

**Rules for completing the qualification thesis**

1. Students may choose the topic of their qualification thesis in consultation with their thesis supervisor. Students can choose their supervisor from academics or postgraduate students of the Department of Development studies (DDS) or from external experts who must be approved by the DDS. Topics can also be chosen from those which may be published on the DDS website.

**2. Important deadlines**

**a) Assigning Topic for the Diploma Thesis**

Thesis topic has to be uploaded to STAG by the **last Friday of February** preceding the year of submission of the final version of the thesis – supervisor can assist you who with this procedure in STAG. You have to prepare the document “**Diploma Thesis Form**”. After uploading required details to STAG (go to sections: Studying – My Studies – Final Theses) the student must print out the “Document for registration DIPLOMA STUDENT'S THESIS” and have the materials undersigned by his supervisor. The undersigned document must be passed on to Mr. Martin Schlossarek ([martin.schlossarek@upol.cz](mailto:martin.schlossarek@upol.cz)). The supervisor should be consulted about the topic of the thesis at least three weeks before submission of the assignment.

**b) Submission of the qualification thesis**

The thesis shall be brought to the office of the secretary of the DSS in the form of a book (bound) in two copies and as a PDF file on 1 CD. The thesis must be handed to the secretary no later than the 4<sup>th</sup> April of respective year in order for the thesis to be defended in May or no later than the 16<sup>th</sup> May of respective year for the defence of the thesis to take place in August. After those dates the thesis will not be accepted for defence in those months mentioned above. The diploma thesis must be uploaded to STAG, and then it is necessary to print out the “Entry of student's qualification thesis” and hand in this document together with the diploma thesis (in two copies) to the secretary of the DDS.

**c) Defence of the qualification thesis**

The dates for the defence are set by the head of the DDS. Usually there are two standard options – late May/early June and late August. The thesis can only be defended by students who have handed in their thesis to the secretary by the given deadline and complied with all the official study regulations. Student must enrol for the defence through STAG.

**3. Change of the topic, abstract or supervisor of the qualification thesis**

If a student wants to change the topic, abstract or supervisor of the qualification thesis during the studies, it is obligatory to write formal request with justification. Names of new and old topics and names of new and former supervisors must be included in text of formal request as well. This formal request has to be undersigned by former and new supervisors and then approved by the head of the DDS. Approval will only be given in exceptional circumstances. Formal request signed by former and new supervisors and by head of the DDS must be handed in to Mr. Martin Schlossarek. Student must then continue by following again relevant instructions written in part 2.a) of this document. **No change can be made within four months before the final submission of the qualification thesis.**

Further instructions can be found on:

[http://www.upol.cz/fileadmin/user\\_upload/english/english-guidelines/PRB3-09-3.pdf](http://www.upol.cz/fileadmin/user_upload/english/english-guidelines/PRB3-09-3.pdf)

#### 4. Qualification thesis requirements

*Note: Detailed information concerning the formal requirements for the qualification thesis is given in article VII of the regulations of the dean of the Faculty of Science number A-14/5/SD (only in Czech) or in the article III of Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, How They Are Made Accessible to the Public, and the Related Record Keeping B3-09/3-PR (in English).*

##### **Front cover**

##### **Bibliographic identification figures including abstract and key words – Czech**

##### **Bibliographic identification figures including abstract and key words – English**

**Statutory declaration** of the author (undersigned) where he/she declares that the thesis was his/her own work and all used sources are included in the list of literature

##### **Original of the “Assigning Topic for the Diploma Thesis”.**

##### **Summary**

##### **List of tables, graphs and abbreviations**

**Introduction** should include the objectives of the thesis, hypothesis, research questions and methodology (in case of complicated methodology it is possible to include a whole methodology chapter in the thesis).

**Main text** which may also contain Discussion

**Conclusion** which gives a brief and clear image of the thesis summarises outputs of the research and examines pre-set objectives and hypotheses from the Introduction. Other suggestions for future research into the topic in question may be noted.

**List of literature** which includes all cited sources.

**Appendices** – optional

**Glossary** – optional

**Identical electronic version** of the thesis in one complete PDF file

#### 5. Formal guidelines

##### **Extent of thesis**

The extent of the thesis is determined by “assignment”. Recommended extent of the main text is 20 000 to 25 000 for master thesis. The main text is considered to be in between the Introduction and the Conclusion (including footnotes).

##### **Format**

The format of the thesis has to be in accordance with the usual standards for academic works. An abstemious and uniform graphic style is recommended (abstemious use of colours, fonts etc.), A4, font size 11–12p.

