

MANUAL – FINAL THESIS

Content:

Time schedule

Phase 1 - **SELECTION OF TOPIC / AREA / PROBLEM**

Phase 2 - **PROPOSAL OF RESEARCH QUESTIONS AND HYPOTHESIS, METHODS AND PROCEDURES, TITLE AND STRUCTURE OF THE THESIS**

Phase 3 - **INITIAL INFORMATION GATHERING**

Phase 4 - **CONCRETIZATION OF THE RESEARCH QUESTION AND HYPOTHESIS, METHODS AND PROCEDURES, TITLE AND STRUCTURE OF THE THESIS**

Phase 5 - **PROCESSING AND CRITICAL ANALYSIS OF SOURCES**

Phase 6 - **WRITING OF THE THESIS**

Phase 7 - **FORMAL EDITING, FINALIZING, OF THE INTRODUCTION AND CONCLUSION**

Phase 8 - **RE-READING THE THESIS**

TIME SCHEDULE

Summer semester	
Teaching period - final years	16.02.2026 - 03.05.2026
Teaching period	16.02.2026 - 24.05.2026
Examination period – for students ending with state exam	04.05.2026 -24.05.2026
Day off and Rector's day	02.04.2026 and 13.05.2026
Summer holidays	29.06.2026 - 30.08.2026
Submission of the final thesis	23.4.2026
Deadline for submitting a request for the alternative term of handling in a final thesis	23.4.2026
Login to the state final exams	25.05.2026
State final examinations	01.06.2026 - 19.06.2026
Graduation	21.09.2026
SECOND ROUND OF STATE FINAL EXAMS	
Submission of the final thesis	22.06.2026
Login to the state final exams	13.07.2026
State final examinations	31.08.2026 - 11.09.2026
Graduation	09.11.2026

PHASE 1

SELECTION OF TOPIC / AREA / PROBLEM

Until 31. 10. 2025, you must find a thesis supervisor, topic, assignment of the final thesis, and make a list of literature!

Start writing the FINAL THESIS as soon as possible!

- **Final thesis must be submitted before registration for the final state exams**
 - You will not be allowed to register for the final state exams unless you:
 - **Submit final thesis and get credits from your thesis supervisor**
 - **Conclude your study plan** → successful passing of all exams and fulfilling study requirements

IMPORTANT NAVIGATION TO FINAL THESIS CREATION

- **Predefined topics of thesis should be related to subjects or your own proposal**
- **Thesis theme must be sufficiently specific, narrowly focused, and problem-oriented**
- **Avoid topics in the thesis, that have been addressed dozens of times or are commonly found in textbooks**
- **Global issues of humanity are difficult to solve, avoid them**
- **Avoid speculative and hard-to-prove topics**

!!!

Bachelor's Thesis

- **Minimum of 40 standard pages, excluding appendices**
- **One standard page = 1,800 characters**

Diploma / Master's Thesis

- **Minimum of 60 standard pages, excluding appendices**
- **One standard page = 1,800 characters**

PHASE 2

PROPOSAL OF RESEARCH QUESTIONS AND HYPOTHESIS, METHODS AND PROCEDURES, TITLE AND STRUCTURE OF THE THESIS

(Research Design)

Every thesis should be created for a reason, to address something and solve it in some way.

SOMETHING = the main problem. Ask questions, formulate hypotheses (“how might it turn out”).

Problem and Question:

- WHAT do I want to address in the thesis?
- WHY do I want to address it? Is it current? New? Related to my profession?
- Has someone already addressed this BEFORE me? If so, how and what were their conclusions?
- What do I assume and expect, i.e., HOW might it turn out → hypotheses

GOAL of the thesis – must be linked to the title and the questions being addressed

IN SOME WAY = methods and procedures how to create / write the thesis

- Will I observe or compare?
- Based on which criteria?
- Strengths and weaknesses of the chosen methods

Regarding methods – quantitative, qualitative, mixed

- Observation
- Comparison
- Analogy
- Analysis
- Induction
- Deduction
- Modeling
- Logical methods
- Systems analysis
- Game theory
- Black box method

Working Title of the Thesis – IMPORTANT!

Structure of the Thesis

- Introduction
- Main Body – theoretical part and practical part
- Conclusion

At the end we would like to inform you about the time lines and important dates regarding the process of getting Bachelor Thesis submitted and log in to the state exams.

PHASE 3

INITIAL INFORMATION GATHERING

Also known as exploratory searching

- Books, articles, journals, websites, statistics, databases, etc.
- Library databases – JSc and Jimp journals
- Check data availability!

Primary and secondary sources – whenever possible, rely on primary sources.

- Gather sources especially for theoretical grounding and the so-called literature review.
- Use online catalogs, databases (e.g. JSTOR, ProQuest), subject-specific portals, digital libraries, e-books, e-journals, etc.
- **Search criteria** – topic, keywords, time frame, language, geographical scope, source limitations
Use search operators: AND, OR, NOT; WITHIN, NEAR
Expand (growing pearl method) or narrow (trimming) your search
Use wildcards: ?, *, #
- **Internet search engines** – Google (scholar.google.com; books.google.com), Amazon, etc.
- **NTK Library** – books, articles...
[For economics and management](#)
[For social sciences](#)

Ask yourself: Is this source even useful to me?

