

Dean's Decree No. 09/2025

This is the translation of the Dean's Decree No. 09/2025 issued on 1 September 2025. The English version is valid from the date of signing the Czech version.

Student's Guide to Bachelor's/Diploma Theses (as amended on 1 September 2025)

1. INTRODUCTION

The Bachelor's/Diploma thesis and the defence thereof constitutes an integral part of the final examinations at FIM, University of Hradec Králové. The thesis is regarded as an important individual project by whose successful defence at the end of the study period the student demonstrates:

- the ability to independently write a paper on a specialised topic in the given field of study, which complies with the formal requirements for final theses and adheres to generally applicable legal regulations, citation ethics and citation rules;
- familiarity with specialised literature and the ability to independently and creatively apply the knowledge gained from studying it to his/her work.

2. CONTENTS OF THE THESIS

Bachelor's and Diploma theses can differ in form depending on the character and the purpose of the projects (project draft, theoretical work, empirical research etc.). Hence the following project structure should be considered as a general recommendation which needs to be adapted to the character of an individual thesis project.

Recommended scope of the work:

- for Bachelor's Theses - 35-45 pages (approximately 70,000 characters)
- for Diploma Theses - 50-60 pages (approximately 100,000 characters)

The thesis needs to be formatted according to the guidelines outlined below. Only pages from the Introduction section to the Conclusions section of the thesis are included in the final page count.

Recommended structure:

1. Title Page
2. Declaration
3. Acknowledgements
4. Abstract and keywords (Czech and English)
5. Contents
6. Introduction
7. Project aims and methods
8. The body of the thesis¹
9. Results and discussion
10. Conclusions and recommendations
11. Bibliography
12. Appendices
13. Assignment of the thesis from the IS STAG system

¹ This part of the thesis is normally divided into several chapters.

ad 1)

See appendix for an example of the title page layout.

ad 2)

See appendix for an example of the declaration.

ad 3)

An acknowledgment expressing gratitude to the thesis supervisor, consultant, individuals, or the organization where the student had the opportunity to carry out the work is considered courteous but not obligatory. It should not exceed a few lines in length.

ad 4)

The **abstract** is an obligatory part of the final paper (see appendix). It is a summary of the project aims, the methods used, the results and their implications. The length of the abstract in either language (Czech or English) should not exceed 200 words. The abstract should be written after all the main parts of the thesis have been completed, and should succinctly characterize the entire work, including the results.

ad 5)

Contents – page numbers are given in Arabic numerals. The pages are numbered in such a way that the Introduction section starts on page 1. It is also possible to number the pages preceding the Introduction, in which case Roman numerals (i.e., I, II, III, etc.) are used. The pages in the appendices are not numbered and are thus not included in the final page count.

ad 6)

The purpose of the **Introduction** section is to introduce the topic of the thesis, explain the reason for this particular topic choice, and define the research problem. By drafting the Introduction and Method sections (see below) at the beginning of the writing process, the student gains a clearer idea about the overall conception of the final work. The Introduction is, however, usually finalised after all the main parts of the thesis have been written.

ad 7)

The aim of the thesis is to solve a selected problem, supported by the theoretical knowledge obtained. The connection between general knowledge and findings acquired through the author's own research or development is part of the description of the thesis objectives. When formulating the objective, it is advisable to use so-called active verbs (for example, to create, compare, determine, process, etc.).

The chosen **methodology** must be appropriate to the problem being addressed. It is therefore suitable to explain why the author selected a particular approach and, if relevant, why another one was not chosen. It is also advisable to recognize and describe the possibilities and limitations of the chosen approach. The methodology section should include a description of how sources are handled and how the theoretical part of the thesis is structured. The use of artificial intelligence tools in

the preparation of the thesis is permitted, but only if the methodology of their use is thoroughly described (see Chapter 5 *USE OF ARTIFICIAL INTELLIGENCE TOOLS*). If the thesis includes empirical research, its nature (qualitative or quantitative) must be specified. In quantitative research, it is necessary to consider the target groups of the survey as well as the size and structure of the representative sample.

