



Directive N. 3/2009

on disposition over the final (Bachelor's and Diploma) theses

Pursuant to Section 2, Subsection 2, Letter d) of The principles of creation and issuance of the internal norms of Masaryk University I issue the following directive.

Section 1

Subject-matter of regulation

The directive governs a procedure used to dispose of the final (Bachelor's and Diploma) theses upon their submission.

Section 2

1. Submission of the final work may be a fact when a student:

- a) has entered its electronic form in the relevant application of the Information System of Masaryk University (IS MU) and
- b) has submitted its identical copy in two copies at the secretariat of the department supervising the field in question.

Formal and typographical arrangement of the final work is regulated by the Directive N. 2/2009.

2. Following the submission of the final work, a worker of the secretariat of a relevant department (or other worker authorized by the department head) will verify that the printed version conforms to the electronic form deposited in the IS MU and enters the date of the acceptance of the final work in the IS MU. Then the worker enters successful completion of the Bachelor's work or Diploma work course in the student's records in the IS MU. Neither a worker of a departmental secretariat nor other person may handle the final work deposited in the IS MU in any way.

3. The final thesis supervisor drafts Final thesis assessment to evaluate it. The Department Head will appoint an opponent for the final thesis who produces Opponent's report of the final thesis. Both the Assessment and Opponent's report follow the prescribed structure which stipulates required content elements (see also Appendix N. 1 of this Directive): identification of the author and the final thesis; opinion on the establishment and achievement of the objective, view on the thesis structure and the selected methodology of the solution; assessment of formal elements especially with regard to identification of the sources used (citation); specification of reservations, suggestions and criticism of the final thesis; question areas proposed for discussion during the defence; Opponent's statement based on the information available concerning whether the work could qualify as plagiarism; proposal for the final grade for the thesis awarded during the final state examination. The department Head may specify





other elements of the Assessment and Opponent's report according to the customs and needs of the given field.

4. Should the supervisor or opponent of the final thesis who is employed by the Faculty of Economics and Administration have a suspicion that the work assessed displays elements of plagiarism, he or she is obliged to notify the Dean without undue delay to initiate the disciplinary proceedings and simultaneously inform the Head of the relevant department. The Department Head is obliged to initiate the disciplinary proceedings if the reasonable suspicion of plagiarism is derived from the supervisor's Assessment or Opponent's report of an opponent not employed by the Faculty of Economics and Administration, Masaryk University.

5. Both the Assessment and Opponent's report are used to produce a proposal for the final thesis assessment awarded during the final state examination in accordance with the grading scale given by the MU Study examinations and regulations. The state examination board gives definite ruling on the final grade of the final thesis and its defence.

6. Assessment is processed in the official faculty layout. The Opponent's report is processed in the official faculty layout if the opponent is employed by the Faculty of Economics and Administration.

7. The Assessment and Opponent's report are submitted by the final thesis supervisor and the opponent in a written form and signed in their writing to the departmental secretariat at least 3 working days prior to the defence date. Within the same deadline both the Assessment and Opponent's report in their electronic forms must be deposited in the relevant IS MU application. The supervisor of the final thesis and the opponent who is employed by the Faculty of Economics and Administration, Masaryk University will enter the electronic versions in the IS MU by themselves, the reports of the external opponents will be entered in the IS MU by a worker of the departmental secretariat (or other worker authorized by the department head).

8. The supervisor of the final work will confirm in the relevant IS MUNI application that he or she has controlled:

- a) legibility and correctness of the electronic version submitted by the student
- b) the submitted work with the help of a plagiarism checker and has found no evidence of plagiarism in it

9. If the content of the final thesis requires non-publication of its selected parts, the supervisor of the final work will permit the concealing of those parts or will determine the time for which they should stay concealed. These facts will be confirmed by the supervisor of the final thesis at least 3 days prior to the defence of the work in question.

10. A worker of the departmental secretariat will attach the printed original of the final thesis assignment, Assessment of the final work and Opponent's report to the Record of the final state examination which will be available to the state examination board during the final thesis defence. Upon the completion of the state examination a worker of the departmental secretariat will hand over those documents along with the Record of the final state examination to the Faculty study department where they will be archived in the student's file.

11. After the successful defence the state examination board (or a worker authorized by the department head) will hand over one copy of the final work to the author. The second copy will remain in ownership of the department, where the Department Head decides how it will be disposed of.





Section 3

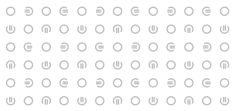
Final provisions

1. This directive cancels Directive N. 7/2008.
2. I delegate the continuous update of this Directive on the Vice-Dean for Studies.
3. I delegate the interpretation of individual provisions of this Directive on the Vice-Dean for Studies.
4. Department heads perform inspections of adherence to this directive.
5. This directive takes effect on the day it is issued.

In Brno on 17 April 2009

doc. Ing. Martin Svoboda, Ph.D.
Dean at the Faculty of Economics and Administration





ASSESSMENT OF THE BACHELOR'S /DIPLOMA THESIS
OPPONENT'S REPORT ON THE BACHELOR'S /DIPLOMA THESIS

I. Author:

Title:

II. The work's objective and its achievement

Opinion on the determination of the objective with regard to the work's assignment, its achievement, etc.

III. Content elaboration and approach to the subject-matter treated

Commentary on the work's structure, the chosen methodology, etc.

IV. Formal elements and layout

Commentary on the formal elements, especially the form and the extent to which citations of the original sources are used, etc.

V. Suggestions

A review of the most critical suggestions, criticism, disputation, etc.

VI. Question areas proposed to be explained in more detail during the defence

- 1.
- 2.

VII. Conclusion

Statement that the submitted work titled"XY" fulfils (including the reservations expressed) the content and formal requirements imposed on the final theses, that the thesis supervisor does not find any evidence of plagiarism in it nor that it has come to his or her attention that the author has committed plagiarism. "Recommendation/Non-recommendation" to the defence is not stated, the recommended grade A-F is stated.

Name, Surname (including academic degrees) and a signature of the supervisor / opponent of the final thesis (external opponents state the name of their institution)

In Brno on.....

