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Vodňany, October 10, 2025

Dean's Measure No. 20/2025

Listing and assigning of bachelor and diploma theses at the FFPW USB in the academic year 2025/2026

- By November 9, 2025, academic staff, or researchers and doctoral study programme (DSP) students, will list the topics of their final theses directly in the IS/STAG portal. Staff without a PhD (or equivalent) title will only list the topics of their bachelor's theses. Researchers and DSP students will list the topics at their discretion. 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 thesis supervisor will determine whether the thesis is for a bachelor's or follow-up master's program and also for which programs the topic is suitable. A bachelor's thesis can be intended for both programs, but the vice-dean for pedagogical activities will adjust the determination of the thesis topic to the study program where the thesis topic does not correspond to the profile of a graduate of the relevant study program or so that the offer of thesis for both study programs is balanced with respect 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 state the reason for solving the thesis topic, the goal of the work 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 a review or research work. The list of study literature must contain references to key works with current knowledge of the topic being solved and must be a clear guide for the student with respect to the possibility of finding additional professional literature.
- When listing the topics of final theses, the provisions of DM No. 11/2019 - Qualification requirements for supervising and defending students' final theses in the study programs of the FFPW USB and limits on the number of supervised final theses also apply. Each research laboratory will list at least as many theses as there are academic staff in it. The representation of bachelor's and diploma theses must be approximately equal and at least one diploma thesis topic within the CENAKVA research programs (RP1-4) must be listed for students in the study program taught in English.
- 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 November 28, 2025 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 December 5, 2025 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 DM No.11/2019, theses with an incomprehensible assignment or a large number of grammatical errors 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 December 8, 2025 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 January 30, 2026 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. Upon agreement with the Vice-Dean for Study Affairs, the topics of final theses for students of the FFPW USB may also be listed by teachers of students of the FFPW USB from other faculties of the 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 Department of Student Affairs will electronically send the final versions of the assignment protocols for final theses to students registered for the state final examination (SFE) no later than 2 weeks after the final deadline for registering for the SFE according to the schedule of the relevant academic year.
- Any factual ambiguities regarding the listing and assigning of the final 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 BSc. Jindřich Hofbauer from The Department of Student Affairs.

This Measure cancels the Dean's Measure No. 25/2024.

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Dean of FFPW USB