During the preparation of the bachelor's/master's thesis, various difficulties may arise. Some issues may not be elaborated on by the author at all, while others may need to be added later. These circumstances must also be described in the methodology section.

ad 8)

The **body of the thesis** usually includes a brief literature review. The research discussed in the review should be directly related to the focus of the thesis. It is often useful to characterize the historical development of the problem or topic (this is especially needed when a problem from practice is being solved). The student draws on relevant sources documenting the state of the field under study. It is desirable to draw especially on scholarly articles and publications.

In the subsequent part, which is normally divided into several chapters, students present their solution to the research problem. Depending on the character of the work, students must consider whether the non-textual contents (such as data, graphs, images etc.) will be incorporated within the text or, attached in the form of an appendix, or whether a combination of both will be used.

ad 9)

It contains a **summary and critical discussion** of the results obtained during the problem-solving process (the consistency of the results with the literature or initial assumptions; results and circumstances that significantly influenced the presented work; new findings, including their derivation from the obtained outcomes, etc.).

ad 10)

The **conclusion** presents a summary of the issues addressed in the thesis, the aim of the thesis, and how the results fulfill the stated aim or aims. It is advisable to indicate possible further (or alternative) directions for exploring the topic and any open questions for future related research.

ad 11)

The **list of references** (the bibliography) includes all cited sources, arranged in the order recommended for the selected citation style. More detailed information on working with sources is provided in Chapter 4 *WORKING WITH SOURCES*.

ad 12)

Each **appendix** must display its number in the upper right corner; appendices are numbered consecutively using Arabic numerals (e.g., Appendix No. 4). An appendix to a bachelor's or master's thesis may also include a data medium (CD, DVD, etc.), which must be placed in an appropriate envelope attached to the back cover of the thesis and referenced as an appendix in the text. Sources of information used in the appendices must also be properly cited. Digital appendices in the form of software projects may be provided as links to the relevant cloud repository of the project (e.g., GitHub, GitLab, etc.).

ad 13)

The “**Thesis Assignment**,” which each student discussed with their thesis supervisor before beginning the final thesis and entered into the STAG system, is part of the submitted electronic version of the thesis (or printed version, if required). The student obtains the thesis assignment from the IS STAG information system.

3. FORMAT OF THE BACHELOR’S/MASTER’S THESIS

Submission of theses

The principles and rules for submitting and handling final theses are specified in detail in the *Regulations for Handling Bachelor’s, Master’s, Rigorous, Doctoral, and Habilitation Theses at UHK*, issued by the Rector, and in the Dean’s Directive of the Faculty of Informatics and Management, UHK, *Supplementing the UHK Study and Examination Code*.

Binding of the Bachelor’s/Master’s Thesis

The required physical copy, if mandated by the above regulations, must be bound in a hard cover in black or blue. The cover page must contain the text formatted according to the template provided in the appendix. The thesis text must be printed on white A4 paper with a weight of 80 g/m³. Double-sided printing is preferred. The submitted physical copy is returned to the student after the defense.

Text Formatting

The thesis must be written using an appropriate text editor in A4 format. A template for final theses, which complies with all formatting requirements described below, is available in the course *MES Methodological Seminar* on the LMS Blackboard platform (oliva.uhk.cz). A **serif font** (Cambria or Times New Roman) in **size 12** is recommended for the main text. For headings, a **sans-serif font** (Verdana or Arial) in size 14 may be used. Headings must be numbered, with up to three levels typically used. The inner margin (binding side) must be 3.5 cm from the page edge, while all other margins must be 2 cm. The page number must be centered at the bottom of the page. Each page should contain approximately 30–35 lines (**line spacing 1.5**). Paragraphs must be justified. Throughout the text, the passive voice should be used (e.g., “*is presented*,” “*was determined*,” “*the research was conducted*,” “*was selected for programming*”). The personal form (first or second person plural, or first person singular) may be used only in the introduction, typically to describe the motivation for the work or the author’s qualifications for completing it. The so-called transferred first person (e.g., “*the author decided*,” “*the author concluded*”) should not be used.

