



**ORDINANCE OF THE DEAN No. 01/2018**  
**determining**  
**the procedure of awarding, processing and evaluating Master's**  
**and Bachelor's theses at the Faculty of Arts of the University of South Bohemia in**  
**České Budějovice**

Ref.: DFF/0118

1. Topics of Bachelor's and Master's theses and their Supervisors are determined by the Directors of individual Institutes. Bachelor's and Master's theses can be supervised by a member of the academic staff at the FA USB holding at least the academic degree of PhD. In justified cases, the Dean may appoint an external Supervisor for a Master's or Bachelor's thesis. In such case the Director of the Institute shall state the reasons for such appointment. Assignments of Master's or Bachelor's theses are approved by the Dean of the FA USB.
2. The number of Bachelor's theses supervised by one academic staff member of the Faculty of Arts of the USB shall not exceed fifteen. The number of Master's theses supervised by one academic staff member of the Faculty of Arts of the USB shall not exceed ten.
3. Bachelor's and Master's theses are assigned on the dates specified by the academic year schedule. Bachelor's theses are to be assigned at the latest during the 4<sup>th</sup> semester of Bachelor's studies. Master's theses are to be assigned at the latest in the 1<sup>st</sup> semester of the consecutive Master's studies. The Directors of the individual Institutes of the FA USB are responsible for the timely communication of information on the topic areas of Bachelor's and Master's theses, on seminars aimed at elaboration of Bachelor's and Master's theses and on the academic staff responsible for supervising Bachelor's and Master's theses. This information must be available to students during the 4<sup>th</sup> semester of their Bachelor's degree programme and during the 1<sup>st</sup> semester of the consecutive Master's programme.
4. The minimum scope of a Bachelor's or Master's thesis (specified as number of characters) and any specific requirements regarding its content and form can be governed by a special Regulation of the Director of the individual Institute of the FA USB.
5. Supervisor's and Reader's reports are elaborated for each submitted Master's and Bachelor's thesis. The Readers of Master's and Bachelor's theses are appointed by the Directors of individual Institutes. The Reader's Report includes an analysis of the methodological, heuristic and formal aspects of the thesis, a clear assessment of its



contribution and the proposed grade. Reports must be submitted in electronic form to the STAG database no later than one week before the defence of the thesis.

6. Bachelor's and Master's theses submitted to the FA USB must have a uniform formal layout: A4 format; top margin 2.5 cm; bottom margin 2.5 cm; left margin 3.5 cm; right margin 2.5 cm; line spacing 1.5; font size 12; font type Times New Roman; page numbering in the footer (the first page and the pages containing a personal statement and acknowledgments are not included in the numbered pages).
7. All Bachelor's and Master's theses submitted to the FA USB must contain:
  - Hard cover with the wording "Master's thesis" or "Bachelor's Thesis", in the middle of the page. The bottom left corner shall state the year of submission of the thesis and the bottom right corner the name and surname of the student (see Annexe 1)
  - A title page, with a first line in the upper part stating University of South Bohemia in České Budějovice, 2<sup>nd</sup> line stating Faculty of Arts, 3<sup>rd</sup> line stating the name of the Institute supervising the thesis; in the centre of the page the text "Master's Thesis" or "Bachelor's Thesis" and the title of the thesis; at the bottom of the page the name and surname of the author; their Specialisation; the name of the Thesis Supervisor and year of submission (see Annex II)
  - A statement of autonomous elaboration of the thesis and consent to publication of the thesis. The statement text is on a separate page, placed at the bottom of the page. (see Annexe III)
  - Annotation in Czech on a separate page.
  - Annotation in English on a separate page.
8. Master's or Bachelor's theses are submitted on the date specified in the Academic Year Schedule to the administrative office of the Institute supervising the respective thesis in two identical hardcover copies and in one electronic form on a CD-ROM in pdf format. At the same time, the thesis must be input into the STAG database. The instructions on the input into STAG database can be found in Rector's Ordinance no. R156 of 8<sup>th</sup> June 2010.

In České Budějovice on 20<sup>th</sup> February 2018

Prof. PaedDr. Vladimír Papoušek, CSc.  
The Dean

# Master's Thesis

*Annexe II – Master’s Thesis Cover Page Template*

UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE  
FACULTY OF ARTS  
INSTITUTE OF HISTORY

MASTER'S THESIS

TITLE OF THESIS

Thesis Supervisor:

Author of the thesis:

Specialisation:

Year: 2018

I hereby declare that I have elaborated my Bachelor's - Master's thesis myself using solely the sources and literature listed in the cited literature.

I declare that, in accordance with Section 47b of Act no. 111/1998 Coll. as amended, I consent with the publication of my Bachelor's – Master's thesis in the electronic publicly accessible part of the STAG database operated by the University of South Bohemia in České Budějovice on its website while maintaining my copyright to the submitted graduation thesis. I further consent for the thesis Supervisor's and Reader's reports as well as the minutes and result of the Defence of the graduation thesis to be published in the same electronic way in accordance with the provisions of Act no. 111/1998 Coll. I also consent for the text of my graduation thesis to be compared against Theses.cz database of graduation theses run by the National Register of Higher Education Graduation Theses and the Plagiarism Detection System.

In České Budějovice 1<sup>st</sup> July 2018

signature of the student<sup>1</sup>

---

<sup>1</sup> Both hard copies of the thesis must be signed by hand.

