



## Diploma seminar I.

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### Preliminary schedule

- 27. 2. Library visit, intro to academic skills.
  - 6. 3. Introductory information and formalities. General recommendations
  - 13. 3. **1st PPT presentation (mind maps)**, Notes on literature review
  - 20. 3. **No seminar, Individual work on literature review**
  - 27. 3. Presentation of Dept. of Geography students
  - 3. 4. **2nd PPT presentation on literature review (state of the art)**
  - 10. 4. Typical **structure of master thesis**, thesis template
  - 17. 4. **No seminar, Individual work on data collection**
  - 24. 4. **3rd PPT presentation on data collection, available data sources**
- Confirmation of Master thesis (MT) assignment
  - Close cooperation with the MT supervisor is expected during the whole semester
  - Regular feedback to supervisor, timely solution of all possible problems
  - **Three short presentations (10 minutes each) on the MT progress**

Next semesters

**Diploma seminar II.** – regular review of MT progress (methodology, analytical part and)

**Diploma seminar III.** – regular review of MT progress (discussion, scientific presentation)

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## Notes to Your study plan

- We try to compile an ideal course of study for each semester. If you are enrolling in courses outside of this recommended schedule, **please consult**.
- Don't forget that you should get **about 30 credits in each semester**
- You need **at least 14 credits** from facultative courses
- Some recommended courses will be on the list **once every two years**
- If a subject has a lecture and an exercise, you must **enroll in a seminar group**
- Master thesis – both student and supervisor **must approve the official thesis assignment** after joint consultation

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## 1. Introductory information and formalities

- The content and form of master (diploma) theses are determined by special rules (**Instructions for elaboration of bachelor's, diploma and rigorous theses at the Faculty of Science of MU** – Dean's measures, Instructions of the Institute of Geography).
- **The scope of the MT** (i.e. without title pages and appendices) is not allowed exceed the scope specified in the assignment (usually 60–80 pages for a diploma thesis).

### The thesis is submitted:

- with the **approval of the supervisor** (granting credit to IS MU),
- in **electronic form** via IS MU (Thesis Archive),
- **voluntarily as printed and bound in hardcover** in one copy to the commission for State examination (work will be stored in the Central Library after the defense),
- **the deadline for submitting** the work is governed by the schedule of the relevant academic year (end of May)

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## Introductory information and formalities

For each thesis, the fulfillment of the requirements resulting from the assignment of the thesis is **evaluated** primarily:

- scientific level, formal and linguistic arrangement,
- quality and aesthetics of level.

Defense of thesis is **integral part of the final state examination**

### What You should prove with the diploma (scientific) work:

- the ability to scientifically research the chosen topic
- the ability to independently process the given issue
- the ability to create a scientific report (to communicate in writing)
- the ability to present work and defend it (to communicate orally)

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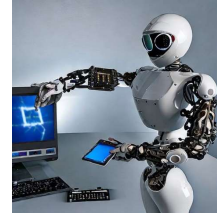
## Introductory information

- The diploma thesis completes the relevant stage of university studies.
- The purpose of this work is verify the student's ability to **work independently** and **apply the knowledge** gained during the course of study.
- It is a **systematic activity**, a sequence of a number of partial actions, leading from the assignment of work only after formulating new findings and documenting them.
- Mastering the concept and editing of this, as a rule, the student's first major scientific elaborate gives certain **prerequisites for a successful continuation** in the publishing activity.

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## Caution note on the use of AI tools

AI-based applications should be primarily used when fulfilling study obligations as an auxiliary tool.



They **can serve** well, for example, to **check grammar and stylistics**, to proposals for the structure of the text, but they can also be used as an aid to stylistic reformulation of the text, to **improve readability and clarity**, to formulate a summary of longer passages of the text, such as help in processing searches or **searching for sources** of published information, etc.



**AI tools are not recommend** to for **direct formulation** of your own text, or to **generate conclusions, arguments, findings or statements** contained in the text, which should be formulated by the author independently.

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## Caution note on the use of AI tools



- The AI tools are not meant to replace the information available in the original sources, with theirs however, they **can help by searching**.
- Fulfillment of a study task of the type of written work should be based mainly on the data and information that the student searches for in the **original sources**, when it is possible to refer to the used source or clearly refer to its author.
- It must be emphasized that the **author is solely responsible** for the way of using and referring to the use of AI tools given work.

**Do not forget that your work will be checked against plagiarism**

**Do not forget that your work will be publicly accessible after a successful defense**

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## 2. General recommendation. How to start?

Adapted from  
[A complete guide to writing a master's thesis - Oxbridge Editing](#)

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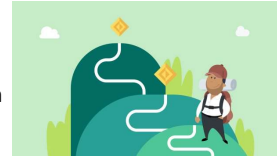
### 2.1 Start with a plan (and stick to it)



- Carefully **check the assignment** of Your MT and reconsider your research proposal.
- Think carefully about whether the individual points of assignment are **realistic and achievable**, **communicate** with supervisor
- Make sure that you ask supervisor questions about his/her expectations throughout the thesis writing process.
- Will they want to see drafts of your chapters as they're written? If the answer is yes, finding out these dates will help you to develop a plan to achieve this without scrambling at the last minute.
- Set yourself a goal of doing a little bit each day/week/month. **Time passes very fast!**
- Make sure that your **plan is flexible**, and allows time for dealing with unexpected circumstances (e.g. data availability)

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## 2.1 Start with a plan (and stick to it)



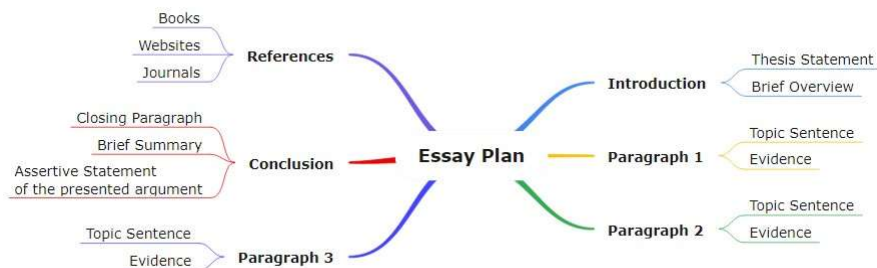
- **Set yourself milestones:** a realistic plan for writing certain chapters by certain dates.
- Then within these milestones, commit to writing an amount of words per day, or per week.
- Then be disciplined and stick to your plan.
- Avoiding procrastination isn't easy, but will very much work in your favour in the long run.

**Writing:** Leave yourself some of time to edit your draft texts, remove sections that aren't working, and add more words that strengthen the overall assignment.

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## 2.1 Start with a plan (and stick to it)

**Mind maps** can be a useful tool for planning the basic steps of a thesis



Source:

<https://www.edrawsoft.com/article/use-mind-map-for-essay-writing.html>

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## Task 1

Create the mind map of Your master (diploma) thesis

- Go clock-wise direction around the main aim in the center.
- Define individual steps (milestones)
- Try to be as concrete as possible
- Mark the steps that are clear and that can be problematic

**Prepare short presentation (10 minutes)**

**Deadline: March 13,**

You can use a number of Internet resources:

<https://www.youtube.com/watch?v=wLWV0XN7K1g>

<https://www.edrawmind.com/article/how-to-make-a-mind-map.html>

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