

MEASURES

OF THE DEAN OF THE FACULTY OF INTERNATIONAL RELATIONS

Č. 7/2025

ON QUALIFYING PAPERS

AT THE FACULTY OF INTERNATIONAL RELATIONS OF THE PRAGUE UNIVERSITY
OF ECONOMICS AND BUSINESS

The Dean of the Faculty of International Relations (hereinafter referred to as "FIR") issues the following measure based on the provisions of the Study and Examination Rules of the Prague University of Economics and Business according to the principles of the European Credit Transfer and Accumulation System, as amended:

§ 1

Introductory provisions

(1) This measure specifies certain conditions for the application, processing, submission and defence of qualification theses at the FIR in Bachelor's and Master's degree programmes taught in both Czech and English.

(2) For the purposes of this measure, the defence of a qualification thesis means:

- a. The defence of the thesis as a partial part of the state final examination (if the state final examination is divided into partial parts)
- b. The defence of the thesis as a compulsory part of the state final examination (if the state final examination is combined into one examination)

§ 2

Announcement of Bachelor thesis topics

(1) The topics of the bachelor theses are based on the content of the profiling compulsory courses of the respective bachelor study programme.

(2) A new topic shall be proposed by the thesis supervisor and approved by the Head of the department and the guarantor of the study programme for which the topic is to be offered. Topics are announced and updated continuously; the thesis supervisor must be an academic staff member.

(3) The Head of the department shall cancel the thesis topics offered by the thesis supervisor whose employment in the department is terminated.

(4) The offer of topics is published in the Information System of the Prague University of Economics and Business (hereinafter referred to as "InSIS").

(5) The thesis topics for the FIR Bachelor's degree programmes are announced by the departments as follows:

(1) for the Bachelor's degree programmes in Tourism (old programme) and Tourism and Hospitality Management (new programme), announce the topics:

- a. Department of Tourism and Hospitality Management,
- b. Department of Business and European Law,

(2) for the Bachelor's degree programme Retail Manager, announces the topics:

- a. Department of International Business,

(3) for the Bachelor's degree programmes International Trade and International Business announce the topics:

- a. Department of International Business,
- b. Department of Business and European Law,
- c. Department of International Economic Relations,

(4) for the Bachelor's degree programme International and Diplomatic Studies (in Czech and English) announce the topics:

- a. Department of International and Diplomatic Studies,
- b. Department of International Economic Relations.

§ 3

Announcement of Master thesis topics

(1) The thesis topics are based on the content of the profiling compulsory courses of the respective programme.

(2) A new topic shall be proposed by the thesis supervisor and approved by the Head of the department and the supervisor of the degree programme for which the topic is to be offered. Thesis topics are announced and updated on an ongoing basis; the thesis supervisor must be an academic staff member.

(3) The Head of the department shall cancel the thesis topics offered to a supervisor whose employment in the department is terminated.

(4) The offer of topics is published in the Information System of the Prague University of Economics and Business (hereinafter referred to as "InSIS").

(5) The thesis topics for the follow-up Master's degree programmes at the FIR are announced by the departments as follows:

(1) for the follow-up Master's degree programmes in Tourism (old programme) and Tourism and Hospitality Management (new programme), announce the topics:

- a. Department of Tourism and Hospitality Management,
- b. Department of Business and European Law,

(2) for the follow-up Master's degree programme European Economic Integration announces the topics:

- a. Department of International Economic Relations,

(3) for the follow-up Master's degree programmes International and Diplomatic Studies (in Czech and English) announce the topics:

- a. Department of International and Diplomatic Studies,
- b. Department of International Economic Relations,

(4) for the follow-up Master's degree programmes International Trade and International Business - Central European Business Realities announce the topics:

- a. Department of International Business,
- b. Department of International Economic Relations,
- c. Department of Business and European Law,

(5) for the follow-up Master's programme in Business and Law announces the topics:

- a. Department of Business and European Law,

(6) for the follow-up Master's degree programme Sustainable Transformation and European Competitiveness announce the topics:

- a. Department of International Economic Relations,
- b. Department of International Business.

