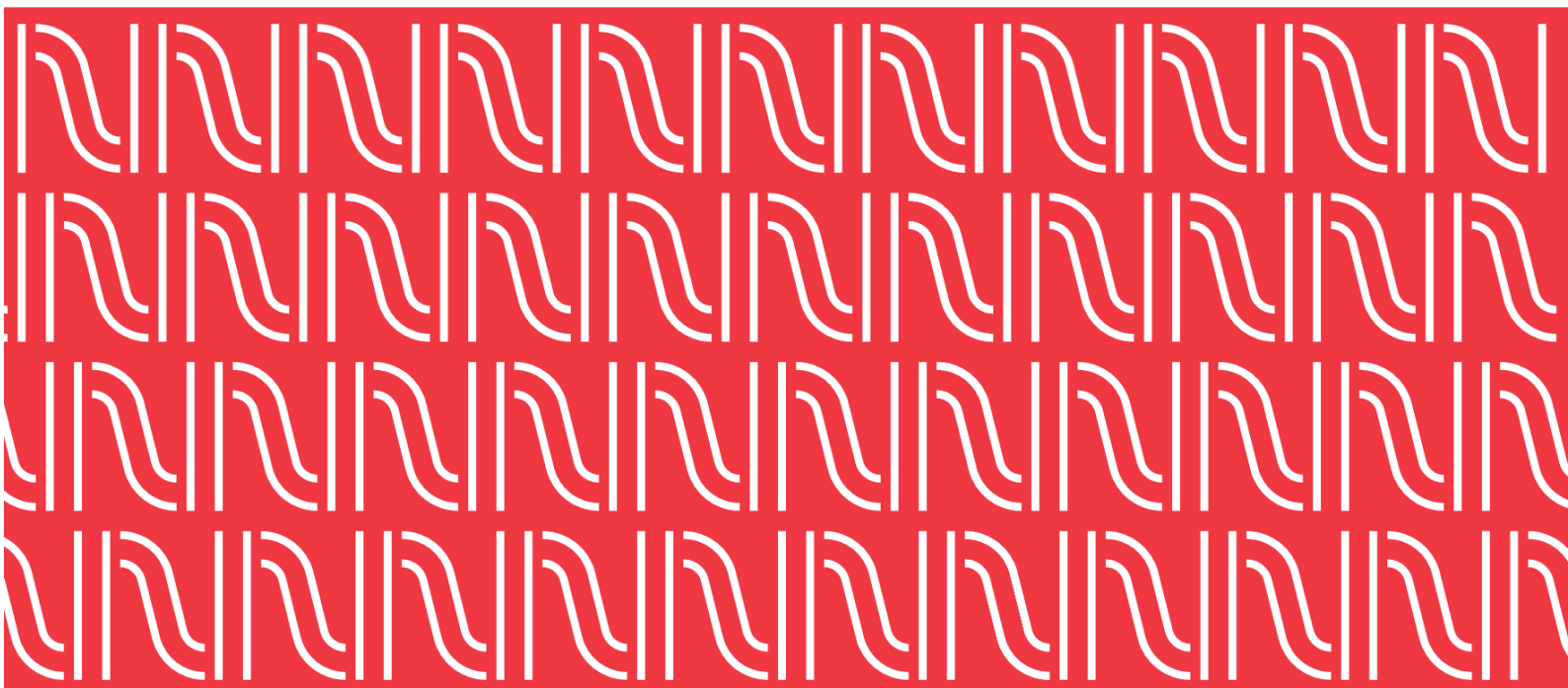


**BACHELOR'S THESIS AND MASTER'S THESIS
– SHORT GUIDELINES**

2023/2024



General instructions

One of the conditions for successful completion of the study in each study programme is passing a state examination or state examinations. Writing thesis of the student demonstrates that student is able to work systematically and independently in the area of study.

Topics of the final thesis have to correspond to the content of the field of study and the programme of study for which they are enrolled and are approved at the level of the department that issues the topics. The difficulty of the final thesis corresponds to the profile of the graduate of the given programme of study by the spheres and scope of knowledge, abilities and skills which are to be attained during the study.

The defence of the final thesis is an integral part of the state examination at the appropriate level of study and takes place on the same day. It foregoes the state examination in studying fields.