##### **Language**

The language of the thesis must be in accordance with common language norms. Seriously incorrect grammar and stylistic faults may lead to disqualification of the thesis regardless of the quality of the content. Academic use of language is expected. The thesis should be written in English. Any other languages must be approved by the head of the DDS.

##### **Notes**

Notes may be added as footnotes at the end of each page (recommended) or at the end of the thesis in a separate section.

##### **Citation**

Scientific and ethical rules of citation must be followed. Citations in the whole thesis must follow the same format. Recommended format of citations is to be found below.

#### **List of literature**

Following the main text there should be a list of the literature used in alphabetical order.

#### **Tables, graphs, images and schemes**

One consistent style should be used for indexing tables, graphs, images and schemes in the whole thesis. All quoted elements have their own separate numbers and titles. Standards for citation are also applied for them and sources are to be included in the list of literature. Elements may be included in the main text or as a separate appendix at the end of the thesis. If elements are at the end of the thesis, in the main text there must be a link referring to the appendix.

### **6. Defence of the Diploma thesis**

The defence takes place in front of a commission and is public. The thesis is assessed by the supervisor and an opponent. The opponent is appointed by the head of the DDS. The defence starts with a presentation (max 10 min). The author describes the topic of his/her thesis, presents goals, methods, logical framework and results of the thesis. In the second part of the defence the supervisor and opponent present their assessments. In the third part of the defence the author reacts to the assessments. The defence finishes with a discussion between the commission and the author.

### **7. Evaluation of the thesis**

The supervisor and opponent's assessments together with the process of defence itself predetermine the commission's decision on whether the thesis meets all the requirements and on the grade to be allocated.

### **8. Making the thesis accessible to the public**

All submitted theses including supervisor and opponent's assessments will be made public as PDF files in STAG.

## Recommended use of citation

### Main text

In the main text citations must be put in brackets. The brackets must only contain the names of one or two authors (if there are more than two authors, one author's name should be written and "et al." should follow) and the year of publication. The page number must be included when using a direct citation and where an idea or specific information has been referred to.

### Example:

At the end of a phrase ... (Banerjee and Duflo, 2007). ... (Banerjee and Duflo, 2007, 68).

Within a phrase Banerjee and Duflo (2007) ... Banerjee and Duflo (2007, 68)...

A direct citation must be between quotation marks and italics may be also used. A citation over three lines may be written in smaller font, with narrower lining and as a new paragraph.

## List of literature

All authors of each publication must be included in the list regardless of the number of authors.

### Book

Banerjee, A. V., Duflo, E. 2011. *Poor economics: A radical rethinking of the way to fight global poverty*. New York, NY: Public Affairs.

Perkins, D. H., Radelet, S., Lindauer, D. L., Block, S. A. 2013. *Economics of development*. 7<sup>th</sup> edition. New York, NY; London: W. W. Norton.

### Article

Deaton, A. 2008. Income, health and well-being around the world: Evidence from the Gallup World Poll. *Journal of Economic Perspectives* 22 (2), 53–75

Dollar, D., Kraay, A. 2002. Growth is good for the poor. *Journal of Economic Growth* 7, 195–225.

### Edited book

Glewwe, P. (ed.) 2014. *Education policy in developing countries*. Chicago, IL: The University of Chicago Press.

### Chapter in edited book

Glewwe, P., Hanushek, E. A., Humpage, S., Ravina, R. 2014. School resources and educational outcomes in developing countries: A review of the literature from 1990 to 2010. In: Glewwe, P. (ed.) 2014. *Education policy in developing countries*. Chicago, IL: The University of Chicago Press.

### Working papers, reports

Ravallion, M. 2010. Poverty lines across the world. *Policy Research Working Paper* 5284. Washington, DC: The World Bank.

Stiglitz, J. E., Sen, A., Fitoussi, J.-P. 2009. *Report by the Commission on the measurement of economic performance and social progress*. [http://www.stiglitz-sen-fitoussi.fr/document/rapport\\_anglais.pdf](http://www.stiglitz-sen-fitoussi.fr/document/rapport_anglais.pdf).

**Newspaper articles**

Borlaug, E. 2003. The next green revolution. *The New York Times*, 11 July.  
<http://www.nytimes.com/2003/07/11/opinion/the-next-green-revolution.html>.

Economist. 2014. The history of inequality: Breaking the camel's back. *The Economist*, 4 October, 76–77.