**Guide for the elaboration of diploma theses**

I.

The diploma thesis (thereinafter only the DT) verifies knowledge and skills acquired by students during their study and the capabilities to apply them in solving theoretical and practical issues.

II.

Diploma thesis arrangement:

1. Title page
2. Original of the DT assignment
3. Guide for the elaboration of diploma theses
4. Declaration + solemn declaration
5. Declaration of the cooperating legal or natural person on consent to the publication of the DP
6. Abstract + keywords in Czech and English
7. The DT list of contents
8. The DT main text
9. List of references
10. Appendices

or natural person on consent to the publication of the DP

vide 1) The title page is conceived according to the requirements of the competent department.

vide 2) The original of the DT assignment is given to the student by the competent department.

vide 3) This “Guide for the elaboration of diploma theses” follows the original of the DT assignment.

vide 4) Declaration + affirmation written on a separate sheet with sign manual of the student and the date of the DT submission.

vide 5) In case the DT is elaborated under any cooperation with other legal or natural persons and contains confidential data, a separate sheet with a declaration stating the agreement of the cooperating legal or natural person on consent to the publication of the DP is inserted into the DT.

vide 6) Abstract and keywords are written in Czech and English on a separate sheet within the maximum range of 1 page for both the languages.

vide 7) The table of content of the DT is written on a separate sheet. It includes titles of all the numbered chapters, sub-chapters and sections of the DT main text, link to the list of appendices and the list of references, all with relevant page numbers. Decimal numbering is suggested.

vide 8) The DT main text usually includes:

- Introduction containing the description of the solved issue and aims of the work in accordance with the DT assignment;
- The main text of the DT (including figures, tables, calculations) with partial conclusions, suitably subdivided into chapters and sub-chapters according to the character of the solved issue;
- Conclusion containing an overall evaluation of the DT results from the point of view of the given assignment.

The DT will be elaborated within the minimum range of approximately 45 pages (including table of contents and list of references).

The text has to be written on a computer using a suitable text editor on one side of a non-glossy A4 format paper, and the following recommended arrangement should be respected – font Times New Roman 12b; line spacing 1.5; margins – top, bottom – 2.5 cm, left – 3 cm, right 2 cm. Photos, schemes, figures and tables have to be numbered and referenced in the text. They will be arranged continuously in the text, as appendices only in necessary cases (see vide 10).
Specialized terminology within the work has to be in accordance with applicable standards. All the calculations have to be well-arranged to allow any specialist to check their accuracy.

Mathematic equations have to be numbered (in round brackets). For equations, data and values taken from specialized literature or practice, the source has to be referred – for literature sources, a numbered link (in square brackets) referring to a listed reference is required. Mistakes in diction, grammatical errors, and uncorrected mistakes in the text make result in a worse grade for the thesis.

vide 9) DT will contain at least 15 literature references, 5 of which will be in any world language. List of references is written on a separate sheet. Literature has to be referenced strictly according to the ČSN (Czech National Standard) ISO 690. Works listed in the list of references must be referred to within the DT main text.

vide 10) Appendices will contain only such data (additional calculations, source texts of programs, etc.), which cannot be suitably integrated into the main text, e.g. due to possible loss of comprehensibility.

III.

The diploma thesis will be submitted by the student in two book-bound copies unless the field of study guaranteeing department determines otherwise. The binding front side will contain the following:

top: 
  VSB – Technical University of Ostrava  
  Faculty of Materials Science and Technology  
  Department

centre: 

DIPLOMA THESIS

bottom: 
  Year  
  Name and surname

In addition to these two book-bound copies, the student will submit the complete DT also in an electronic form to the IS EDISON system. The DT submitted into the IS EDISON system in an electronic form has to be completely identical to the DT submitted in a printed form. After submitting the DT into IS EDISON, the work will be checked for plagiarism.

IV.

If the above-mentioned guide for the elaboration of diploma theses is not met, the DT may be rejected for defence. In this case, the decision about acceptance/rejection of the DT for defence is up to the corresponding field of study guarantor. This guide for the elaboration of diploma theses is obligatory for students of all degree programmes and all forms of follow-up Master’s study at the Faculty of Materials Science and Technology of VSB – Technical University of Ostrava from the academic year 2019/2020.

In Ostrava on 25 November 2019

Prof. Ing. Jana Dobrovská, CSc.
Dean of the Faculty of Materials Science and Technology  
VSB – Technical University of Ostrava