§ 4

Selection of the topic and assignment of the qualification thesis

- (1) Students choose the topic of their qualification thesis depending on the programme they are studying. It is possible to choose a topic from the offer of the above-mentioned departments or to propose one's own topic at the department that announces the topic.
- (2) In exceptional cases, students may choose a topic announced by any FIR department, including language departments, or propose their own topic. This topic must have a substantive link to the programme being studied and must be approved by the supervisor of the thesis, the guarantor of the programme being studied and the Dean of the FIR, who is represented for these purposes by the Vice Dean for Education. The student's application is processed through the Contact Centre in InSIS. The consent of the programme guarantor and the Vice-Dean for Education is a condition for entering the qualification thesis into InSIS.
- (3) Prior to enrolling in the undergraduate or graduate seminar, a thesis assignment must be established in InSIS in collaboration between the thesis supervisor and the student by completing a preliminary title (general topic), an assignment deadline, and a submission deadline.
- (4) Immediately after the completion of the relevant type of seminar (i.e. always towards the end of the semester), the student, in cooperation with the thesis supervisor, completes the final assignment in InSIS.
- (5) The assignment contains the final title of the qualification thesis, the language of preparation, the scope, the outline content and the most important sources for the preparation of the qualification thesis.
- (6) The specific scope of the work in the assignment is determined by the thesis supervisor depending on the topic and the methods used. Failure to fulfil the specified scope is a reason for not defending the thesis, which is decided by the qualification thesis defence committee. The recommended scope of qualification theses at FIR is set as follows:
 - a. Bachelor's thesis: 30 - 40 standard pages.
 - b. Master's thesis: 50 - 60 standard pages.
- (7) The assignment shall be approved by the student, the supervisor of the thesis, the Head of the department in which the thesis is prepared and the guarantor of the study programme.

Approval of the assignment is done electronically in InSIS. Without an approved assignment, it is not possible to submit the qualification thesis for defence.

(8) The deadline for submission of the thesis may be no earlier than the end of the semester (April, June, or December) following successful completion of the relevant seminar.

§ 5

Preparation of the qualification thesis in a foreign language

(1) The Bachelor's and Master's thesis can be prepared in Czech, English or another foreign language from which the FIR admission examination can be taken.

(2) A student may prepare a qualification thesis under subsection (1) in a language other than Czech or English if he/she has taken the entrance examination at the FIR in that language, or in a language in which he/she holds an internationally recognised certificate at level C1 or higher of the Common European Framework of Reference. The student will present the certificate through the Contact Centre in InSIS.

(3) The approval of the thesis supervisor and the Head of the department, as evidenced by the approval of the assignment in InSIS, is a condition for preparation a qualification thesis in a language other than the language of the study programme.

(4) The assignment and the output of the Bachelor's or Master's thesis seminar must be prepared in the same language as the qualification thesis.

(5) For study programmes taught in the Czech language, if the qualification thesis is prepared in the Czech or English language, the defence takes place in the language in which the thesis is prepared. The Head of the department may determine the language of the defence of a thesis written in a foreign language other than English. The language of defence in a programme taught in English is always English.

§ 6

Approval of the topic of the qualification thesis

(1) In the first to third week of classes in the semester in which the student is taking the Bachelor's or Master's thesis seminar, the framework topics of the qualifying theses are approved in cooperation with the Heads of the departments and the Vice-Dean for Education.

The following are assessed:

- a. the consistency of the topic of the thesis with the programme of study,

- b. the consistency of the topic of the thesis with the teaching and publishing activities of the supervisor of the qualifying thesis,
- c. the maximum number of theses supervised by each supervisor must meet the conditions set out in the Rector's Directive on the development and implementation of study programmes at the VŠE (i.e. one person may supervise a maximum of 18 theses at the VŠE at the same time, while the maximum number of supervised theses in the following structure may not be exceeded: 18 bachelor theses, 12 master theses and 5 dissertations. This number does not include the theses of students who have interrupted their studies).

(2) If the thesis assignment is not established in InSIS at the time of approval of the framework topics, the enrolment of the Bachelor's or Master's thesis seminar will be cancelled for the semester.

(3) If the framework topic is not approved or modified to meet the criteria in paragraph 1, the thesis assignment in InSIS and the registration of the Bachelor's or Master's thesis seminar shall be cancelled for the semester.

(4) The Head of the Department shall decide whether the topic is assigned to the student for processing by approving the final assignment of the qualifying thesis, provided that this decision is subject to the approval of the programme guarantor. § 7

Change of supervisor after the assignment of the qualification thesis

(1) A change of supervisor of a qualification thesis already assigned may be permitted only exceptionally, e.g. upon termination of the employment of the supervisor of the qualification thesis or after an unsuccessful defence of the qualification thesis.

(2) Requests for a change of supervisor, including justification, are made by the student via the InSIS Contact Centre. The Head of the department in which the qualifying thesis is being prepared shall comment on the request and the Vice-Dean for Education shall approve it.

§ 8

Cancellation of the assignment of the qualification thesis

(1) The assignment of a qualification thesis may be cancelled if a student fails to communicate with his/her supervisor for a long period of time or does not show sufficient progress in the processing of the topic.

