|  |  |
| --- | --- |
| Code: | PD/01/2018 |
| Type: | DEAN’S INSTRUCTION |
| Name: | **Publication and Submission of Diploma and Bachelor Theses Topics for the Academic Year 2018/2019** |
| Organisational Commitment: | Faculty of Logistics and Crisis Management of the Tomas Bata University in Zlín |
| Date of publication: | 8. 1. 2018 |
| Efficiency: | 8. 1. 2018 |
| Issued by: | prof. Ing. doc. RNDr. Jiří Dostál, CSc., FLCM Dean |
| Edited by: | Vice Dean for Pedagogical Activities |
| Collaborated with: | Head of the Study Department |
| Number of pages: | 2 |
| Number of attachments: | 0 |
| Distributor: | Directors of institutes, students of 2.y. BS and 1.y. FMS studies, Study Department, FLCM Chairman of the Council of Study Programs |
| Signature of authorized person: | doc. RNDr. Jiří Dostál, CSc., o.h. |

**Article 1**

**Writing out Topics of Diploma and Bachelor's Theses by Teachers**

The teachers of the individual institutes will list the topics of diploma and bachelor's theses for the academic year 2018/2019 and hand them over to the directors of the institutes no later than **2 February 2018**. The directors of the institutes will then send them to the chairman of the Council of Study Programs (hereinafter referred to as "CSP") by **16 February 2018** and Vice-Dean for Pedagogical Activities.

Directors will receive feedback so that the topics of diploma and bachelor's theses for the academic year 2018/2019 can be published by **16 April 2018** electronically at: <http://www.utb.cz/flkr/intranet-flkr/temata-diplomovych-a-bakalarskych-praci-pro-ak-rok-2018-2019> and then in the information system of the study agenda IS/STAG.

The minimum number of final qualifying theses is given by the number of students who will finish their studies in the academic year 2018/2019, taking into account the capacity of the institutes.

**Article 2**

**Own Topic of the Student's Diploma or Bachelor's Thesis**

If the student wants to work on his own topic, he must submit his proposal (name of the topic with annotation and aim of the work) to the director of the relevant institute by **14 February 2018 at the latest**. After a positive discussion in the CSP, he will decide on the assignment of a supervisor for a diploma or bachelor's thesis, **no later than 16 April 2018**.

In the event that the student requires a professional expert as supervisor of the diploma or bachelor's thesis, it is necessary to provide documents on his professional competence and also his consent to the supervision of the thesis. These documents must be demonstrably available at the institute. The necessary information is: name, surname, degrees, faculty and field of study, year of obtaining the degree, employer's address, position held, possibly previously held positions that certify expertise, other information that supports the appointment of a supervisor of a diploma or bachelor's thesis - a statement that he undertakes to guide a certain student in the preparation of a diploma or bachelor's thesis. This information must be submitted to the relevant institute by **14 February 2018 at the latest**. The director of the relevant institute decides on the approval of a practitioner as supervisor of a diploma or bachelor's thesis.

If the supervisor of the diploma or bachelor's thesis is not an employee of the FLCM, the student is assigned a consultant from among the academic staff of the FLCM. If the supervisor of the diploma or bachelor's thesis is an academic employee of FLCM, it is advisable to appoint a consultant at the place of processing of the diploma or bachelor's thesis (e.g. in a company, office, other university, etc.), whose name is communicated in writing by the relevant institution to the director of the institute for approval.

**Article 3**

**The Student's Choice of the Topic of the Diploma or Bachelor's Thesis**

2nd year BS students and 1st year FMS students apply for diploma or bachelor theses topics (depending on the field of study) **no later than 11 May 2018** via IS/STAG using the following procedure:

- after logging in to <https://stag.utb.cz/portal/> (in the main menu, the item "My studies" → "Selecting a qualifying thesis" → "Search topics"),

- enter the search criteria in the "UQT documents (S056)" window and click the "Search" button,

- choose the one you are interested in from the list of UQT topics and press the "Register" button if you are interested in the topic,

- if you want to cancel the registration on the topic, click on the "Cancel topic" link and confirm the pop-up window,

- if the supervisor is not an FLCM employee, the topics will be listed by an assigned consultant from among the FLCM academic staff.

Until **18 May 2018**, the institutes will publish on <http://www.utb.cz/flkr/intranet-flkr/temata-diplomovych-a-bakalarskych-praci-pro-ak-rok-2018-2019> final documents in which the students will be listed with the assigned title of the topic and the supervisor of the diploma or bachelor's thesis. The data in the published documents will be processed from the IS/STAG Portal after students have registered for the topics.

All administrative requirements related to the topics of diploma or bachelor's theses are handled by the students and the secretary of the institute.

In Uherské Hradiště on 8 January 2018

doc. RNDr. Jiří Dostál, CSc., o.h. FLCM TBU in Zlín Dean