

## GUIDE FOR THE ELABORATION OF MASTER'S THESES

### I.

The Master's thesis verifies knowledge and skills acquired by students during their study and the capabilities to apply them in solving theoretical and practical issues.

### II.

#### Master's thesis arrangement:

- |   |                                     |
|---|-------------------------------------|
| 1. Title page                               | 6. List of tables and illustrations |
| 2. Master's thesis assignment               | 7. Introduction                     |
| 3. Abstract + keywords in Czech and English | 8. Master's thesis list of contents |
| 4. Master's thesis main text                | 9. List of references               |
| 5. List of abbreviations and symbols used   | 10. Appendices                      |

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

vide 2) As of the academic year 2020/2021, **the Master's thesis assignment** is available to students only in electronic form (without signatures) in IS EDISON (the thesis must be in the assigned state). **Students insert this unsigned assignment in the Master's thesis.** The signed original will be placed in the student's file.

vide 3) The abstract and keywords are presented on a separate sheet in Czech and then in English (Abstract, Keywords) in a maximum of 1 page for both language versions.

vide 4) The content of the Master's thesis is stated on a separate sheet. It shall include the titles of all numbered chapters, subchapters and passages of the text part of the Master's thesis, a reference to the list of appendices and a list of references with the indication of the relevant page. Decimal numbering is assumed. Title page, Assignment, Abstract and keywords are not included in the table of contents.

vide 5) The list of symbols and abbreviations used (if given) replaces the explanatory notes in the text. In the list, the symbols (abbreviations) are given alphabetically, first in upper and then in lower case letters of the Latin alphabet. Where a symbol denotes a physical quantity, the unit of the quantity shall also be given.

vide 6) The list of illustrations (i.e. figures, graphs, diagrams, etc.) must include the illustration number, the title of the illustration and the page number(s) on which the illustration is placed. The list of tables must also include the table number, the title of the table and the page number(s) on which the table is placed.

vide 7) The introductory chapter of the thesis is entitled Introduction. It serves to set the problem in a broader context and defines the structure of the thesis.

vide 8) The main text the Master's thesis usually includes:

- The actual elaboration of the Master's thesis (including figures, tables, calculations) with partial conclusions suitably divided into chapters and subchapters according to the nature of the problem.

- Conclusion, containing an overall evaluation of the results of the Master's thesis in terms of the set assignment.

**The Master's thesis will be prepared in the scope of at least 45 pages (including the list of contents and the list of references).**

The text must be written using a suitable computer word processor on one side of A4 white paper, respecting the following recommended layout – Times New Roman 12 b. font; 1.5 line spacing; margins: top – 2.5 cm, bottom – 2.5 cm, left – 3 cm, right – 2 cm. Photographs, diagrams, figures, tables must be numbered and referred to in the text. They will be included continuously in the text, only if strictly necessary, as annexes (see ad 10).

The professional terminology of the thesis must comply with the applicable standards. All calculations must be clearly arranged so that any expert is able to check their accuracy.

Mathematical formulas must be numbered (in round brackets). For formulae, data and values taken from the literature or from practice, the source must be indicated - in the case of literature, cited by a numerical reference (in square brackets) to the list of references used. Deficiencies in the manner of expression, grammatical deficiencies, uncorrected errors in the text may result in worse assessment of the thesis.

The Master's thesis must be written in such a way that it can be published in its entirety. For example, if the thesis contains company data, it must be presented in the thesis in order to protect the company's know-how (the company will confirm this in the "Declaration of the representative of the cooperating legal or natural person").

vide 9) The Master's thesis must contain at least 15 references, of which at least 5 must be in a world language. The list of references used should be written on a separate sheet. Literature citations must be consistently referenced in accordance with ČSN (Czech National Standard) ISO 690. The works listed in the references must be referred to in the text of the Master's thesis.

vide 10) The appendices will contain only those sections (special calculations, source texts of programs, etc.) that cannot be appropriately incorporated into the actual text part, e.g. due to loss of clarity.

### III.

**The student's declaration of authorship** is only made electronically via IS EDISON in the following wording: **"I hereby confirm the submission of my digital final thesis. I declare that I have elaborated this final thesis independently. I have cited all literature sources and publications which I have used."** The supervisor of the thesis is obliged to verify that the thesis has been elaborated independently. Attempted fraud will be prosecuted according to the law.

### IV.

**Declaration by a representative of the cooperating legal or natural person. In case the Master's thesis is based on cooperation with other legal or natural persons and contains sensitive data that can be disclosed, this circumstance must be stated in a declaration confirmed by the representative of the cooperating legal or natural person.** It is the

student's responsibility to secure the signed statement from the cooperating person and upload it in PDF format by the deadline for submitting the work to IS EDISON. The original of the statement is submitted by the student to the secretary of the given department and will then be stored in the student's file. A sample declaration is given in **Appendix No. 1**.

## V.

Master's theses **must be submitted via the IS EDISON** and must not contain any signatures or other personal data. Master's theses are submitted **only electronically**.

**The student submits the following components of the Master's thesis in electronic form to IS EDISON:**

- Abstract and keywords in Czech.
- Abstract and keywords in English.
- Elaboration – the complete thesis saved in PDF/A format. Maximum size is 20 MB. The file name has the format “year of submission\_student's login\_type of thesis (BT/MT/DT)”. The file name must be without diacritical marks.
- Appendices – to be inserted only if they are not part of the final thesis itself. The file name has the format “year of submission\_student's login\_type of thesis (BT/MT/DT)\_appendix”. The file name must be without diacritical marks.

Further instructions on how to upload the thesis, including the procedure for creating a correct PDF/A format, can be found in IS EDISON. After converting to PDF/A, it is necessary to check that the correct conversion has been made, e.g. formulas, legibility of the document, etc.

Next, the student checks the box “I hereby confirm the submission of my digital final thesis. I declare that I have prepared this final thesis independently. I have listed all literature sources and publications I have used.”

The submitted work is then sent to the THESES system to be checked for plagiarism.

## VI.

Failure to comply with the above principles for the elaboration of the Master's thesis may be a reason for not accepting the thesis for defence. In this case, the decision not to accept the thesis for defence is made by the supervisor of the relevant degree programme. These principles are binding for students of all degree programmes and forms of follow-up Master's study at the Faculty of Materials Science and Technology, VSB – Technical University of Ostrava as of the academic year 2022/2023.

Guide for the elaboration of master's theses

In Ostrava on 23 November 2022

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 Dean