



Charles University Faculty of Humanities

Institute of Master Degree Study Programmes

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Guidelines for preparation of diploma thesis

General requirements for thesis

Students prove in the thesis that they are capable of independent work in their field of study, both in theory and practice. The thesis is supposed to be an objective analysis, not a summary of subjective experiences. It should not be mistaken with description.

The theme of the thesis should relate to the main field of study and should be set in cooperation with thesis supervisor.

The goal of the thesis is clearly defined, *fulfillable* and *fulfilled*.

Thesis structure is logical and well-arranged. All sources must be quoted correctly according to one citation style. Students prove they do have knowledge of available literature in their field of study, yet the thesis is not meant to be about mechanical excerpts from literature.

General structure of diploma thesis:

1. Introduction (formulation of the theme and main goal/s of the thesis).
2. Existing works regarding the theme of thesis.
3. Theoretical and methodological part.
4. Analytical part.
5. Conclusion.

Deadlines for handing in thesis is set in schedule of academic year (see <http://fhs.cuni.cz/FHSENG-399.html>) and there are usually three terms: in May (Final State Exam in June), in June (Final State Exam in September), in January (Final State Exam in January/February).

Thesis should be handed in in two print copies and also put into the SIS (in PDF format). The abstracts must be also put into the SIS and must be identical to the abstracts included in the thesis.

Handing in the thesis is required for passing the Master's Thesis Preparation - YMO006 subject (students can't enroll the subject themselves, it is managed by department secretary).

The date of Final State Exam will be posted in the SIS as well as reviews of both, supervisor and reviewer (at least 3 working day before the Final State Exam).

Diploma Thesis Defence

Students begin with introduction of their thesis (approx. 10 minutes), then the word is given to supervisor and reviewer and their reviews. After that students can defend their thesis and open discussion among all participants of the Final State Exam follows.

After the Thesis Defence and other two parts of the Final State Exam the committee asks student to leave the room and decides on the results, which are then announced to student.

Technical parameters of thesis

The thesis is bound in hard cover containing these data:

CHARLES UNIVERSITY IN PRAGUE
Faculty of Humanities
Oral History – Contemporary History

Name and surname with previous title(s)

Thesis title

Diploma thesis

Prague 2014 [year in which the thesis will be defended]

The name of author and the thesis title should also be written on the side.

Usual scope of the thesis is 80-120 pages (1800 characters per page) of basic text (counting from abstracts to conclusion).

Structure of thesis

title-page

It must contain the same information as the cover and also the name of thesis supervisor.

Formal declaration

I hereby declare that I have written this diploma thesis solely by myself and I agree with its eventual publication in print or electronic form. All sources and literature were properly cited. The work was not used to obtain different or the same title.

This declaration and the agreement will be signed with a handwritten signature.

Acknowledgments (optional)

Contents

Abstracts in Czech and English (max. 15 lines each)

Key words