The author of the thesis is responsible for ensuring that the text meets appropriate stylistic and grammatical standards. Failure to meet this requirement (particularly the occurrence of numerous spelling errors) may lead to a significant reduction in the grade or even to the thesis not being recommended for defense. The formatting, appearance, and clarity of the work are integral parts of the thesis evaluation.

4. WORKING WITH SOURCES

The sources are listed at the end of the thesis in the order required by the citation method used (see below); they are not sorted according to their type. The citations and their marking in the text are governed by the **ČSN ISO 690 Bibliographic citations norm** from 2022², or by the **APA standards**³. In-text citations should follow the Harvard citation style "author (year)" or the numerical format "[1]" or "(1)", depending on the conventions used in the particular field of study. In the first case (when the Harvard style is used), the list of sources given at the end of the thesis (bibliography) is arranged alphabetically. In the second case (numerical format), the bibliography is organised according to the order of occurrence in the text. For a systematic management of citations, it is possible to use one of the available software tools (e.g., Citation PRO Free⁴, Zotero⁵, or in MS Word the References/Citations and bibliography tab, etc.) The citation style can be set uniformly for the whole study programme/specialisation. The student follows the instructions given by the thesis supervisor. Reference to the source must be provided whenever one begins to work with information taken from somewhere else, regardless of whether it is a paraphrase or a direct quotation.

Figures, diagrams, and tables created by the author of the thesis should be labelled in the following way: "source: own". If the students use their own photographs, the following description is included "source: author". Alternatively, a reference to the author's archive is provided, and included in the bibliography at the end of the thesis.

Important note: *After submission, final papers are automatically submitted for an anti-plagiarism check. The report generated by the anti-plagiarism system is then made available both to the supervisor and the opponent of the thesis. The introduction of someone else's idea without proper citation of the work used (article, book, document, web source, etc.) is punishable (under copyright law). In the case of Bachelor/Diploma theses, it is grounds for automatic rejection and is also considered a disciplinary offence. If a large number of such errors are found in the thesis, this finding is referred to the Disciplinary Committee.*

5. ON USING ARTIFICIAL INTELLIGENCE TOOLS

When preparing the final thesis, it is possible, with the supervisor's consent, to use artificial intelligence (AI) tools in an appropriate form and to a suitable extent. The author must acknowledge this in the methodology section and describe the name and version of the tool, its purpose, method, scope, and manner of use within the work. Results obtained with the assistance of AI must be subjected to critical examination, verification, and evaluation by the author and properly placed within the context of the studied field. The author is responsible for the accuracy, correctness, and originality of all outputs, as well as for the safe and ethical use of AI. The author must be aware that the final work constitutes an original piece of authorship and that full responsibility is assumed for the published content and for compliance with copyright law, including

² For more information, see the following websites: <http://www.citace.com> , <https://www.citace.com/CSN-ISO-690.pdf> , <https://citace.zcu.cz/> , <https://sites.google.com/site/novaiso690/>

³ See <https://apastyle.apa.org/>

⁴ <https://www.citace.com/vytvorit-citaci>

⁵ <https://www.zotero.org/>

information obtained through the use of AI tools. It must always be clear that the output represents the author's own intellectual creation reflecting their individuality.

Examples of **improper use** of AI include:

- Direct adoption of generated text that is not based on relevant and reliable sources (where the source is cited incorrectly, falsely, or not at all), that does not reflect reality or the current state of knowledge (failure to consider the risk of so-called AI hallucinations), or that contains unnatural terminology, phrasing, or empty and irrelevant statements (e.g., in comments on tables).
- Using results without demonstrating an adequate level of understanding or application typical of the studied program.
- Uncritical adoption of generated objectives, research questions, data interpretations, conclusions, statements, or arguments.
- Adopting any errors; the final author bears full responsibility for all errors contained in the thesis.

