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<p>Document title:</p> <p style="text-align: center;">TRANSLATION OF RECTOR'S DIRECTIVE No. 1/2019</p> <p style="text-align: center;">Instructions for processing and submission of final theses in bachelor and subsequent master studies</p> <p>Processed by: (guarantor of the document)</p> <p>Ing. Dita Výborová Vice-Rector for Studies</p> <p>Approved by: Date: 23. 9. 2019 (issuer of the document) Dr. Martina Mannová Rector</p>		
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Art. I

General principles

- (1) This regulation adjusts the assignment, processing and submission of final theses at the College of Regional Development and Banking Institute - AMBIS, a.s.(hereinafter just as Ambis).
- (2) Each full-time academic worker at Ambis supervises a maximum of twenty final theses. Theses of students with interrupted studies are not included in this number.
- (3) The topics of the final theses are proposed by the academic staff and submitted to the head of the department for approval. The topics must be specialized in accordance with the field of the study and the profile of the graduate included in the valid study program accreditation.
- (4) Academic staff are obliged to announce a sufficient number of topics for the final theses, considering the profile of the graduate of the study program. A sufficient number of topics is considered to be at least 10% higher than the number of students in a given year. Sufficient number of topics will be determined by the head of the department.
- (5) The head of the department submits the topics of the final theses for approval to the study program guarantor. After approval by the study program guarantor, the proposals are submitted to the Rector for approval.
- (6) The topics of final theses approved by the Rector are published by the Study Department in the Information System (IS).
- (7) The supervisors of the theses are usually academic workers with an employment relationship with Ambis. In individual cases, the external worker of Ambis, who has a contractual relationship with Ambis, may also lead the final work. If the supervisor of the thesis is an external collaborator of Ambis, the opponent is usually an internal employee of the school.
- (8) The supervisor and the opponent of the final thesis of a professionally oriented bachelor's degree program must have completed university education of a master's degree or higher. Alternatively, it may be a practitioner with at least five years' experience in the field with an adequate job position, with a minimum level of education in the master's degree program, approved by the study program guarantor.
- (9) The supervisor and the opponent of the final thesis of a professionally oriented master's degree study program must have completed university education of a master's degree or higher. Alternatively, it may be a practitioner with at least five years' experience in the field with an adequate job position, with a minimum level of education in the master's degree program, approved by the study program guarantor.
- (10) The supervisor and the opponent of the final thesis of an academically orientated bachelor's degree program must have a completed a university master's degree or higher and be an academic worker or researcher.
- (11) The supervisor and the opponent of the final thesis of an academically orientated master's degree program must have a completed master's degree or higher and be an academic worker or researcher.

Art. II

Final theses assignment

- (1) When choosing the topic of the final thesis (FT) it is necessary to respect:
 - *study program* - the work must correspond to the graduate profile,
 - *department profile* - the same topic can be announced by multiple departments, but its elaboration must correspond to the focus of the study program.
- (2) Topics of the final theses are listed and published in the IS according to the Academic Year Schedule. In exceptional cases, academic staff may, with the Rector's approval, announce the topic of the final thesis at a later date. The student has the opportunity to choose from the offered topics by the date specified in the Schedule of the relevant academic year at the latest.
- (3) Within the deadline specified in the Schedule of the relevant academic year, students can apply for approval of an individual thesis topic by submitting an application to the Study Department or by sending an application via IS. The student is obliged to consult/agree the individual topic in advance with the potential supervisor of the final thesis. The request will be processed within 7 working days. The Rector decides on the approval of the proposed individual topic and on the person responsible for the thesis. The Rector may request the opinion of the Head of the Department or the Guarantor of the Study Program on his / her decision. The study program guarantor or the head of the department have the right to propose another supervisor.
- (4) Students may ask for approval of the final thesis in a foreign language, respectively a language different from the language of instruction. Slovak is not considered a foreign language in the context of this document. The student submits this application to the Study Department before selecting the topic of the final thesis. The procedure for processing the thesis in a foreign language is regulated by a special internal regulation of the school. This application can be charged according to the current price list of study fees.
- (5) The student enters / edits the topic of his / her final thesis in IS. The final version of the topic / title of the final thesis is approved by the supervisor of the final thesis and by the guarantor of the study program or by a person authorized by him / her in the IS by the deadline determined by the Schedule of the relevant academic year.
- (6) The assignment of the final thesis approved by the supervisor of the final thesis and the guarantor of the study program, or a person authorized by him / her, shall be transferred by the Study Department to the Student's Archive of Thesis. There is no possibility to edit the topic or enter the final thesis after that. The Study Department will check the insertion and approval of the topics and the submission of the final theses into the Archive in the IS.
- (7) Topics for final theses that are properly registered in IS and which are not started working on by the assignment of the final theses and approved by the guarantor of the study program by the deadline determined in the Academic Year Schedule, will be deleted within 60 calendar days after the deadline for submission of the theses. The student will be obliged to apply for a new topic of the final thesis by the deadline determined by the Schedule of the following academic year.
- (8) If the student wants to change the topic, title, methods of processing or the aim of the final thesis, he / she is obliged to fill in a new Final thesis assignment, which must be re-approved by the supervisor of the final thesis and the guarantor of the study program. However, the student may do so no later than three months before the deadline for submitting the final thesis according to the Schedule of the relevant academic year. This application can be charged according to the current price list of study fees.

