

**Masaryk University Faculty of Medicine Directive No. 5 /2021*****GUIDELINES ON THE FORMAL REQUIREMENTS FOR  
DISSERTATIONS PREPARED AT THE FACULTY OF MEDICINE***

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as the "Act on Higher Education Institutions"), I issue this Directive.

**I. Introductory provisions**

- (1) The subject of this directive is the regulation of formal requirements of dissertation theses submitted to the Faculty of Medicine of Masaryk University (hereinafter referred to as LF MU).

**II. Scope and language of the dissertation**

- (1) The formal requirements of the dissertation are governed by the MU Study and Examination Regulations, Article 31, and the Guidelines for Doctoral Study Programmes at the MU Faculty of Medicine.
- (2) The dissertation is primarily submitted in electronic form. The physical form of the dissertation is required when the whole or parts of the dissertation need to be hidden in the dissertation archive in the IS MU. In this case, 4 copies of the dissertation are submitted. When submitting the physical form, the dissertation does not have to be bound in hardcover, it can be submitted in the form of a softcover booklet in A4 or B5 format.
- (3) Other conditions may be set by the departmental council or the departmental committee.
- (4) The recommended length of the dissertation is 60 - 100 standard pages. Other details of the dissertation (size, font type and line spacing) are specified in the dissertation template.
- (5) The dissertation can be written in Czech, Slovak or English.
- (6) The author of the dissertation is responsible for the language level and proofreading of the dissertation.

**III. Structure of the dissertation**

- (1) The dissertation consists of the following parts:
  - Title page of the plates - the name of the university and faculty is given in the upper part, the title and type of thesis ("dissertation", both aligned to the centre) in the middle part, and the year of submission, the author's (student's) name and

surname, including the degrees obtained, in the lower part of the page. A preview of the cover page of the folders is attached at the end of this Directive.

- The title page of the thesis - contains the name of the university and faculty, the title of the thesis with the subtitle Dissertation, the name and surname of the author of the thesis, the name and surname of the supervisor including titles, the department where the thesis was carried out, the study programme (selected from the drop-down menu of doctoral study programmes), the place and year of submission. The font size and type are specified in the dissertation template.
- Keywords - they are written in Czech and English and are mentioned in the bibliographic record. Keywords are written in a range of min. 6 words, max. 10 words.
- Annotation - brief summary and characterization of the dissertation. The annotation has at least 100 characters and is given in both Czech and English.
- Abstract - must contain a brief and concise description of the state of the problem, the objectives of the work, the methodology used and the results obtained. It should be structured as follows: introduction, methods, results, conclusion. The abstract must be a maximum of 400 words. The abstract shall be presented in both Czech and English. The font size and type are specified in the dissertation template.
- Acknowledgements - is an optional part of the thesis. In case of its use, the author gives a brief thanks to the supervisor or other persons who participated in the preparation of the thesis. The name of the supervisor should be given, including titles.
- Table of Contents - here are the titles of all parts of the dissertation and their chapters, if any, with their starting page numbers.
- The actual text of the dissertation - is usually made up of chapters:
  - 1) Home
  - 2) Objectives and hypotheses
  - 3) Methodological procedures, material and instrument procedures
  - 4) Results
  - 5) Discussion
  - 6) Conclusion

However, this division is not binding, it depends on the specifics of the research activity in the dissertation.

The main chapters, numbered 1, 2, 3, etc., always begin on a new page.

- List of figures - if figures are part of the text, a list of figures must be included in the thesis according to the template for creating a dissertation.
- List of tables - if tables are part of the text, a list of tables must be included in the thesis according to the template for creating a dissertation.

- List of terms and abbreviations - if specific terms and abbreviations are used repeatedly in the text, they must be listed according to the template for creating a dissertation.
  - Summary list of publications and research activities - each dissertation must include a structured list of publications of the author that are relevant to the topic of the dissertation. In the following separate section other publications of the author are listed.
  - Sources used - all information sources used are listed here. The formatting of in-text citations and bibliographical citations in the list of literature and sources shall follow the citation rules of this Directive as set out in Article 5 of this Directive.
  - Appendices - if appendices are included in the text, they must be listed according to the template for creating a dissertation.
  - Index - used for faster and easier orientation in the text. The index lists things or people that the author considers important. Here they are also listed on each page of their appearance in the text.
- (1) The dissertation may be submitted as a collection of articles already published or accepted for publication or other types of publication on the topic. The student must be the first author or corresponding author of at least one article.

These articles are supplemented by a commentary consisting of an Introduction (with a literature review), Aims and hypotheses addressed by each article, followed by a section commenting on the results of each article and providing their context in the overall scope of the work. A final discussion of the general findings and conclusions is also required.

