

Registration of Final (Bachelor's or Master's) Thesis Topics and Preparation of Thesis Assignment Documents

First Phase - Registration of Final Thesis Topic

1. In the fourth semester, bachelor's degree candidates choose and register their final thesis topic, whilst master's degree candidates do so in the second semester.
2. **Final thesis topics are announced only by academic staff** as a general topic **no later than January 31st through the IS/STAG system** (option *My Teaching / Thesis Topics*). The function of entering the topic by the student himself is disabled in IS/STAG, the student cannot enter the topic himself.
3. Students may propose their own final thesis topic. The proposal must be consulted with the selected academic staff member. The proposed topic is then entered by the supervisor as a general topic through the IS/STAG system (option *My Teaching / Thesis Topics*).
4. **Students** must first **register** for the announced topic and then **inform the selected supervisor**. **The supervisor assigns the topic to the student** based on the approval/acceptance of the student's registration for the topic – only then is the topic officially registered. The supervisor **may directly assign an individually agreed topic proposed by the student to the student's study number**, i.e., to the student with whom the topic was previously discussed, in which case the student does not need to register and the topic is directly assigned.
5. Students must have their final thesis **topic registered (= assigned)** by the deadline specified in the Academic Year Schedule – usually **by the end of the first week of March**.
6. After the student is assigned to the topic, a line "**Thesis Assignment Document Created for the Student to Complete**" is generated for the student, available in the section *My Study / Thesis Topics* (see below).

The screenshot shows the IS/STAG system interface for thesis topic registration. The sidebar on the left lists various functions, with 'Thesis topics' selected. The main content area features a registration form with dropdown menus for 'Type of thesis' (Master's thesis), 'Topic type', 'Form', 'Faculty', 'Department/Unit', and 'Person'. It also includes fields for 'Assigned in academic year', 'Defended in academic year', 'Specialization', and a 'Search' button. Below the form is a 'Topic list' table. The table has columns for 'Examination title', 'Department/Unit', 'Related persons', 'Topic type', 'Approval status', 'Academic year of Assignment', 'Occ. / max', and 'Priority'. A row is visible with the title 'Factors influencing sustainability in European Union countries: An integrated Assessment', department 'KE', and supervisor 'Samuel Amponsah Odei'. A key at the bottom explains the status icons: green for 'Topic awaiting approval', green with a check for 'Topic approved', red with an X for 'Topic rejected', blue with a pencil for 'Topic may be modified', and green with a check for 'This topic has been assigned to you.'

7. Once the student has been officially assigned a thesis topic, the Administrative Assistant at the relevant department transfers the data about the newly created topic into the *Thesis* section (accessible in IS/STAG – *My Study / Thesis*).

8. If the student does not have a properly assigned topic that has been transferred to the *Thesis* section, the supervisor will not be able to award credit for the courses related to the final thesis (MES, PJKT, PJKT2, DIPL1, DIPL2). Furthermore, such a student will not be eligible to be assigned a date for the Final State Examination in the future.

Second Phase - Preparation of the Final Thesis Assignment

1. Bachelor's degree students prepare the final thesis assignment draft in the 5th semester, students of the follow-up Master's degree in the 3rd semester.
2. The student is **required to prepare the final thesis assignment draft**, including approval by the supervisor, by the deadline specified in the academic year's schedule - usually **by October 15**.
3. For this purpose, use the prepared *Thesis Assignment Draft* from the first phase (*My Study / Final Thesis Topics*).
4. In the section *Thesis Guidelines*, define the brief **objective of the thesis** and its draft outline. In the *Literature* section, **key publications** on which the thesis will be based can be added. It is not recommended to copy data from other applications, as it may change characters. Enter the data manually. **At this stage, it is still possible to modify (rewrite) the topic title.** It is necessary to provide the topic title in English.
5. After completing the draft, the student sets the value 'Student completed the final thesis assignment draft' in the 'Approval status' section, SAVES the final thesis assignment draft, and **informs the supervisor about its completion.**

