

Rules for Bachelor's and Master's Theses at the Institute of Chemistry FS USB

These rules are mandatory for all theses to be defended at the Institute of Chemistry FS USB. In the event of any of points 2 to 6 being unfulfilled the student will not be permitted to defend their thesis, i.e. the thesis will be evaluated as grade 4 (FAIL).

1. Assignment of the thesis

Students on the Czech language programme are recommended to decide upon their theme as soon as possible after completing the UCH 109 course (Chemistry seminar for the 2nd year), students on the Biological Chemistry programme after completing the Orientation Seminar course.

After settling the topic with their supervisor, the student is to submit their filled in form of the Assignment of thesis with all the necessary signatures to the Department of Student Affairs.

In the event of a change to the chosen topic during work on the thesis it is also necessary to change (complete again) the Assignment form.

2. Formal format of the Qualification Thesis

The basic requirements are summarised in the Measure of the Vice Dean P1.

Concerning experimental research thesis, the following structure is mandatory:

- Contents
- Introduction
- Aim of the work
- Material and Methods
- Results
- Discussion
- Conclusion
- List of used literature

Concerning review thesis, the composition arises from the given theme (only a Bachelor's thesis may be a review thesis, and only in exceptional circumstances; students on the Chemistry and Biological Chemistry programmes are required to produce an experimental thesis).

3. Extent of the thesis

The total extent of the thesis:

A Bachelor's thesis is to comprise a minimum of 18 numbered pages following the rules of the Measure of the Vice Dean P1, and a maximum of usually 35 pages.

A Master's thesis is to comprise a minimum of 25 numbered pages following the rules of the Measure of the Vice Dean P1, and a maximum of usually 45 pages.

4. Language

An impersonal style and passive voice are required.

5. Contents of the individual parts of the thesis

- The *Introduction* is to summarise information already known concerning the studied issue. It is necessary to give the references to all sources from which this information is drawn correctly and in full. Concerning chemistry fields of study numbered list of references is provided (the first source of information to appear in the text is to be given the number 1, a further 2, and so forth). If it is necessary to refer to a certain source again (even a number of times), the source is to be accompanied in every case by the number under which it initially appeared. Concerning biology fields of study sources may be referred to in the style usual for biological literature. For examples see the document Recommendations for Bachelor's and Master's Theses Writing at the Institute of Chemistry FS USB on the institute webpage.
- *Materials and Methods* – in this section all chemicals used (including purity and producer), the composition of solutions, equipment, and procedures are provided.
- *Results* – every result must be described in the text, results are often illustrated with the aid of Figures (graphs, illustrations, schemes) or summarizing tables. Each Figure or Table is to be accompanied by a detailed concise title. The titles of Figures are to appear under the illustrations, the titles of Tables above the graphs.
- *Discussion* is to set the obtained results (presented in the previous part) and their interpretation (presented in the *Discussion* part) in the context of the existing information provided by other researchers. Therefore, the discussion must include references to the previous research with which the student is making a comparison.
- *Conclusion* briefly summarizes the results presented in the thesis.
- *References* is the list of used literature, it is to include every source used in the thesis. Every source of information mentioned in the text of the thesis must be cited in this section, every source included in his section must be referred to in the appropriate part of the text.

6. Plagiarism

Plagiarism is unacceptable and intolerable, such cases are automatically evaluated as grade 4 and are further referred to the Disciplinary Board of FS USB.

In Ceske Budejovice

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