(2) A written proposal for cancellation of the assignment shall be submitted by the Head of the department in which the thesis is assigned to the Dean, who shall be represented in this matter by the Vice-Dean for Education.

(3) If the Dean accepts the reasons under subsection (2), the Vice-Dean for Education shall send a request for comments to the student's e-mail address as it appears in InSIS.

(4) If the student does not respond to the invitation within ten working days, the assignment of the qualification work in InSIS may be cancelled.

§ 9

Re-submission of the qualification paper

(1) When reassigning a qualification thesis in the event of an unsuccessful defence or cancellation pursuant to Article 8 of this Measure, the student shall complete the final assignment in InSIS in cooperation with the new supervisor. The assignment is subsequently approved by the student, the supervisor, the Head of the department in which the thesis is being prepared and the programme guarantor. The approval of the assignment is done electronically in InSIS. It is not possible to submit a qualification thesis without an approved assignment.

(2) When the qualifying thesis is re-assigned, neither the Bachelor's nor the Master's thesis seminar is repeated; the deadline for submission of the thesis may be no earlier than the end of the semester (April, June or December) following the re-assignment.

§ 10

Preparation of the qualification thesis

(1) With the final thesis, the student demonstrates the ability to elaborate in writing a topic related to the content of the study programme and to apply the knowledge and skills acquired during the study. It must be an original, unpublished work, independently developed by the student.

(2) The student is obliged to cooperate with the supervisor during the elaboration of the thesis, in particular to submit the elaborated parts of the thesis according to his/her instructions and to consult them continuously. Failure to comply with this point may be taken into account by the qualification thesis defence committee in the evaluation of the thesis.

(3) The formal and content requirements of the thesis are published on the FIR intranet.

(4) The Bachelor's thesis must include a description of the problem under study and a statement of the aims of the thesis, a brief assessment of the current state of knowledge, a description of

the method and procedure of the thesis, a professional analysis of the problem under study and the formulation of its own conclusions.

(5) The master's thesis must include a description of the problem and objectives of the thesis, an assessment of the current state of knowledge, including any theoretical background, a characterization of the methods and procedures of the thesis, an analysis of the problem under study and a formulation of the results obtained, including, if appropriate, a statement of own opinions and an evaluation based on the results of the analysis.

(6) The thesis must distinguish its own findings and evaluation from the ideas and data taken, properly identify all citations and list all sources used, including the results obtained using generative artificial intelligence tools.

§ 11

Deadline for submission of the qualification thesis

(1) The deadline for submission of the qualification thesis to InSIS shall be set uniformly for all departments by the Vice Dean for Education within the academic year schedule, and shall normally be:

- a. In the 12th week of classes in the winter semester for defences in January and February,
- b. in the 11th week of teaching in the summer semester for defences in June,
- c. in the last week of June for the defences in August and September.

§ 12

Submission of the qualification thesis

(1) The qualification thesis shall be submitted electronically in InSIS.

(2) The department in which the thesis was prepared may request a hardcover written copy of the thesis. In this case, the electronic version must be identical to the written version.

(3) The topic of the submitted thesis must be identical to the topic specified in the assignment of the qualification thesis; if this is not the case, the qualification thesis cannot be submitted. This fact is checked by the person in charge of the department (usually the thesis supervisor) when the thesis is submitted.

(5) An essential element of the submission of the qualification thesis is a declaration that the qualification thesis has been prepared independently. This declaration is confirmed electronically by the student when submitting the qualification thesis in InSIS.

(6) If the correct insertion of the qualification thesis is not confirmed in InSIS, the thesis cannot be accepted for defence. The correct insertion of the electronic version of the thesis into InSIS within the deadline is checked by the Vice-Dean for Education.

(7) A thesis that has not been properly submitted in electronic form cannot be defended within the given deadline.

§ 13

Handling of sensitive data in the qualification thesis

(1) It is not possible to keep the thesis or parts thereof confidential.

(2) If the qualification thesis contains sensitive data that cannot be published, the author of the qualification thesis must handle it in such a way that it cannot be linked to a specific company or persons after the publication of the thesis.

(3) In exceptional and justified cases, the publication of the thesis may be postponed for up to five years. After the expiry of the period of postponement of publication, the thesis shall be published.

(4) Postponement of publication is requested by the student via the Contact Centre in InSIS to the Dean of the FIR, who is represented for these purposes by the Vice Dean for Education. The effectiveness of the postponement of publication is assessed by the supervisor of the thesis.

