika pro ryby*. Edice Metodik, VÚRH JU Vodňany, č. 77, 19 s.

Example of citing conference papers:

Tveteras, R., Heshmati, A., 1998. Patterns of productivity growth and market conditions in the Norwegian salmon farming industry 1985–1993. In: Eide, A., Vassdal, T. (Eds.), *Proceedings of the 9th International Conference of the International Institute of Fisheries Economics and Trade*, Tromsø, July 8–11, 1998, pp. 896–906.

In the case of citing other types of literature, the methodological aid for processing final theses (Veber T., Bauman, P., 2020) can be used, considering the citation style specified above in this measure, at the link:

<https://publi.cz/download/publication/546?online=1>

3.5.11. List of abbreviations

The list of abbreviations starts on a new page and is included if they are used frequently in the paper. By including a list of abbreviations, the author makes it easier for the reader and the opponent to navigate the text. If abbreviations are not used extensively in the text of the work, it is sufficient to explain each abbreviation in the text only when it first appears, and the list of abbreviations



does not need to be included in the final work. In the list, the abbreviations are arranged in alphabetical order. It is advisable to use tabs to organise the list.

Example:

HLI - Head length index
CPI - Caudal peduncle index

3.5.12. List of annexes

The list of appendices always starts on a new page and is included if the final thesis contains appendices. The list is in ascending order (Appendix No. 1, Appendix No. 2, etc. at the top) and the name of the appendix is given for each one. It is advisable to use tabs to organise the list.

Example:

Annex No. 1: Sample of carp breeds
Annex No. 2: Overview of carp stocks and catches for the period K1 - K2
Annex No. 3: Overview of individual values of slaughter yield indicators for common carp

3.5.13. Annexes

Annexes are placed at the end of the thesis and are referred to in the text as, for example, "Annex No. 1". Annexes are arranged from first to last according to the list of annexes and their references in the text. Annexes contain material that is important to the understanding of the work as a whole, but whose inclusion in the text would distract the reader, or whose size would disrupt the compactness of the work. This includes, for example, photographic material; additional tables or graphs (e.g. to allow the reader to choose the type of graphical presentation of results that they prefer); individual values from which the results have been calculated (if important); etc. Annexes also include, for example, professional publications and other outputs produced as part of the author's final thesis, where the author of the final thesis is part of the team of authors.

3.5.14. Abstract (in the language of the thesis)

The abstract is always written on a separate page. The abstract is a brief and concise description of the content of the work, including the aim of the work, methodology, results and conclusions of the work. The title of the work is given before the text of the abstract. The abstract must be written in such a way that



the reader can get a basic idea of the paper and the main results (including values and statistical comparisons). For review papers, the abstract should capture the essence of the paper, the author's main hypotheses and findings, and the conclusions of the paper. The text of the abstract is not divided into paragraphs and should not exceed one page. The abstract should be followed by a list of keywords or expressions (5-8 words/expressions) that best describe the topic of the paper. When selecting keywords and expressions, those that do not appear in the title of the work will be chosen.

3.5.15. Abstract (in English or in the author's native language if the paper is in English)

This is the most accurate translation of the abstract written in the text of the thesis, into English if the thesis is written in Czech or Slovak, or into the author's native language if the thesis is written in English. It is necessary to pay attention to the quality of the translated text. A poor language level of the abstract may be reflected in the overall evaluation of the thesis.

Article 4

The role of the supervisor in the writing of the thesis

Although the student is responsible for the final form of the dissertation and its timely submission, it is the supervisor's responsibility to guide the student to ensure that all the formal requirements of the thesis are met and that the thesis is of appropriate quality.

The thesis supervisor confirms that the thesis is of sufficient quality in terms of content, meets the formal requirements and can be assessed by passing the thesis in the final semester of the subject "Bachelor's/Diploma Thesis 3". If the thesis does not meet these requirements, the supervisor will not award credit. By the deadline for submission of the final thesis, the supervisor will provide the Department of Student Affairs with the name of the external examiner, the full address of his or her workplace and an e-mail or telephone contact. The external examiner must not be an employee of the USB (not even on a part-time basis) and must be agreed in advance with the thesis supervisor. The external examiner must meet the qualification requirements set by the Dean of the FFPW USB.

Article 5

Final thesis statement

The thesis will be prepared electronically in A4 format with 2.5 cm margins on all sides, the recommended font is Calibri, the size of the main text is 12. The



thesis consists of a title page, the main text and a list of references. The title page of the thesis is identical to the title page of the final thesis (see Article 3, Chapter 3.5.2). The body of the thesis is 3-5 pages long and contains a brief introduction to the topic of the thesis, including the objectives of the thesis, the methodology, the results and the conclusions of the thesis. The thesis should not contain any tables or figures. The literature cited in the dissertation follows the same format and rules as the final thesis.

Prof. Tomáš Polícar, m.p.
Dean of the FFPW USB

List of annexes:

- Annex No. 1: Template of the final thesis cover page, variant 1
- Annex No. 2: Sample of the appearance of the printed thesis (binding),
variant 2
- Annex No. 3: The appearance of the title page of the final thesis in electronic
form
- Annex No. 4: The title page of the final thesis


University of South Bohemia in České Budějovice
Faculty of Fisheries and Protection of Waters

Diploma/Bachelor's Thesis

Year of defence

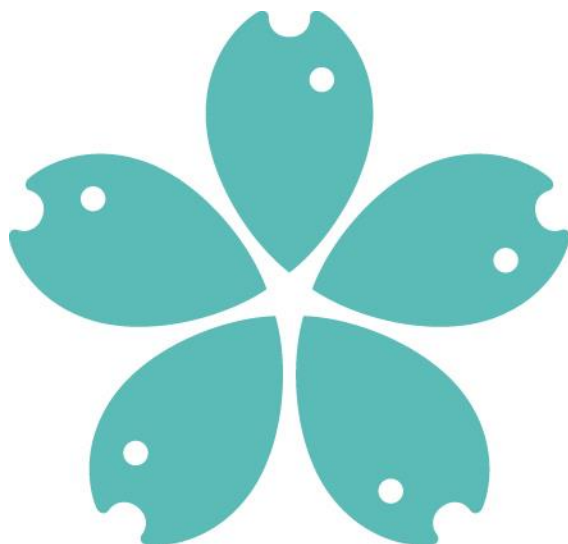
Author's name

Annesx No. 2: Template of the final thesis cover page, variant 2

	<p>Fakulta rybářství a ochrany vod Faculty of Fisheries and Protection of Waters</p>	<p>Jihočeská univerzita v Českých Budějovicích University of South Bohemia in České Budějovice</p>
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Annex No. 4: The title page of the final thesis



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v Českých Budějovicích
University of South Bohemia
in České Budějovice

Name of the thesis

Diploma/Bachelor's Thesis

Author: (name, surname, degrees)

Institute: (according to the supervisor's jurisdiction)

Supervisor: (name, surname, degrees)

Advisor: (name, surname, degrees)

Faculty thesis guarantor (only stated if given): (name, surname, degrees)

Study programme and field of study (field is only stated if it is current):

Form of study: (Full-time, Combined)

České Budějovice, Year of submission of the thesis