FAMU

FILMOVÁ A TELEVIZNÍ FAKULTA AMU

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Methodological instruction from the Vice-Dean for Student Affairs regarding the Bachelor, Diploma and Dissertation Thesis ("VŠKP") assignments in the academic year 2022/2023

A) Assignment of qualification theses

The deadlines for entering qualification thesis assignments in the iKOS information system have been defined as follows:

- For students who plan on taking state final examination in June, **before or on 1 February 2023,**
- For students who plan on taking state final examination in September, **before or on 20 February 2023.**

In bachelor's programmes, 'university qualification thesis' (VŠKP) is a **bachelor's thesis and usually a bachelor's performance**; in master's programmes, it is a **diploma thesis and usually a graduation performance.**
The assignment procedure applies to all **final year students** in bachelor's and master's programmes. The students can suggest the topics of their qualification theses. The Dean approves the topics of the qualification theses further to the recommendation of the Head of the Department.

Procedure for assigning bachelor's and diploma theses:

1. If a **student does not have their own thesis topic**, they shall ask the Head of the Department for an assignment of thesis topic.
2. If a student has their own topic, **they shall address a potential thesis supervisor with the proposal** and ask for a consultation (subject to the approval of the Head of the Department, it is also possible to address experts outside of AMU).
3. If the thesis supervisor agrees with the suggested thesis topic, **the student shall ask the Head of the Department for a recommendation**. The Head may or may not recommend the supervisor, in particular with regard to the number of theses that one teacher can supervise (the maximum is 10 theses), and may determine a different thesis supervisor.
4. The assignment must include the language in which the thesis is to be written; in addition to the Czech and Slovak languages, **it is possible, on a very limited basis, to write a thesis in the English language**, provided that the nature of the thesis (topic, resources, literature…) and the language skills of the thesis supervisor so permit. **Applies to Czech study programmes only!**
5. **Subsequently, the student shall enter the thesis assignment into the iKOS**, and the entry shall contain the thesis title and the name of thesis supervisor.
6. **The Dean approves the proposed theses** and their supervisors collectively for the Departments on the basis of the output from the iKOS, subject to the verification and recommendation of the Head of the Department.

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The assignment of bachelor's and diploma theses means the following:

- **thesis title** (the title should fit the topic of the thesis; if it does not, it is good to add a subtitle – 60 characters maximum);
- **name of the thesis supervisor** (to be entered by choosing from a list of teachers; if the supervisor is a person outside of AMU, they must first be entered in the KOS by the Department secretariat).

Procedure for assigning a graduation performance:

1. The student **submits a proposal for their graduation performance to the potential performance supervisor (including but not limited to the heads of workshops)** and asks for a consultation.
2. If the performance supervisor agrees with the proposal, the **student asks the Head of the Department for a recommendation.** The Head may or may not recommend the supervisor, and recommend a different thesis supervisor.
3. Then the student enters the student performance assignment in the iKOS, including: **title of the graduation performance (working title) and its brief description (type of work or performance), name of the performance supervisor, and the latest date of the performance (the expected date of completing the work).**
4. **The Dean approves the assignments collectively for the Departments** further to the output from the iKOS and following the verification and recommendation of the Head of the Department.

B) Submission of qualification theses

The deadline for the submission of bachelor's and diploma theses is always **at least one month prior to the date of the defence. The Head of the Department may determine an earlier date.** If the deadline for thesis submission falls on a Saturday, Sunday or a public holiday, the date of submission is the first business day following such deadline.
The student shall complete their graduation performance **no later than five (5) business days prior to the date of defence of the graduation performance.**

Procedure for submitting bachelor's and diploma theses:

1. **Complete all the required information about all parts of the thesis in the iKOS**; in addition to the title and the name of the supervisor (the same as in the assignment entry), it is necessary to add the abstract, keywords, and the thesis title and abstract in English.
2. The student must **upload the thesis** in the required format **in the iKOS within the defined deadline**! In the event of technical difficulties, students should contact the Department for Student Affairs.
3. Subsequently, without undue delay, the **thesis must also be submitted in at least one printed copy** (it does not have to be submitted using a different medium, like a CD or DVD!).

