

DEAN'S DIRECTIVE NO. 4/2017

Rules for conducting and processing
qualification
work at FSE
UJEP

As amended by Appendix 1 of 7 November 2019

FSE UJEP DIRECTIVE

Valid from: 1 December 2017

Effective from: 1 February 2018

As amended by Appendix 1 effective from: 7.11.2019

Published by: doc. RNDr. Jaroslav Koutský, Ph.D.

Processed by: doc. Ing.

**PART I
BASIC PROVISIONS**

**Article 1
Introductory provisions**

This Regulation regulates, both procedurally and factually, issues related to the management and processing of qualification works (hereinafter referred to as "KP") at the Faculty of Socioeconomic Sciences of Jan Evangelista Purkyně University in Usti nad Labem (hereinafter referred to as "FSE UJEP") to the extent that in which they are not regulated by the assigned regulations, in particular ActNo. 111/1998 Coll. on Higher Education Institutions and on the amendment and amendment of other laws (hereinafter referred to as the "Act") and the UJEP Study and Examination Regulations for studies in bachelor's and master's degree programmes of UJEP and the Study and Examination Regulations for study in doctoral study programmes of UJEP.

**Article 2
General provisions**

1. KP takes the form of a bachelor's thesis (hereinafter referred to as "BP") at bachelor's level, a master's thesis (hereinafter referred to as "DP") at the follow-up master's level and a dissertation (hereinafter referred to as "DisP") at the doctoral level of study, and their defence is a crucial part of the state will of the reed examination.
2. Unless otherwise stated, the department responsible for administering and processing the KP department is responsible for the programme or field,
 - a. Department of Economics and Management for Disciplines
 - i. Business economics and management (bachelor's and follow-up Master's studies);
 - ii. Economics and management (bachelor's and follow-up Master's studies);
 - iii. Applied economics and administration (doctoral studies);
 - b. Department of Regional Development and Public Administration for the field
 - i. Regional development and public administration (Bachelor's degree);
 - ii. Regional development and public administration (follow-up Master's degree);
 - c. Department of Social Work for Disciplines
 - i. Social work (bachelor's degree);
 - ii. Management in social work (follow-up Master's degree);
 - d. Department of Finance and Accounting
 - i. Financial management (bachelor's and follow-up Master's studies).

**PART II
RULES OF MANAGEMENT OF THE KP**

**Article 3
Managers and trainers**

1. The head of BP may be an FSE UJEP academic who has at least a Master's degree.

2. The head of the DP may be an FSE UJEP academic who has at least a doctoral degree.
3. The head of dips (supervisor) may be an FSE UJEP academic who has achieved the title of professor or associate professor, or a member of the doctoral study programme (hereinafter referred to as the "Doctoral Board").
4. Persons who do not comply with the relevant requirements of article 11 of The New Year shall be 100 % of the amount of the aid. 1, 2 and 3, but are experts in the field covered by the topic of KP, can become the leaders of the given qualification work after approval by the Scientific Council of F SEUJEP, in the case of DisP the approval of the relevant doctoral board is also required.
5. KP heads shall consult their students in the form of personal or electronic consultations and in the framework of specialized subjects designated for this purpose.

Article 4

Maximum number of KP's led

1. The maximum possible number of BPs conducted by one person shall be 15.
2. The maximum possible number of DPs maintained by one person shall be 10.
3. The maximum possible number of DisPs maintained by one supervisor shall be 8.
4. The number of works carried out by the person concerned does not include works whose authors have interrupted their studies at a given time.
5. The total number of KPs maintained by one person shall not exceed 20.