§ 14

Anti-plagiarism control

(1) Between the submission and defence of the qualification thesis, all bachelor's and master's theses are checked by anti-plagiarism software.

(2) The Vice-Dean for Education is responsible for coordinating the implementation of the anti-plagiarism check and keeping records of detected plagiarism.

(3) In the event that plagiarism is suspected during the check with anti-plagiarism software, the thesis supervisor is obliged to check the conformity with the sources in detail. If the suspicion of plagiarism is confirmed, he/she shall state this fact in the review.

(4) The discovery of plagiarism shall be grounds for not defending the thesis, which shall be decided by the committee for the qualification thesis's defence, and shall be grounds for initiating disciplinary proceedings. In such a case, the complaint for the initiation of disciplinary proceedings shall be submitted without undue delay, regardless of the outcome of the defence.

(5) If the thesis has not been defended due to the detection of plagiarism by anti-plagiarism software, the output of the anti-plagiarism software shall be attached to the record of the defence.

§ 15

Use of generative artificial intelligence tools

(1) The qualification thesis is the output of the student's independent creative work. The elaboration of the qualification thesis extends and deepens the knowledge acquired by studying the given programme.

(2) The use of generative artificial intelligence tools is encouraged, but these tools must be used in accordance with the applicable laws, regulations of the Prague University of Economics and Business and the FIR, in particular in accordance with the Code of Ethics, the Study and Examination Rules of the Prague University of Economics and Business, the Rules and Guidelines for Students on the Use of Generative Artificial Intelligence Tools, this Measure and the instructions of the supervisor.

(3) The generative AI tools provide background information that the student further develops into the text of the thesis or formally, grammatically or stylistically modifies the student's own output. Depending on the use of these tools, their use must be appropriately declared in the thesis.

(4) Failure of the student to independently defend or certify understanding of any output of the Bachelor's or Master's thesis seminar shall be grounds for a failing grade, to be decided by the thesis supervisor, and possible initiation of disciplinary proceedings.

(5) Failure of a student to defend or certify understanding of the premises, methods, or conclusions of the thesis shall be grounds for a failing grade, which shall be decided by the thesis defence committee and any initiation of disciplinary proceedings. In such a case, the complaint for disciplinary proceedings shall be submitted without undue delay, regardless of the outcome of the defence.

§ 16

Reviews on the qualification thesis

(1) The opponent of the qualification thesis shall be appointed by the Head of the department in which the thesis was prepared. The opponent of the qualification thesis must be a university-educated specialist.

(2) The supervisor and the opponent of the qualification thesis shall draw up a review on the submitted thesis. The reviews shall be entered in electronic form into InSIS at least four working days before the thesis defence date. The report must include the proposed classification of the thesis.

(3) If it is not possible to enter the review directly into InSIS, a PDF version of the review on a prescribed form may be entered into InSIS.

(4) The defence of the qualifying thesis shall take place even if one or more of the reviews is negative.

(5) The reviews on the qualification thesis shall be attached to the record of its defence.

§ 17

Dates for the defence of qualification theses

(1) The dates for the defence of qualification theses shall be determined by the respective departments, as follows:

- a. at least three weeks elapse between the submission and defence of the bachelor thesis,
- b. at least one month elapse between the submission and defence of the master thesis.

(2) These deadlines are also subject to the applicable Measures of the Dean of the FIR regarding final examinations and graduation of graduates and Measures of the Dean of the FIR specifying certain deadlines during the academic year.

(3) The date for the defence of the qualification thesis is assigned to students by the department in which the qualification thesis is prepared.

§ 18

Returning a submitted qualification thesis for revision

(1) After the deadline for submission of the qualification thesis in InSIS has passed, a properly submitted qualification thesis may be returned for revision only after the result of an unsuccessful defence has been entered.

(2) In the event that the defence of the thesis is assessed with a failing grade, the defence committee shall further decide whether:

- a. The student will repeat the defence with the same qualifying thesis
- b. The student submits a new thesis for defence based on the original assignment

- c. The student, in cooperation with the supervisor, modifies the assignment and submits a new thesis for defence
- d. The student finds a new supervisor, modifies the assignment and submits the new thesis for defence

(3) If the defence committee decides to return the thesis for revision, the thesis supervisor will return the thesis to the student in InSIS without delay. The undefended version of the thesis and the evaluations shall be archived.

§ 19

Final provisions

- (1) This Measure shall enter into force on 6 October 2025.
- (2) Measure 5/2024 is repealed.

Prague, 6 October 2025.

doc. Ing. Martina Jiráňková, Ph.D., v. r.

Dean of the Faculty of International Relations