Essentials	
Examination title *	Real estate as an essential asset class of an investment portfolio
Topic title in English *	Real estate as an essential asset class of an investment portfolio
Thesis Guidelines *	B I $\frac{1}{2}$ $\frac{3}{4}$ $\times_2$ $\times^2$ Objective: Analyse the real estate investments of Czech republic in comparison with foreign countries. Warp: • Introductory analysis of the issue • Research of Czech real estate market • Research of real estate of the other
Literature	B I $\frac{1}{2}$ $\frac{3}{4}$ $\times_2$ $\times^2$ HARTZELL, David; BAUM, Andrew E. (2021). Real Estate Investment and Finance Strategies, Structures, Decisions. BROWN, N. (2013). Czech Point: Keys to Lucrative
Týká se praxe	No
More information	
Extent of original report	-
Extent of graphics content	-
Form of thesis	printed/electronic
Language	English
Internal data	
Approval status *	Do not forget to update the approval status, otherwise you won't be able to take the next steps required for the topic to be assigned. Thesis registration assigned to student for completion

6. **The supervisor electronically approves or rejects the draft.** In the latter case the supervisor returns it for further revision (*My Teaching / Final Thesis Topics / Bulk Approval of Topics*).

7. The thesis approved by the supervisor is then also electronically approved by the head of the department where the supervisor works. **The head of the department approves or rejects the draft.** In the latter case, he or she returns it for further revision. **NOTE: Once the approval process by the head of the department is completed, the approved final thesis assignment draft cannot be changed later!**

8. The new data from the approved final thesis assignment draft is transferred to the *Thesis* section by the Administrative Assistant at the relevant department, and the data about the thesis is final (accessible in IS/STAG – *My Study / Thesis*).

9. **The approved final thesis assignment draft for inclusion in the thesis, see “Methodological Guidelines for Preparing Final Theses”, is available in IS/STAG.**

The registration of final thesis topics and the preparation of the final thesis assignment draft are conducted exclusively electronically. The draft is not printed or submitted in paper form to the department.

Procedure for Obtaining the Final Thesis Assignment Draft from IS/STAG:

My Studies – Final thesis - in this section, a student can find the document "Assignment of the Thesis" under the link "**Print Thesis Assignment**". PDF format – will be inserted into the electronic version and the physical printout of the thesis as the last page of this document.

The screenshot displays the IS/STAG web interface. At the top, a navigation bar includes links: Welcome, My teaching, **My study** (highlighted with a red box), Browse IS/STAG, IS/STAG, Quality of teaching, Applicant, and Administration. On the left, a sidebar menu lists various options, with 'Thesis topics' and 'Final thesis' (highlighted with a red box) selected. The main content area, titled 'Information about user and his IS/STAG roles', shows user details and a dropdown menu for 'Option to switch roles'. Below this, the 'Thesis (S001) - I2200794' section is visible, containing two links: 'Print data about final thesis in PDF format' and 'Print thesis assignment – PDF Format' (both highlighted with red boxes). The 'Data about final thesis: BACHELOR THESIS' section displays a table with fields: Name, Address, Pers.no., Date of assignment (22.11.2024), Expected date of submission (22.11.2025), Date of submission (has not yet been submitted), Assigned topic (The psychological impact of social proof in social media), and Assigned topic in English (The psychological impact of social proof in social media). Below this, the 'Fill in or edit following data' section includes a warning about copying text from MS Word files and a text input field for the 'Thesis title' (max. 1000 characters).

Data about final thesis: BACHELOR THESIS	
Name	
Address	
Pers.no.	
Date of assignment	22.11.2024
Expected date of submission	22.11.2025
Date of submission	has not yet been submitted
Assigned topic	The psychological impact of social proof in social media
Assigned topic in English	The psychological impact of social proof in social media

Fill in or edit following data
(VŠKP – university final thesis, i.e. either bachelor, master, rigorosum, dissertation or final thesis)

Attention: in case you are copying text from MS Word files or similar, make sure all characters have been copied correctly, and correct manually if necessary replaced with replacement characters – for example question marks ("?")

Thesis title
(max. 1000 characters)
The title of the thesis should be in the same language as the language of the text. For theses written in foreign languages, titles should also be given in the same language as the text.