The formal requirements of the final thesis, but also other important rules related to the final thesis (eg a uniform procedure for processing, thesis originality check, thesis registration, storage and licenses at the EU in Bratislava, etc.), are regulated by the internal regulation of the University of Economics in Bratislava no. 8/2021 on final and habilitation thesis (hereinafter referred to as SMERNICA), which is binding for all EU students in Bratislava and is available on the University website:

<http://www.euba.sk/studenti/zaverecne-prace>

To take part of state exams and defence of final thesis assumes to obtain 100% of the total number of credits expressing a standard workload of a student in the respective programme of study of the given study programme for the entire standard length of study, which in practice means obtaining at least 160 credits at the first degree of study and at least 100 credits at the second degree of study.

Part of the plan of study of programme is also the subject Seminar for final thesis 1 and 2, while the number of credits obtained for this subject is included in the total number of credits expressing the standard student workload. This means that if a student fails to get a credit for the course, he/she has not met the condition that he/she can apply for a state examination (he/she has not obtained enough credits).

The credits for the Seminar for final work 1 and 2 are awarded by the supervisor of the final bachelor's or master's thesis, while the credits for the Seminar for the final thesis 2 are granted by the supervisor of the bachelor or diploma thesis for the final thesis after its successful registration and successfully stored into the AIS2 system EUBA students and after evaluating the originality of the final master's thesis.

The following overlap limits by match rate are allowed when reviewing the degree of originality:

- for diploma thesis - 40%,
- for bachelor thesis - 45 %.

If the set match rate is exceeded, the instructions of the department shall be followed.

1 Instructions for submitting Bachelor and Diploma theses

The student of the final year of the second grade of study is obliged to submit the final thesis in accordance with the schedule (Harmonogram) of the academic year at the department, under which the student's study programme is provided.

In the case of option of an external opponent (outside the EUBA), this fact has to be consulted with the supervisor of the diploma thesis and the name of the opponent as well as his/her work institution must be reported when the diploma thesis is submitted to the relevant department. The head of the diploma thesis is responsible for delivery of the diploma report in advance and its upload into the AIS2 system.

1.1 Submission of bachelor's theses and diploma theses

- ✓ for bachelor and diploma theses in the academic year 2023/2024, the deadline for submitting diploma thesis at the department is **10. 05. 2024**.
- ✓ The thesis is submitted to the relevant department, as follows:
 - Diploma thesis in printed form in 1 copy in thermal bookbinding (no hardboards), printed on both sides, Diploma thesis does not need to be signed by author;
 - the electronic form of Diploma thesis has to have *.pdf format so that textual data can be read from it; named XXXXYYYPRIEZVISKO_Z
 - where XXXX - year, YYY - faculty abbreviation - NHF, PRIEZVISKO – last name of the author, Z - first letter of author's name; E.g. 2024NHF POLÁK_P

- the recording of the diploma thesis (in electronic form) into the system of registration of final works/thesis is considered to be a submission of diploma thesis in electronic form.
- ✓ Together with Bachelor and Diploma thesis, the student submits to the relevant department:
 - filled in Analytical letter in 2 copies
 - protocol of originality report in 1 copy.
- ✓ Analytical letter, License Agreements, and Protocol of originality report have to be printed from the AIS2, other forms of documents are not allowed. The Analytical letter, License Agreements, and Protocol of originality report are not a part of the Diploma thesis.

1.2 Selected identification data in the thesis and compulsory parts of the thesis

- ✓ Part of each diploma thesis is the Assignment of the final thesis printed from the AIS2 system (version without student's signature; the assignment is not part of the electronic version of the thesis);
- ✓ The student submits the assignment of diploma thesis as the 3rd page to each printed copy of the thesis (2x);
- ✓ Each final thesis has its registration number, which has the following form: **department code/type of thesis/year of submission of thesis/ ISIC ID N°** Student records the registration

number of the thesis as follows: **Department code / B or I / 2024/0001234567**

E.g. student Peter Polák submits diploma theses (I) in 2024 at the Department of Economic Theory and his ISIC ID N° is 0001234567

101002/I/2024/0001234567

ID N° of Training Workplace/Department Codes:

KBaMF (Department of Banking and International Finance)	101007	KPOI (Department of Insurance)	101008
KE (Department of Economics)	101002	KSRaP (Department of Social Development and Labour)	101005
KF (Department of Finance)	101006	KVSaRR (Department of Public Administration and Regional Development)	101004
KHP (Department of Economic Policy)	101003		

- ✓ **The field of study and programme** of study listed on the title page of the diploma thesis (second level of study) are:

Degree	Field of study	Programme of study
First degree	<i>Economy and management</i>	Finance, banking and insurance
Second degree	<i>Economy and management</i>	Finance and taxes

Please note:

On the title page, the numbers of field of study or programme of study are no longer mentioned!

If the diploma thesis is written in a foreign language, it must contain a resumé in the Slovak language, usually within 10% of the scope of the thesis.