Art. III

Course of processing and supervision of the final thesis

- (1) The final thesis is the culmination of the relevant form of study at the university in the form of a synthesis of previous study 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, at the relevant department and under the professional supervision of the supervisor of the final thesis.
- (2) During elaboration of the final thesis, the student is obliged to consult the final thesis with the supervisor by means of personal consultations, by telephone or e-mail at least in the following stages (fulfillment of consultations is a prerequisite for granting credit in the relevant subjects, whose content is the preparation of the final thesis):
 - concept of final work and basic research
 - whenever the student wants to significantly change the course of procession;
 - final version of the thesis before submission
- (3) The supervisor of the thesis from the ranks of academic staff consults the thesis in his / her consultation hours respectively arranges individual appointments with the students. The other supervisors of the final theses agree to consult the students individually.
- (4) The supervisor of the final thesis is obliged to respond to the e-mails of students within 5 working days at the latest and to consult their final works no later than 15 calendar days from the submission of the draft work for consultation. The exceptions are the summer and winter holidays and vacations. In the event that it is not possible to meet the consultation deadline, the thesis supervisor must inform the student of this fact and suggest the nearest possible date. In case of communication problems with the supervisor of the final thesis, when the supervisor does not react within 14 calendar days, the student has the right to contact the head of the department for a solution.

Art. IV

Submission of the final thesis

- (1) Final theses are submitted in due time set in the Schedule of the relevant academic year. In exceptional cases it is possible to apply to the Study Department for an extension of the deadline for submitting the final thesis (by about 1 week). The application for extension of the deadline for submission of the thesis is submitted within the deadline for the proper submission of the final thesis. This application can be charged according to the current price list of study fees.
- (2) The Vice-Rector for Studies shall decide on the application for extension of the deadline for submitting the final thesis. The Vice-Rector for Studies informs the supervisor of the final thesis about a new or extended deadline for submitting the final thesis.
- (3) The student uploads the final version of the final thesis into the IS and subsequently submits one copy of the thesis in a spiral or book binding at the Study Department. Part of the submitted copy is the original bachelor / diploma assignment form, which is bound in binding. Upon submission of the final thesis, the student has already completed all items of the Final Thesis Archive in IS, which contains mainly the full text of the thesis, the final thesis assignment form, annotation in Czech and English, keywords in Czech and English.
- (4) The moment of submission of the final thesis shall be considered to be a handover of a copy of the final thesis with all the required particulars to the Study Department and by the deadline specified in the Schedule of the relevant academic year. If the final thesis and all its parts are not entered into the IS, it is not possible to submit the thesis in printed form. The Study Department will record the date of submitting the final thesis to the IS and this will close the completed Final Thesis Archive.

- (5) The student submits only one version of the final thesis, which is intended for defence. If a student uploads multiple version of the final theses into the archive, the first uploaded final theses will be evaluated in time sequence. Only for this work will be elaborated reviews and this work will be defended by the student.
- (6) The electronic version of the thesis must be identical to the printed version.
- (7) Theses submitted to the Archive of theses in IS cannot be modified, changed or otherwise manipulated after submission of the printed version at the Study Department.
- (8) Identical thesis cannot in principle be recognized for graduation in two different study programs.
- (9) Formal modification of the thesis is governed by the guidelines given in the "Methodological Guidelines for the Processing of the Thesis" and the requirements of the standard ČSN ISO 690: 2011 - Bibliographic citations. Failure to comply with the formal rules for processing results in not granting of credit from the subject, whose content is processing the final thesis.
- (10) The supervisor of the final thesis confirms the acceptable quality of the final thesis by granting a credit from the subject whose content is its elaboration. In the case of non-granting of credit, students who do not agree with this decision have the possibility to contact the guarantor of the study program. In cases where the supervisor is also the guarantor of the study program, the student has the opportunity to contact the vice-rector for study.
- (11) If both the supervisor and the opponent classify the final thesis as "failed", the student did not meet the prerequisites for taking the final state examination and is not admitted to the final state examination, i.e. neither defends the final thesis nor undergoes the exams in the final state examination subjects.
- (12) If the student receives two assessments with the classification "failed" for his / her final thesis, the head of the department decides to withdraw the final thesis. The student loses one deadline for the defence of the final thesis with the "failed" rating. In this case, the student, who does not agree with this decision, has the possibility to contact the guarantor of the study program. In cases where the supervisor is also the guarantor of the study program, the student has the opportunity to contact the vice-rector for study. This procedure has a suspensive effect.
- (13) If fraudulent conduct (including plagiarism or high agreement) is revealed during the follow-up of the final thesis, it will be proposed to initiate disciplinary proceedings with the student according to the Disciplinary Rules for Students dated 9 October 2017.

