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**Rules for writing bachelor's and master's theses at FLD**

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Article 1

**Introductory provisions**

- (1) This Dean's Regulation is valid for the Faculty of Forestry and Wood Sciences (hereinafter "FLD") of the Czech University of Life Sciences in Prague (hereinafter "CZU") and sets guidelines for the assigning, writing, submission, assessment, defence, and evaluation of bachelor's and master's theses (hereinafter "final theses") at FLD.
- (2) This Regulation has been created primarily in accordance with Act No. 111/1998 Coll., On Higher Education Institutions, as amended, and the Study and Examination Regulations for studies in bachelor's and master's degree programmes at CZU in Prague (hereinafter also referred to as "CZU Study and Examination Rules") and Rector's Directive No. 5/2019 Rules for assigning, writing, submitting, archiving, and publishing bachelor's and master's theses at CZU.

Article 2

**Rules for assigning final theses**

- (1) The choice of the final thesis topic and its assignment follows the schedule of the relevant academic year at FLD.
- (2) FLD academic staff announce the topics of bachelor's and master's theses (hereinafter "BT", or "DT") via the University Information System (hereinafter "UIS") at <https://is.czu.cz>. Upon agreement with the lecturer, the students can write their thesis on a topic that they propose themselves.
- (3) FLD academic staff are obliged, according to the schedule of the respective FLD academic year, to list a sufficient number of final thesis topics (at least five for each academic employee, with the exception of FLD part-time academic staff) intended for defences in the following academic year, which correspond to the professional orientation of the academic staff member. For each listed topic, the academic staff member is obliged to choose the study programme in UIS under which the given topic is listed. Each academic should list topics for each study programme in which they guarantee or teach a subject.
- (4) All students of the penultimate years of FLD study (i.e., usually the 2nd year of bachelor's degree programmes and the 1st year of master's degree programmes) are obliged to choose the topic of the final thesis in cooperation with the selected academic staff member according to the schedule of the respective academic year. If a student has an approved individual study plan and cannot meet the deadlines for choosing the topic of the final thesis, the student is obliged to choose a topic immediately after enrolment in study.

- (5) The topic of the final thesis selected by a student must be related to the profile of a graduate of the given field of study/programme. In disputable cases, the Dean will decide, taking into account the written statement of the programme guarantor.
- (6) A student who has not agreed with any supervisor, and who requests the assignment of a supervisor in writing via the FLD Study Department no later than 10 days before the deadline (under paragraph 4), will have a supervisor assigned by the FLD Dean. The study programme and the academic staff workload will be taken into account.
- (7) A student who, in exceptional cases, is interested in the supervision of a final thesis by an academic staff member from another CZU faculty must submit an application for the supervision of a bachelor's/master's thesis by an academic staff member of another faculty to the FLD Study Department no later than 20 days before the deadline (under paragraph 1 and paragraph 2). The application will always contain the thesis title, the faculty and the department at which the thesis will be supervised, the name and consent of the supervisor, the consent of the Head of the Department where the supervisor is employed, and the consent of the programme guarantor in which the student is enrolled. The FLD Dean decides on the application.
- (8) In the event that students obtain a final thesis topic within a competition announced by an academic staff member at UIS, they contact the academic staff member who submitted the topic.
- (9) According to the schedule of the relevant FLD academic year, without undue delay, the relevant thesis supervisor will ensure the proper completion and approval of the final thesis assignment for the given student by the Head of the Department.
- (10) Final thesis assignments will be created and approved via the UIS according to the FLD schedule. The final thesis assignment is valid after its approval by the FLD Dean.
- (11) Changes in the final thesis assignment or a supervisor after the approval of the assignment by the FLD Dean are possible on the basis of an application submitted by the student through the FLD Study Department. This application is approved by the FLD Dean. By submitting the application, the student acknowledges the shortened time for writing the final thesis.
- (12) Final thesis assignment must include:
- a. Full thesis title;
  - b. Final thesis objectives clearly defined by two to three sentences which are specific, measurable, achievable, realistic, and time-bound;
  - c. Methodology containing:
    1. 3 – 4 points clearly describing the key parts of the thesis processing; in the case of quantitative research, a clearly defined minimum range of measurements, samples, etc., or an indication that the range of measurements will be determined on the basis of statistical procedures.
    2. If the thesis is to be written in a language other than Czech, the language of the thesis will be added to methodology on the basis of a pre-approved application submitted by the student at the FLD Study Department.
    3. Methodology will also include a schedule for the submission of the thesis key components to the supervisor.
  - d. Recommended scope of the final thesis without appendices;
  - e. 3 – 5 key words which are not part of the thesis title;
  - f. Recommended sources

1. Scientific literature sources – at least 5 for bachelor's theses, or 7 for master's theses, especially scientific articles or university textbooks, of which at least 1 source in a foreign language for bachelor's theses and 2 for master's theses.
  2. References must be up-to-date, corresponding to the current level of knowledge in the field.
- g. Final thesis consultant, if it is an interdisciplinary final thesis. The consultant guarantees expertise in other field(s) with which the final thesis significantly overlaps and which do not fall within the professional focus of the thesis supervisor.

### Article 3

#### **Rules for writing final theses**

- (1) Students follow the FLD rules and schedule when writing their final thesis.
- (2) When writing final theses, it is recommended to follow the FLD *Instructions and rules for final thesis writing*.
- (3) The final thesis can take the form of:
  - original scientific paper,
  - literature research (only in the case of BT),
  - project documentation,
  - software application.
- (4) The language of the final thesis (hereinafter “language of the thesis”) is determined by the language of instruction of the accredited study programme that the student is studying. In justified cases, an exception may be granted by the FLD Dean on the basis of an application submitted by the student to the FLD Study Department.
- (5) Students are obliged to follow the final thesis schedule, as defined in the assignment.