Quick focus on:

- Keywords
- Title
- Abstract
- Purpose
- Chapter headings
- Conclusion
→ What kind of article is it, what did the authors do, and what is its main message?

PHASE 4

CONCRETIZATION OF THE RESEARCH QUESTION AND HYPOTHESIS, METHODS AND PROCEDURES, TITLE AND STRUCTURE OF THE THESIS

- Clarification of the title needed
 - TOPIC (area) ≠ TITLE
 - All must be linked to the goal and content of the thesis
- Clarification of the main research questions (and possible hypotheses) needed
- Clear choice of method(s) necessary to make

⚠ Consult, ask questions—criticism is meant to help you master the topic, not to ridicule you!

PHASE 5

PROCESSING AND CRITICAL ANALYSIS OF SOURCES

- Place the source in the context of its time of origin
- Consider the question: who commissioned the article, and why was it written?
- Gather information about the author (affiliation with a theoretical school, main themes, possible ideological orientation)

Triple Reading Approach:

1. **Read and understand the text**
2. **Grasp and interpret its meaning**
3. **Critically engage and question it / polemize**

HOW TO READ ACADEMIC ARTICLES (and MAKE IT for myself EASIER)

Triple Reading Strategy:

- **First reading** – focus on methodology and conclusions → can I use this for my own work?
- **Second reading** – reflect and think: what does it contribute that's new? Is there a gap in knowledge? What are the article's limitations? What assumptions do the authors make? Does the methodology lead to valid results, and can they be replicated?
- **Third reading** – orient yourself, interpret, and critically engage

ISSUES OF QUALITY, RELEVANCE AND AUTHENTICITY OF INFORMATION

→ **Always verify your sources**

- **Clear purpose of the text**
- **Completeness, accuracy, credibility, objectivity, appropriateness, and well-supported arguments**
- **Clear authorship** (who wrote it and what qualifications they have)
- **Language and style of the text**
- **Placement of the URL (http) address**
- **Cited literature** (is it verifiable?)
- **Date of publication and actualizations**
- **Possibility to verify reference sources**
- **⚠ See violations of citation ethics!**

PHASE 6

WRITING OF THE THESIS

⚠ **Single standard does not exist—these are only suggested (but preferred) recommendations.**

Structure and Formatting

- Divide the text into chapters, subchapters, and paragraphs
- Ensure logical structure and sequencing of chapters and subchapters
 - 1) Avoid excessive fragmentation—standard is 3–5 chapters; more may be too scattered
 - 2) Follow the rule: one paragraph = one idea
 - 3) Use block alignment, consistent font style and bullet formatting
 - 4) ⚠ **Maintain uniform formatting → use styles**
- Besides the **introduction** and **conclusion**, the thesis should be divided into:
 - 1) **Theoretical Part**
 - 2) **Practical Part**

Detailed guides, recommended templates, and FORMATS are available elsewhere.

[Team-MÚVS - studenti - studium - Dokumenty - Forms - Všetchny dokumenty](#)

How to Format a Bibliographic Reference in the Literature List

Book:

SURNAME, First name. Title of the book: subtitle. Edition. Place of publication: Publisher, year of publication. Number of pages. ISBN.

Journal Article:

SURNAME, First name. Title of the article. Name of the journal. Year of publication, vol. XX, no. XX, pp. XXX–XXX. ISSN XXXX-XXXX.

- Use citation generators or citation management software.
- Pay attention to the correct citation style.

⚠ **Sort the bibliography alphabetically and number the sources.** ⚠

- The Biggest Challenge – Citing and Referencing Sources
- A citation is not the same as a paraphrase

Why to cite? Isn't it useless?

- Provides information for readers – broader context (horizonts)

- Author demonstrates his/her own knowledge of the processed topic – framing and depth
- Enables identification and retrieval of the document – “covering of your back”
- Verification of the propositions made
- Ensurance of the adherence to academic ethics

Principles of Citation

- Clarity and consistency
- Completeness
- Use of primary sources only
- Follow up correct language conventions
- If a detail is missing, proceed with the next available one
- Preserve the original language of the source
- Consistent punctuation and formatting of citation

Violations against Citation Ethics

- Citing of a work the author did not use
- Not citing of a work the author did use
- Self-citation (referencing one’s own work without relevance to the thesis topic)
- Inaccurate citation that prevents identification of the source

Harvard (Anglo-Saxon) Referencing Style

- Relatively fast and clear
- Becoming increasingly popular

Make time and find a suitable place to write!

- It’s helpful to write down notes, outlines, or even create a mind map somewhere.
- Ensure **balance and consistency** across chapters—each should be proportionate in length and depth.

PHASE 7

FORMAL EDITING, FINALIZING, OF THE INTRODUCTION AND CONCLUSION

- Learn how to use styles in MS Word
- Many formatting elements are pre-set in university thesis templates

PHASE 8

RE-READING THE THESIS

- Put the thesis aside for a few days and then read it again yourself.
-  **Let someone else read it too—for content and grammar check!**

When you are submitting your final thesis to the study department make sure you have signed solemn declaration → Form on our website:

- <https://www.muvs.cvut.cz/en/final-thesis/>