If the articles are joint publications, a statement by the authors must be provided to document that the student has made a substantial contribution and that he/she has made a significant contribution to the preparation and implementation of the article.

#### **IV. Graphic design of the dissertation**

- (1) The graphic design of the dissertation is governed by the dissertation template, which is stored in the document server in the IS MU.

#### **V. Formal requirements for dissertations**

- (1) The thesis is produced on a computer in a format accepted by the dissertation archive in the IS MU. Paper size is A4 or B5, text colour is black.
- (2) The individual pages are numbered in ascending order with Arabic numerals in the form "1".

#### **VI. Citation standard**

- (1) In the dissertation, in-text citations and bibliographic citations are created according to the AMA style (American Medical Association Manual of Style) citation standard.
- (2) The following guidelines are used for citing sources:
  - All sources from which information has been drawn are cited, i.e. a citation (reference) is inserted after a verbatim quotation or paraphrased text, by which the cited source can be clearly identified in the reference list.
  - Bibliographic citations in the reference list must contain the maximum data by which the document can be clearly identified in order to check the correct interpretation of the source used.
  - If a piece of information is not included in the document but is found from another source (e.g. library catalogue, publisher's website, etc.), it is given in square brackets. If it cannot be identified in any way, the entry is omitted.
  - The data for citation are taken for a) monographs from the title page, the reverse of the title page, or from the cover page, the cover, or other parts of the document, b) for journal articles, the data about the author and the title of the article are taken from the article, while the remaining data about the journal (title, year of publication, year, number) are taken from the cover of the journal, its cover page, or from the header or footer of the article, c) for documents on electronic media (CD-ROM, floppy disk, etc.) from the printing of the medium (CD imprint, label on the diskette, etc.), from the cover (booklet of the CD, etc.) and only in the last case from the files stored on the medium.
  - The list of literature does not include any sources that are not related to the topic and were not used in the development of the thesis.
  - We transliterate entries written in a script other than the Latin alphabet (e.g. *Карманный чешско-русский словарь* spelled *Karmannyj češsko-russkij slovar'*).
  - Online documents in PDF, HTML, etc. are cited as electronic documents, i.e., in accordance with the citation style guidelines, the type of document, the date of access to the document and the Internet link to the document (if the citation style allows it, the DOI instead of the link) are given in the relevant parts of the bibliographic citation.
  - The uniform format of in-text citations and bibliographic citations in the reference list is maintained.
- (3) When writing a dissertation, it is recommended to use a citation manager (e.g. the free Zotero or Mendeley or the online EndNote Basic program licensed for MU) to maintain a uniform format of in-text and bibliographic citations. Manuals for these applications are available at <https://kuk.muni.cz/vyuka/materialy/>).

## **VII. Publication, control and archiving of dissertations**

- (1) Dissertations are published non-profitably in accordance with the provisions of Section 47b of Act No. 111/1998 Coll., on Universities, and Article 40 of the MU Study and Examination Regulations.

## **VIII. Provisions on dissertation defences**

- (1) A report of the dissertation defence is drawn up, which includes a description of the defence and its outcome, as well as the date and signatures of the chair and members of the committee before which the dissertation was defended. The protocol shall also include a record of any differing opinions of the members of the committee.

**IX. Plagiarism in dissertations**

- (1) If the evaluated dissertation shows signs of plagiarism and the degree of conformity with other works is such that the work is not an original work, this fact must be stated in the opinion of the supervisor on the thesis and the thesis should not be recommended for defence. The supervisor is obliged to report this fact in writing to the chair of the departmental board of the study programme concerned. At the same time, depending on the severity of the finding of the extent of the work's unoriginality, the supervisor shall consider initiating disciplinary proceedings with the Dean of the Faculty. Reasons for not initiating disciplinary proceedings must be given in the above notification.

**X. Final provisions**

- (1) This Directive repeals Directive No. 3/2013 Guidelines on the formal requirements of dissertation theses prepared at the MU Faculty of Medicine, dated 28 May 2013, effective from 1 October 2013.
- (2) I hereby delegate the interpretation of this directive to the Vice-Dean for Science, Doctoral Studies and Organisational Development of the Faculty of Arts MU.
- (3) I entrust the Vice-Dean for Science, Doctoral Studies and Organisational Development of LF MU and the Department for Qualification Development of LF MU and the Department for Science and Quality of LF MU with the control of this directive.
- (4) This Directive shall enter into force on the date of signature.
- (5) This Directive shall enter into force on 1 January 2022.

MASARYK UNIVERSITY  
FACULTY OF MEDICINE

DISSERTATION