### Article 4

#### **Rules for submitting final theses**

- (1) The deadline for submitting the final thesis follows the schedule of the relevant FLD academic year.
- (2) Students submit their final thesis in both electronic and printed form.
- (3) Students submit two hardbound copies of the final thesis within the deadlines given by the schedule of the relevant FLD academic year and in accordance with the instructions of the FLD Study Department. The graphic form of book binding is recommended in the FLD *Instructions and rules for final thesis writing*.

### Article 5

#### **Rules for reviewing final theses**

- (1) The deadline for the report by the final thesis supervisor and opponent is governed by the schedule of the relevant FLD academic year.

- (2) In the case of a master's thesis, the opponent must be from an institution other than CZU; in exceptional cases at least from a CZU faculty other than FLD.
- (3) After thesis submission, a plagiarism check is performed by an independent system; its objective is to determine the matching of the student's final thesis with the texts of other authors.
- (4) If the matching of the final thesis with the texts of another author is greater than or equal to 15%, it is the duty of the thesis supervisor to comment on this matching in his/her opinion.
- (5) Plagiarism is considered to be the matching of the final thesis with the texts of another author greater than 10%, if these texts are without proper citations in the thesis.
- (6) A final thesis is also considered plagiarism if it matches the texts of another author in the range of more than 20%, even with proper citations, as they are taken as a compilation of integral parts of texts of another author.
- (7) The matching of the final thesis with the author's previously published texts (e.g. BT) is not considered plagiarism. The size of such a match (sum of matches with individual works) must not exceed 40%.
- (8) Final thesis which does not contain proper citations of more than 10% of references listed at the end of the thesis is also considered unsatisfactory.
- (9) The decision on whether or not the final thesis can be considered plagiarism rests with the state final examination committee (hereinafter "SFE committee"), before which the student's defence takes place.
- (10) If the final thesis is marked by the committee as plagiarism according to the previous point, the student is evaluated as "failed" and the whole case is handed over to the relevant FLD disciplinary committee.
- (11) A case of plagiarism, defined according to the previous points of Article 5, is handed over to the FLD disciplinary committee even if the student's defence before the SFE committee does not take place.

## Article 6

### **Rules for defending final theses**

- (1) The final thesis defence is a part of the state final examination and takes place before the SFE committee according to FLD rules.
- (2) The student is informed about the assignment to the SFE committee via UIS and also by e-mail automatically sent via UIS within the deadline given by the schedule of the respective FLD academic year.
- (3) The date and place of the final thesis defence and SFE is published in UIS (according to the schedule of the respective FLD academic year) in the public part of the CZU website (from the date of publication of the final theses defences schedule in UIS).
- (4) The defence itself begins with a presentation by a student who briefly introduces his/her thesis – its objectives, methodology, results, benefits, and its application. The presentation should be prepared in PowerPoint or similar programs. This is followed by statements from the thesis supervisor, the

opponent, answers to questions specified by the thesis supervisor and the opponent, and a discussion within the committee.

## Article 7

### Rules for evaluating final theses

- (1) Classification grade – excellent. The student wrote the thesis in accordance with the defined methodology and the thesis aim and objectives have been achieved. Final thesis may contain minor formal shortcomings, but it contains quality ideas and concepts, which contain the basic thoughts previously analysed in scientific literature (according to the Web of Science database) and other sources relevant to the topic. The master's thesis is set in a broader theoretical context in an outstanding way and has a significant contribution to practice, society, or science. The study concludes with critical evaluations and suggestions for further research. The student not only clearly demonstrated the ability to work independently and systematically, but it is also clear from the thesis that the author has ambitions to continue scientific research, or the thesis results lead to a patent or methodological procedure, have a very specific application in practice, and public and private entities show their interest in them (ČÚZK, NCA CR, private companies, etc.).
- (2) Classification grade – very good. There are partial comments on the correctness of the solution or fulfilment of the objectives, or more serious comments on the formal or stylistic side. The comments are significant enough that they outbalance the otherwise high scientific/professional or formal quality of the submitted thesis. However, the student has demonstrated the ability of independent professional or scientific work.
- (3) Classification grade – good. There are serious comments on the correctness of the solution or fulfilment of the objectives, or very serious comments on the formal or stylistic side (both aspects are evaluated together and one can to a large extent balance the other). The student's ability to work on a professional or scientific topic is proven, only the overall result has significant shortcomings.
- (4) Classification grade – failed. The work contains very significant shortcomings. For example, the objectives are not met, the solution does not correspond to the assignment, the solution is of poor quality or completely incorrect, instructions for the formal side of the thesis have been omitted, the language style does not correspond to a professional or scientific text. The student has not demonstrated the ability of professional or scientific work or the ability to describe it in a desirable way. Plagiarism is also evaluated with this grade.
- (5) If the final evaluation of the final thesis defence is "failed", this final thesis remains stored in the UIS and the student inserts a new file with the final thesis, including additional information, for a new defence. The same procedure is maintained if the student is not admitted to final thesis defence due to the evaluation in the opinion of the opponent and the supervisor with the classification grade "failed".
- (6) If the defence does not take place due to a student's apology for not taking the SFE (evaluation of the final thesis defence is "excused"), this final thesis remains stored in the UIS and the student defends it at one of the other SFE dates.

## Article 8

### Final provisions

- (1) This Regulation is valid and binding for all students of FLD bachelor's and master's degree programmes.
- (2) This Regulation shall enter into force and effect on the day of its publication in the public part of the CZU website.
- (3) Dean's Regulation No. 6/2013 and Dean's instruction No. 3/2016 are hereby revoked.

Prague, 18 March 2021

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FLD Dean