Art. V

Preparation of the defence and defence of the final thesis

- (1) The opponent of the final thesis shall be appointed by the head of the department on the recommendation of the guarantor of the study program or the supervisor of the final thesis after the submission of the final thesis. The opponent must not have any personal or direct employment relationship with the student. If such a relationship exists, the opponent or the student is obliged to report this fact immediately to the head of the department, who decides whether another opponent will be appointed. The student has no right to choose an opponent of his / her final thesis.
- (2) For the submitted final thesis, the supervisor and the opponent will prepare the report by filling in the form Evaluation of the supervisor / opponent of the bachelor / diploma thesis in the IS, so-called online. The current version of the form is available in the IS (Document Server AMBIS).
- (3) The assessments must be available in IS for students and members of the examination committee at least 5 calendar days before the date of the defence of the final thesis.

- (4) If necessary, the Rector may, at the instigation of the Head of Department, have another opponent's report prepared, which is published in the IS at least 2 calendar days before the defence.
- (5) For the defence, students will prepare a presentation (usually in MS PowerPoint) in the range of 5-7 minutes for the bachelor's thesis and 9-10 minutes for the diploma thesis (the template and structure of the presentation is available in the IS), where he/she acquaint the examining board with the objectives, results and conclusions of the final thesis. The opinions of the supervisor and the opponent of the final thesis are presented. Student will answer questions and comments. A general debate on work follows.
- (6) The final evaluation is decided solely by the examination board, taking into account the course of the defence and the opinions of the supervisor and the opponent.

Art. VI Publication of final theses

- (1) All theses and their assessments, which were defended (successfully or unsuccessfully), will be published through the IS and the national register of theses Theses.cz. If classified information is used in processing the final thesis according to a special legal regulation or information that the provider does not want to disclose (e.g. business secrets, etc.), the author of the final thesis should, if possible, proceed in such a way that the classified information or the key to them were part of the attachment and it was therefore possible to conceal only the attachment, not the work as a whole. Confidentiality is only possible for 3 years.
- (2) In particularly justified cases, the Rector may permit postponement of the publication of the final thesis for a maximum of 3 years, except for information that cannot be disclosed at all under special legal regulations (e.g. classified information).
- (3) The student submits the application for the postponement of the publication of the final thesis to the Study Department BEFORE the approval of the Final thesis assignment by the guarantor of the study program.
- (4) The student is obliged to prepare the final thesis in accordance with the principles of Regulation (EU) 2016/679 on the protection of personal data (GDPR) and Act No. 110/2019 Coll., On the processing of personal data, as amended.
- (5) Publication and postponement of publication of the final thesis is subject to Act No. 111/1998 Coll. on Higher Education Institutions, as amended, Act No. 121/2000 Coll., on Copyright, on Rights Related to Copyright and on Amendments to Certain Acts (the Copyright Act), as amended, and Act No. 412/2005 Coll. protection of classified information and security capability.

Art. VII Related internal regulations

- (1) Study and Examination Regulations of Ambis.
- (2) Rector's Directive No. 6/2019 – Methodological instructions for elaboration of final theses.
- (3) Rector's Directive No. 11/2019 – Methodology for evaluating the quality of bachelor and master theses.
- (4) Rector's Directive No. 12/2019 – Avoidance of Plagiarism and Content Compliance.
- (5) Rector's announcement No. 2/2017 – Prohibition of the use of electronic devices for attestation.
- (6) Measure of Vice-Rector for Study No. 2/2019 – Obligations of the Student in the Preparation and Elaboration of Final Theses.

Art. VIII

Closing stipulations

- (1) This directive is an amendment to the directive VP-R-01 valid from 1 January 2019.
- (2) Gender-neutral masculine is use in this Directive to identify stakeholders.
- (3) This internal regulation will be methodically elaborated and specified by the measures of the Vice-Rector for Study.
- (4) This internal regulation is published on the Official Board in the Managed Documentation section.

Art. IX

Distribution list

- (1) Copy no. 1 administrator's printout
- (2) Copy no. 2 print on the loan