Examples of **acceptable use** of AI that demonstrate elements of creative work include:

- Using generated text in the research section (as an initial search) followed by independent creative work, including verifying content, removing unnatural terms and expressions, supplementing or adding relevant information supported by credible sources, and noting limitations of AI use and ways these were addressed.
- Designing the structure and layout of the thesis with subsequent independent elaboration and refinement (self-consultation).
- Using results based on computation followed by verification.
- Improving argumentation, clarity, coherence, and writing style (including rephrasing), as well as checking and correcting spelling.
- Creating diagrams, visualizations, and similar graphical outputs.
- Handling AI-generated outputs in accordance with relevant laws, licenses, and internal UHK regulations.

6. DEFENCE OF THE BACHELOR'S/DIPLOMA THESIS

The state final examination includes the defense of the bachelor's or master's thesis. Members of the examination committee participate in the defense.

The student usually begins by giving a brief presentation of the thesis, lasting no more than 10 minutes. The presentation should explain why the topic was chosen, how the work was carried out, what results were achieved, and what difficulties were encountered during its preparation. This is followed by the presentation of the main parts of the supervisor's and the opponent's reviews, including their final assessments. The student then responds to any comments mentioned in the reviews. A discussion with the student follows, based first on questions from the opponent and the supervisor, and then on questions from other members of the examination committee. The purpose of this discussion is to determine how well the student understands the professional issues related to the thesis and how effectively they can respond to the topics raised. As part of the final examination, both the thesis itself and its defense are assessed, and both components contribute to the final grade. **An important part of the defense is**

demonstrating that the student has completed the thesis independently.

7. FINAL PROVISIONS

These methodological guidelines fully replace the Dean's Directive No. 6/2003 as amended on 1 September 2023.

These methodological guidelines are binding for final theses submitted after 1 September 2025.

In Hradec Králové on 1 September 2025

prof. Ing. Mgr. Petra Marešová, Ph.D., MBA
Dean of FIM UHK

Appendix:

- | | |
|---------|-----------------------|
| Example | 1. Front cover layout |
| Example | 2. Title page layout |
| Example | 3. Declaration |
| Example | 4. Abstract |

Example 1. Front cover layout

**University of Hradec Králové
Faculty of Informatics and Management**

BACHELOR'S/MASTER'S THESIS

2026

First name(s), Last name(s)

Example 2. Title page

University of Hradec Králové
Faculty of Informatics and Management
Name of the Department

Title of Bachelor's/Master's Thesis
(Subtitle)
Bachelor's/ Master's Thesis

Author: First name(s), Last name(s)
Field of Study:

Supervisor: Title, First name(s), Last name(s)

Consultant (if applicable): Title, First name(s), Last name(s)
The consultant's place of work (institution/department)

Hradec Králové

March 2026

Example 3. Declaration

Declaration:

I declare that I have written this bachelor's/master's/doctoral thesis independently and that I have listed all the sources and literature used. In cases where artificial intelligence tools were used, I have fully disclosed the manner of their use in the preparation of this thesis.

In Hradec Králové on ...

Signature

First name(s), Last name(s)

Example 4. Abstract

Thesis Abstract:

The abstract should contain basic facts which characterise the contents and results of the study. It should be provided both in Czech and in English. The length of the text in each language should be between 100 and 200 words. The English version of the abstract must also contain the thesis title in English.

Abstrakt

Text abstraktu, text abstraktu, text abstraktu, text abstraktu, text abstraktu, text abstraktu,
text abstraktu, text abstraktu, text abstraktu, text abstraktu, text abstraktu, text abstraktu, text abstraktu...

Abstract

Title:

Text of abstract, text of abstract, text of abstract, text of abstract, text of abstract, text of abstract, text of abstract, text of abstract, text of abstract, text of abstract, text of abstract, text of abstract...

*(Explanation: Bakalářská práce must be translated into English as “Bachelor Thesis”;
“Diplomová práce” must be translated as “Diploma Thesis”.)*

Keywords in Czech: (the recommended number of keywords is five)

Keywords in English: (the recommended number of keywords is five)