



Directives for Seminar Works, Term Papers  
and Other Student Work

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## Directives for Seminar Works, Term Papers and Other Student Work

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## Table of Contents

<b>1</b>	<b>General Provisions</b> .....	<b>3</b>
<b>2</b>	<b>Term Paper Assignment</b> .....	<b>3</b>
<b>3</b>	<b>Term Paper Processing</b> .....	<b>3</b>
3.1	Term Paper Structure .....	3
3.2	Formal Aspects of Term Papers .....	4
3.3	Quotation of Sources Used .....	5
<b>4</b>	<b>Term Paper Submission</b> .....	<b>5</b>
	<b>Records of Conducted Updates</b> .....	Chyba! Záložka není definována.



## 1 General Provisions

- (1) These directives define requirements for the preparation of seminar works, term papers and other student work (hereinafter referred to only as term papers) written by the students of Moravian Business College Olomouc (hereinafter referred to only as MVSVO).
- (2) The directives are connected to the Study and Examination Regulations of MVSVO in its currently valid version.

## 2 Term Paper Assignment

- (1) Term paper themes, procedures, the form of their processing and the way in which they are to be submitted and approved are fully within the competence of the instructors in the individual departments of MVSVO.
- (2) Students are familiarised with term paper requirements at the beginning of the instruction of a subject, within the framework of which a term paper is required.

## 3 Term Paper Processing

- (1) Students either process their term papers independently or in cooperation with other students in set groups. In both cases, it is so done based on the tasking and the instructions given by the teacher.
- (2) Students are required to observe the formal requirements and principles contained in these directives.

### 3.1 Term Paper Structure

- (1) The term papers of students must always include a title page listing the following data:
  1. the name of the school and the department, to which the term paper is submitted,
  2. the subject, for which the term paper is submitted,
  3. the name of the term paper,
  4. the following data about the student for identification purposes:
    - a. the name and surname of the student,
    - b. the personal number of the student,
    - c. the type and name of the study programme,
    - d. the year of study
    - e. the form of study (full time or combined)
  5. the date of the processing of the term paper.



- (2) If a term paper is prepared by a group, the identification data for all of the students must be listed and, if the group also has identification data as a group, this must also be mentioned.
- (3) The recommended structure for a term paper at MVSVO is as follows:
  1. a title page,
  2. a table of contents, especially if the paper is long and extensive,
  3. introduction, definition of the topic and the goals of the work, a succinct delineation of the contents of the work,
  4. the main body of the term paper divided into chapters and sub-chapters with a logical structure,
  5. a conclusion and a summary of the achieved results
  6. a bibliography or list of literature in alphabetical order
  7. a list of tables, if any (are included in the term paper) /if applicable,
  8. a list of graphs, if any,
  9. a list of illustrations, if any
  10. a list of appendices, if any
  11. the appendices themselves.
- (4) Students are required to pay attention to the directions given them by individual instructors, who can prescribe that the term paper is to be structured in a different way.

### 3.2 Formal Aspects of Term Papers

- (1) Students must stick to the requirements as to the formal aspects of their term papers, which include
  1. paper sized A4
  2. printing (if the term paper is submitted in printed form): one-sided
  3. margins: upper, lower and right margins are to measure 2.5 cm each
  4. page numbering: at the bottom of the page, centred, the title page is not to be numbered,
  5. typeface fonts (Times New Roman, Palatino, Georgia and others), letter size 12, normal, size 10 letters in footnotes
  6. lines: 1.5 times the size of the letters
  7. justification of the text, that is, its adjustment it so that the text is aligned evenly along both the left and right margins,
  8. spaces: without spaces between paragraphs,
  9. tables and graphs appear either within the text itself, or in appendices; they must be ordered and named and the source the information is taken from must be listed,
  10. The scope of the paper is set by the instructor.



### 3.3 Quotation of Sources Used

- (1) Students are required to cite the sources they have used in accordance with norms specified in the publication -“Theses at MVSO<sup>1</sup>“.
- (2) Each student is required to properly cite sources they used while processing their papers, including literature, tables and pictures,
- (3) In cases where students do not follow these guidelines and turn in a paper, which is wholly or partially the work of someone else, his or her work will be considered to be plagiarism.

## 4 Term Paper Submission

- (1) Students, as a rule submit their term papers electronically via the information system of the study agenda IS/STAG, or in some other form IAW the instructions given them by the instructor, and that before the previously-set deadline for the submission of term papers.
- (2) The name of the electronic version of the term paper must include the following identifying data: the personal number of the student, the student’s surname, the abbreviation for the given subject, or, in some cases, a brief title or other identifier of the term paper, IAW which it is possible to tell the difference between a number of term papers turned in by students of the same subject.
- (3) Instructors judge, by means of IS STAG, eventual similarity to other papers in the database called Odevzdej.cz (Odevzdej means “Turn it in!”) as well as any eventual similarity to texts not in the database.
- (4) Plagiarism is judged in terms of § 64 of the Act No. 111/1998 Coll. amended and consolidated, on higher education institutions and also based on amendments to other acts, as a disciplinary misdemeanour and the procedure for dealing with such a situation is IAW the Disciplinary Code for Students.

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<sup>1</sup> Ludvíková Pavla and Irena Kovačičinová. *Kvalifikační práce na MVŠO (Theses at MVSO)*. [online] Olomouc: Moravian Business College Olomouc, 2018. 124 pp. Available in the Czech language only at: IS STAG or [https://mvso.sharepoint.com/:b:/r/studenti/BakalarskePrace/Kvalifikační práce na MVŠO - studijní text.pdf/students/Bachelor’s theses/theses at MVSO – study text](https://mvso.sharepoint.com/:b:/r/studenti/BakalarskePrace/Kvalifikační%20práce%20na%20MVŠO%20-%20studijní%20text.pdf/students/Bachelor's%20theses/theses%20at%20MVSO%20-%20study%20text)