

## **Guidelines**

### **for Bachelor Thesis Writing**

#### **Preliminary provision**

In accordance with the Act No. 131/2002 Coll. on University Education and on Amending and Supplementing Certain Acts as Amended by Later Regulations, a bachelor thesis forms part of the studies in every study programme. The defence of a bachelor thesis is part of the state exam. A bachelor thesis is the final thesis in Bachelor's study programmes. The basis for writing a bachelor thesis is the assignment of a bachelor thesis.

#### **Thesis Structure**

- Title page
- Assignment of the bachelor thesis
- Guidelines for writing
- Author's declaration
- Title and abstract in English and Slovak (one page)
- Table of contents with chapter numbers
- List of appendices
- List of abbreviations and symbols
- Text of the thesis (recommended structuring),
  - Introduction
  - Current situation with respect to the thesis research problem
  - Goals of the thesis
  - Author's solution to the problem divided into chapters depending on the character of the thesis
  - Evaluation of the achieved results or of the proposed solutions
  - Conclusion
- Summary (concerns only a thesis written in a language other than Slovak)
- Bibliography
- Appendices (plans, tables, maps, sketches) including a poster of 1000x700 mm

#### **Length and Form**

1. The contents and the form of the graduation thesis must be handled in accordance with the regulation of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 233/2011 Coll., which is used to implement certain provisions of the Act No. 131/2002 Coll., and in accordance with the Methodical regulation No. 56/2011 on Essentials of Final Theses.
2. The required length of the thesis is 20-30 pages. The thesis must be submitted in two bound copies, at least one of them has to be in hardback (not in ring binding) so selected pages cannot be removed. With the approval of the supervisor it is possible to submit extensive graphic appendices in one copy.

3. The author is required to submit the thesis electronically in the information system. The author is responsible for the compliance of the paper and electronic version.
4. After the submission of the thesis in the information system, the author is obligated to deliver a draft of the licence agreement to the faculty. The draft of the licence agreement is generated by academic information system.
5. The recommended font type is Times New Roman, font size 12, and it should stay the same throughout the thesis. The recommended page settings are: spacing – 1.5; left margin – 3.5 cm; right margin – 2 cm; top and bottom margin – 2.5 cm; vertical page orientation; A4 format.
6. Figures and equations should be numbered within individual chapters, e.g. figure No. 3.1 is the figure No. 1 in chapter 3. Equations should be numbered at the right end of the line in parentheses, e.g. (3.1).
7. All the calculations should be clearly arranged, so that their correctness can be verified.
8. In case of borrowed equations, tables or cited parts of another text, the source must be indicated.
9. Quotations of other texts, including electronic materials, must be presented according to STN ISO 690 (01 0197) : 2012. *Information and Documentation. Guidelines for Bibliographic References and Citations to Information Resources.*
10. Examples of bibliographical entries:  
 BOWLES, J: *Foundation analysis and design*. Singapore, The McGraw-Hill Companies, Inc. 1997, ISBN 0-07-912247-7.  
 MICHALČÁK, O. – ADLER, E.: Výskum stability dunajských hrádzí. In: *Zborník vedeckých prác Stavebnej fakulty SVŠT*, Bratislava, Edičné stredisko SVŠT 1976, ISBN 0-3552-5214.  
 ŠÜTTI, J.: Určovanie priestorových posunov stavebných objektov. *Geodetický kartografický obzor*, 35 (77), 1987, č. 2, ISSN 0811-6900.  
 Article 18. Technical Cooperation. <http://www.lac.uk/iso/tc456> (2013-09-28)
11. The author of the thesis is responsible for its linguistic and terminological correctness.
12. The form of the poster (electronic or printed) is determined by the guarantor of each study programme.
13. A template of the poster can be found on the document server in the university's information system.

.....  
study programme guarantor's signature

I have taken the provisions of the above-mentioned guidelines into consideration. I am aware of the fact that if my bachelor thesis is not written in conformity with these guidelines, it will not be accepted.

In Bratislava .....

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student's signature