



Palacký University
Olomouc

METHODOLOGICAL GUIDELINE OF FHS UP

FZV-MPD-22/01

**Methodological Guideline of the Dean
of the Faculty of Health Sciences UP
for the Preparation of Bachelor
and Master Diploma Theses
at FHS UP**

Content: This methodological guideline defines the characteristics and formal arrangements of bachelor's and master diploma theses defended at FHS UP in Olomouc

Guarantor: Vice-Dean for Education and Life-Long Learning

In force: from 01. 10. 2022

In effect: from 01. 10. 2022

Article 1

Subject of Adjustment

1. This regulation defines the characteristics and formal arrangement of bachelor's and master's theses defended at FHS UP in Olomouc (hereinafter referred to as thesis unless otherwise stated).
2. This regulation applies to all bachelor's and master's study programmes implemented at FHS UP in Olomouc.
3. The provisions of this Regulation shall also apply mutatis mutandis to students' seminar papers and other written work.

Article 2

Basic Provisions

1. The bachelor's thesis (hereinafter referred to as BT) is an independent professional work of a student of a bachelor's study programme, which demonstrates the ability to solve the assigned topic using the disciplinary knowledge and skills acquired during the course of study of a given study programme. The bachelor's thesis may take a form of a theoretical-practical thesis, theoretical-research/research thesis, a theoretical thesis based on the research of professional information.
2. The master's thesis (hereinafter referred to as MT) is an independent work of a student of a master's study programme which demonstrates the ability to implement disciplinary knowledge and skills and to use appropriate research methods in solving an assigned topic. The author of the thesis demonstrates that he/she is able to address the topic in a systematic, comprehensive and contextual manner. The master's thesis has the character of a theoretical-research/research work.
3. The final theses are publicly accessible (47b, paragraph. 1, 2, 3 of Act No. 111/1998 Coll., the Higher Education Act). The publication and accessibility of final theses is specified in the UP Study and Examination Code and UP Internal Standard Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, and How They Are Made Accessible to the Public.

Article 3

Structure, Formal Arrangement And Thesis Length

1. The final thesis has the following structure:
 - a) Title page – see Appendix 1,
 - b) Declaration of Authorship – see Appendix 2,
 - c) Acknowledgement – optional
 - d) Annotation – see Appendix 3,
 - e) Content,
 - f) Introduction,
 - g) The actual text of the thesis structure according to the type and form of the thesis – see Appendix 4 and 5,
 - h) Conclusion,
2. The final thesis respects these set of rules for formal arrangement:
 - a) Write the text on A4 paper. Margins at the top and bottom 2,5 cm, left and right 2 cm, spine 1 cm,
 - b) When writing the thesis in the text editor, use:
 - fonts proportional to Arial or Times New Roman;
 - font size for the main body of the text is 12 points, for footnotes 10 points, for level one heading 16 points (bold), for level two 14 points (bold), for level three 12 points (bold);
 - line spacing for the main text is 1,5 lines, for footnotes simple (1 line);
 - align the text in a block, indent the first line with a tabulator, do not space between paragraphs;
 - number chapters with Arabic numerals, maximum level three heading (e.g. 2.3.1), level one chapters start on a new page.
 - c) Pages must be numbered continuously and numerals displayed from the first page of the table of contents (the first page of the work must be the title page).
 - d) Tables should be numbered in ascending order, table titles should appear above the tables, aligned to the left margin; below the table should be the source – align the text to the left margin.
 - e) Figures, graphs and diagrams shall be numbered in ascending order and labelled uniformly as "Figure"; titles shall be displayed below the figure, graph or diagram and aligned to the left margin of the figure, below the figure should be the source – text shall be aligned to the left margin.
 - f) Cite using the APA (American Psychological Association) standard in the current edition. In the case of a verbatim quotation, it is necessary to graphically differentiate the quoted text from the rest of the text – delimit it with an apostrophe. The reference to the cited source should be placed directly after the quoted text. For references, choose one of the three possible methods of referencing to the source and follow it throughout the thesis. These are: the footnote method, numerical reference method or the name-year-page method (i.e. Harvard System).
 - g) The thesis should be written in the English language. The use of another language is possible only with the written consent of the thesis supervisor and the Dean of the Faculty of Health Sciences.

3. The length of the final thesis is determined by the number of characters including spaces. The length of the bachelor thesis is between 50.000 and 80.000 characters including spaces. The length of the master thesis is between 90.000 and 120.000 characters including spaces. The main text of the thesis, including footnotes, is included in the scope of the thesis. The title page, statement of origin, acknowledgements, annotations, table of contents, reference list, list of abbreviations, tables, symbols, figures and appendices are not included in the final number of characters.

Article 4

Thesis Supervisor

1. Head of the department guaranteeing the study programme of the final thesis appoints the supervisor of the final thesis. Only a person who has obtained at least a master's degree and has professional knowledge and experience in the subject matter of the thesis may be the thesis supervisor.
2. The activities of the final thesis consist mainly of:
 - advising on the focus of the final thesis and the selection of appropriate research methods, data collection and processing of the information obtained,
 - assess the text and comment on the structure, formal adjustments, style and quality of the thesis,
 - checking the title, annotation, research and keywords of the final thesis,
 - drawing up a professional opinion.

Article 5

Assignment and Submission of the Final Thesis

1. Assignment and submission of the final thesis proceeds according to the UP Internal Standard *Assigning Topics for Bachelor's and Master's Diploma Theses, Dissertations, and Rigorous Theses, Their Submission, and How They Are Made Accessible to the Public and Methodological Guideline of the Dean of the Faculty of Health Sciences UP for the Preparation of Bachelor and Master Diploma Theses at FHS UP*.
2. Bachelor and master theses are **submitted only in electronic form** via Portal UP.

