



**FACULTY
OF HUMANITIES**
Charles University

Department of Oral History – Contemporary History

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 (as much as possible) an objective analysis and interpretation, not a description.

The theme of the thesis should relate to the main field of study and should be set in cooperation with thesis supervisor (in Master's Thesis Seminar I.).

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 topic and main goal/s of the thesis).
2. Existing works regarding thesis.
3. Theoretical and methodological part.
4. Analytical and interpretational part.
5. Conclusion.

Deadlines for handing in thesis are set in schedule of academic year. 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 uploaded into the SIS (in PDF format). Abstracts must be also uploaded into the SIS and must be identical to abstracts included in the thesis.

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Handing in the thesis is required for passing the Master's Thesis Preparation - YMO006 subject (students are not allowed to enroll in the subject themselves, it is managed by executive secretary of department).

Along with thesis students are also obliged to hand in their application to final state exam (printed from the SIS) and a CD/DVD containing:

- all recordings made during writing Master's thesis,
- all interviewing protocols,
- scanned copies of statements of consent to process personal and sensitive data.

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 results, which are then announced to student.



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Technical parameters of thesis

The thesis is bound in hard cover containing these data:

CHARLES UNIVERSITY
Faculty of Humanities
Oral History – Contemporary History

Name and surname with previous title(s)

Thesis title

Diploma thesis

Prague 2017

[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).

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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