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4. **The student shall submit** one printed copy of the thesis **to the secretariat of the Department.** Along with the thesis, the student shall submit two signed counterparts of the Master Licence Agreement (unless they did so earlier). The student also submits the relevant attachment to the Licence Agreement, printed from the iKOS and signed.
5. Subsequently, **the thesis will be formally verified by the Department for Student Affairs.** If obvious formal deficiencies are discovered (differences from the assignment, insufficient scope, etc.), the Department will contact the thesis supervisor or Head of the Department and they will agree on the subsequent procedure.

More information regarding the format and requisites for qualification theses is available here: https://www.amu.cz/en/study/bachelors-masters-and-doctoral-theses-vskp/

Procedure for submitting graduation performance:

1. If the defence of a graduation performance requires **screening**, the graduation performance must be sent **to the relevant employees of the FAMU Studio** in accordance with instructions given in advance **no later than five business days in advance.**
2. If the defence of a graduation performance does not require screening, the student shall **submit their graduation performance to the Head of the Department** or other Department staff member defined by the Head **no later than five business days in advance**.
3. At the time of submitting the graduation performance, the student **must complete all the required information on all parts of the performance in the iKOS**; in addition to the title and the name of the supervisor (the same as in the assignment entry), it is necessary to add the final abstract, keywords and title of the work, and the abstract and keywords in English
4. The student shall submit two signed counterparts of the **Master Licence Agreement** (unless they did so earlier) **to the relevant Department**. The student also submits the relevant **attachment to the Licence Agreement**, printed from the iKOS and signed, in two counterparts.

C) Changes in qualification thesis assignments

Changes of the supervisor and/or topic of the qualification thesis is subject to the Dean's approval under the conditions defined by the Faculty. Changes of the assignment or the opponent of the graduation performance is subject to the Dean's approval under the conditions defined by the Faculty.

Changes in thesis assignment means:

1. **Change in the thesis or performance title without any effect on the thesis topic**
   - This change can be done **no later than five business days prior to the qualification thesis submission deadline.**
   - Changes in the titles of bachelor's and diploma theses are subject to a written approval of the thesis supervisor and then of the Dean.

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- Students shall notify such a change, following the thesis supervisor's approval, to the Department for Student Affairs, which will change the entry in the iKOS following the Dean's approval.
- Students can report minor changes (language or typing error corrections etc.) to the Department for Student Affairs, which will correct the entries in the iKOS.

2. **Change of the thesis supervisor or graduation performance**
   - It is possible to apply for such a change **no later than two months prior to the deadline for the qualification thesis submission.**
   - The student shall apply for the change with the Dean using a general application form available from the Department for Student Affairs.
   - **The application must include** a recommendation from the Head of the Department, the reason for the change, and the name and consent of the new thesis supervisor.
   - If the Dean approves the change, the Department for Student Affairs will change the thesis supervisor in the iKOS.
   - **The Dean is not compelled to approve the change** and may determine the subsequent procedure for the student to follow.
3. **Change in the topic of a bachelor's and diploma thesis or graduation performance**
   - It is possible to apply for such a change **no later than two months prior to the deadline for the qualification thesis submission.**
   - The change in the topic or performance may also involve a change in the title or a new supervisor.
   - The student shall apply for the change with the Dean using a general application form available from the Department for Student Affairs.
   - **The application must include** a recommendation from the Head of the Department, the reason for the change, and the name and consent of the new thesis supervisor if the supervisor is changing.
   - If the Dean approves the change, the Department for Student Affairs will change the thesis particulars in the iKOS
   - **The Dean is not compelled to approve the change** and may determine the subsequent procedure for the student to follow.

This methodological instruction complements and specifies Dean's Decree No. 1/2020 on studying at FAMU, Article 16.

Mgr. Marta Švecová
Vice-Dean for Student Affairs

Prague, 3 January 2023