Article 6

Final Thesis Evaluation

1. The written evaluation of the final thesis is submitted by the thesis supervisor and the reviewer. The reviewer is appointed by the Head of the department guaranteeing the study programme of the final thesis. The reviewer must have a completed a master's degree. Each of evaluations must contain a clear conclusion as to whether the thesis is recommended or is not recommended for defence. The non-recommendation for defence must include a justification.
2. The final thesis is evaluated according to the following criteria:
 - relation to the focus of the study programme, fulfilment of the stated objectives,
 - work with information sources, including citation and references,
 - the chosen solution procedure, adequacy of the methods and approaches used,
 - the ability to interpret results and draw conclusions from them,
 - originality, student's own inventiveness on the topic, practical applicability of the results,
 - formal requirements, professional language and stylistic level, length of the work.
3. For the evaluation of the thesis, the *Evaluation of the Final Thesis* form can be used – see Appendix 6.

Article 7

Final Provisions

1. The head of the department guaranteeing the study programme may specify the requirements for the final thesis defined in this methodological guideline of the Dean of the Faculty of Health Sciences.
2. This Methodological Guideline cancels the Methodological Guideline of the Dean of the Faculty of Health Sciences of Palacký University in Olomouc No. FZV-MPD- 2/2014 as amended by its Appendix No. 1.
3. This guideline comes into force on the date of the signing by the Dean of the faculty and applies to theses defence from 10/2022.

List of Appendices:

- Appendix No. 1 – Model title page of the thesis
- Appendix No. 2 – Model statement of the author on originality
- Appendix No. 3 – Model annotation
- Appendix No. 4 – Sample of a bachelor's thesis structure
- Appendix No. 5 – Sample of a master's thesis structure
- Appendix No. 6 – Model *Evaluation of the Final Thesis* form

PALACKÝ UNIVERSITY IN OLMOUC
FACULTY OF HEALTH SCIENCES

Department of Clinical Rehabilitation

John Smith

**Physiotherapy in English Speaking
Countries**

Bachelor's Thesis

Thesis Supervisor: Mgr. Petra Gaul Aláčová, Ph.D.

Olomouc 2024

I declare that I have written this bachelor thesis independently and have used only the bibliographic and electronic sources listed.

In Olomouc, 1st May 2024

signature

ANNOTATION

Type of thesis:

Topic:

Title of the thesis:

Title of the thesis in English:

Date of assignment: *in format RRRR-MM-DD*

Date of submission: *in format RRRR-MM-DD*

University, faculty, department: Palacký University in Olomouc
Faculty of Health Sciences
Department of Clinical Rehabilitation

Thesis author:

Thesis supervisor:

Thesis reviewer:

Abstract in Czech: *abstract expresses a brief description of the thesis content*

Abstract in English:

Key words in Czech:

Key words in English:

Thesis length: *number of pages/number of appendices*

Structure of the Bachelor's Thesis

Bachelor's thesis theoretical – practical:

1. Theoretical part divided into chapters, subchapters, sections and sub-sections
2. Practical part

Bachelor's thesis theoretical – exploratory/research:

1. Theoretical part divided into chapters, subchapters, sections and subsections.
2. Practical part:
 - Objective – research objectives, research questions, hypotheses
 - Research methodology
 - Research results and their interpretation in relation to the objectives of the thesis
 - Discussion

Bachelor's thesis theoretical - review:

Theoretical part divided into chapters, subchapters, sections and subsections.

Structure of the Master's Thesis

Master's thesis theoretical – exploratory/research:

1. Theoretical part divided into chapters, subchapters, sections and subsections.
2. Practical part:
 - Objectives – research objectives, research questions, hypotheses
 - Research methodology
 - Research results in relation to the objectives of the thesis
 - Discussion

Evaluation of the Final Thesis of a Student of FHS UP	
Title of the Thesis:	
Type of thesis (bachelor/master):	
Name and surname of the student:	
Study programme:	
Programme guaranteeing department:	
Name and surname of the evaluator:	
Evaluation criteria	Grate rating*
Relation of the thesis topic to the field of study	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Fulfilment of set objectives	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Work with information sources including citations and references	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Chosen solution procedure, adequacy of methods used	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Ability to interpret results and draw conclusions from them	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Originality, student's own invention to the topic	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Practical applicability of the results	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Formal requirements, professional linguistics and stylistic level, length	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Evaluator's own criterion (list below):	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Total evaluation of the thesis <i>(F= not recommended for defence)</i>	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Thesis for defence	recommend <input type="checkbox"/> Not recommend <input type="checkbox"/>
Justification of the overall evaluation: <i>(in case of evaluation grades D to F mandatory)</i>	
Questions for the defence:	
Date:	Signature:

***Evaluation Scale**

A	exceptional, excellent, highly above standard
B	above standard, excellent, exhaustive
C	standard, good, small irrelevant details
D	satisfactory, adequate, deficiencies do not affect the results
E	still satisfactory, incomplete, major deficiencies affecting the results
F	unsatisfactory, superficial, serious deficiencies significantly affecting the results

The evaluation may be accompanied by an annex in a form of a verbal statement.

Notice:

The evaluator will submit the written evaluation in one printed copy with a signature to the secretary office of the programme guaranteeing department of FHS UP. The evaluator will also send the evaluation in the electronic form to the email address of the secretary of this department.