

## **The structure of dissertation theses (methodical instruction)**

### Introduction

Act No. 111/1998 Coll., Section 47 - PhD Study Programme, paragraph 4:

The studies are duly completed by a state PhD examination and the defence of a dissertation, which demonstrate the ability and readiness for independent research or development activity or independent theoretical and creative artistic activity. The dissertation must include the original and published results or results accepted for publication.

The structure of dissertation theses follows the recommendations of international standard ČSN ISO 7144: *Documentation - Formal Modifications of Dissertations and Similar Documents* and related standards.

In Chapter 3 of this standard, the term dissertation defines 'a document that introduces the author's research and its results and is submitted by the author to support the obtaining of a scientific degree or a professional qualification'.

A national note extends the term dissertation 'also to support the obtaining of a scientific-pedagogical degree'.

A dissertation thesis is a document that introduces the author's research and its results and is submitted by the author to support the obtaining of a scientific degree or a professional qualification.

### **The dissertation is divided into the following parts:**

- Introduction;
- Main Text;
- Attachments;
- Conclusion.

### **Introduction includes:**

- front cover and front inside cover;

The front cover contains the essential elements of the title page: the name of the school and the faculty, the type of thesis, the author's name and year of compilation;

- title page;

contains: the name of the school and the faculty, the name of the study programme and the field, the title of the thesis (or sub-title) in Czech and English, full name of the author, the name of the supervisor, the scope of work, the number of attachments, place and year of compiling;

- synopsis;

(in Czech, English, and another international language) on a maximum of one page, presented according to ČSN ISO 214 standard: Documentation - Abstracts for Publications a Documentation; synopsis means a brief description of the dissertation in terms of its content, objectives and results ;

- keywords in Czech, English and another international language;

- statement of producing the work alone and citations of all sources used ;
- table of contents;
- list of symbols and abbreviations used (listed alphabetically);
- list of tables and list of pictures (along with the page number on which they are printed).

### **Main Text includes:**

- Introduction;
- Objectives of the work;
- Description of the current state of the topic in question, including literature searches;
- Description of the solution and research results;
- Evaluation with emphasis on the presentation of the PhD student's own inputs and a conclusion;
- List of bibliographic citations compiled according to ČSN ISO 690 standard: Documentation - Bibliographic Citations, and ČSN ISO 690-2 standard: Information and Documentation – Bibliographic Citations - Part 2: Electronic Documents or Parts thereof. All documents referred to in the main text must be listed in the section entitled 'Citations'. This includes only literature referred to in the text. It is recommended to sort the list of citations alphabetically by authors and year of publication and use references in the text as footnotes;
  - Bibliography - contains documents not referred to in the main text of the dissertation, but provided as additional information. Documents are listed according to ČSN ISO 690 standard: Documentation - Bibliographic Citations, and ČSN ISO 690-2 standard: Information and Documentation - Bibliographic Citations - Part 2: Electronic Documents or Parts thereof.

### **Attachments:**

- Additional information supplementing the main text is added in the form of attachments, such as explanations of research methods and techniques that are summarized in the text, picture documentation, user manuals and instructions, etc.;
- If the attachments are extensive, they may be bound as a separate part;
- Each attachment shall be titled 'Attachment' and marked with upper letters (Attachment A, Attachment B, etc.). Each attachment must start on a new page.

### **Conclusion includes:**

- Glossary (optional);
- Acknowledgments (optional);
- Errata (if applicable);
- Back inside cover and back cover;
- Additions (CD ROM, samples, etc.).

### **The recommended scope of the dissertation is 120 to 150 pages (without attachments).**

The formal design of the title page, graphical layout and format shall correspond to the written qualification works at the Faculty of Economics.

Here we recommend:

Bibliographic citations ČSN ISO 690

Bibliographic citations ČSN ISO 690-2

Formatting of documents processed by text editors ČSN 016910