PART III

RULES FOR PROCESSING KP

Article 5

Specify KP

1. Before processing their KP, students prepare, in cooperation with the chosen manager, the proposed Basis for the assignment of the KP (hereinafter referred to as the "PZKP") and submit it for approval to the degree programme guarantor.
2. The purpose of the PZKP is to provide students with a guarantee that their planned KP correspond thematically and methodologically to their study programme. To the extent that students deviate from the PZKP, they lose such a guarantee; however, the departure from the PZKP remains a student's decision and is not in itself a violation of study obligations; PZKP does not have to be part of the submitted KP.
3. The PZKP proposals submitted for approval are based on KP projects, which are the output of compulsory subjects at a given stage of study, specialized in the creation and defence of the KP project. (Under Wash Policy, an abstract of the project will be inserted.)
4. Students submit proposals of the PZKP in the form of a document from the STAG information system through the given department by sending an electronic version of the document to the secretary of the relevant department.
5. The relevant department of industry is obliged to ensure the guarantor's comments within one month of the date of submission of the application. Approved PZKP with the signature of the guarantor will be available to students in physical form; in the event of non-approval of the PZKP, the student will be informed about this fact by the electorate along with the justification of nonschinge.

Article 6

KP processing

1. You can use the Microsoft Word template, which is an electronic attachment to this Regulation (hereinafter referred to as the template), to process the work.
2. The recommended KP range at each stage of study is (without attachments)
 - a. 30 to 50 pages in the case of a bachelor's thesis;
 - b. 40 to 70 pages in the case of a thesis;
 - c. 70 to 150 pages in the case of a dissertation.
3. Binding parameters of the final form of KP are determined in the following areas:
 - a. typographical adjustment
 - i. Set the page size to A4 with edges of 25 mm at the top, 20 mm at the bottom, 35 mm on the inside (for the back) and 15 mm on the outside;
 - ii. in the case of a hard-plate copy, the full name of the faculty and university, the type of qualification thesis (bachelor's/master's/dissertation), the name of the author of the thesis and the year of submission (graphic location indicated in the template) are indicated on the front of the plates;
 - iii. the title sheet contains the full name of the faculty and university, the designation of the type of qualification thesis (bachelor's/master's/dissertation), the title of the thesis, the name of the author of the thesis, the name of the head of the thesis and the year of submission (graphic location indicated in the template);
 - iv. 12-pointfont is selected for the base text, and a different font size or type can be selected for other text (headings, data in charts and tables, footnotes);
 - v. paragraphs of body text have the first line indented and the line spacing set to 1.5
 - vi. from the beginning, the pages are numbered at the bottom of the page in the middle, but the previous unnumbered pages count towards the number of pages;
 - vii. multilevel numbering (1; 1.1; 1.1.1 ...);
 - viii. descriptions objects in the text, including their numbering, are given above them, their possible sources are given below them;
 - ix. References in the text and a list of literature are according to the APA standard;
 - b. basic structure of work
 - i. front page;
 - ii. abstract and keywords first in Czech and then in English; iii. content;
 - iv. lists of abbreviations, graphs, etc., where appropriate;
 - v. introduction, own text, conclusion;
 - vi. list of literature;
 - vii. any Annexes
 - c. form of the physical copy submitted

- i. KP shall be printed on both sides on white A4 paper;
- ii. KP is bound in solid plates of blue in the case of BP or black in the case of DP in the case of 1 part;
- iii. other required copies (see Article 7(2)) may be bound by a simpler technology (ring binding, etc.).

Article 7

Submission of KP

1. Students submit their KP on dates corresponding to the requested defence date, which are published in the Schedule of the given academic year. The submission of KP means its upload to the IS STAG.
2. Physical copies of their KP together with the details of the student's KP completed in the STAG (Art. 3, point 3, point 3, 1. b) Rector's Directive 8/2016) is submitted by students to the secretariat of the relevant department of discipline in the dates and numbers set by this department so as not to give evidence to the opposing proceedings.
3. Opponents of BP and DP shall be appointed by the head of the relevant department of industry in such a way as to ensure competent and fair opposition proceedings.
4. Written opinions of KP are drawn up by the head of the work and the opponent and submitted in electronic form (pdf) by uploading them to the IS STAG, where they also fill in the proposed KP evaluation. The assessment and evaluation must be available to students in the IS STAG no later than one week before the defence date.

PART IV FINAL PROVISIONS

Article 8 Final provisions

1. This Regulation invalidate Dean's Order No. 3/2015 and Dean's Directive No. 2/2017.
2. This Directive shall enter into force on 1 December 2017.
3. This Directive shall enter into force on 1 February 2018.