

Format of the summary of doctoral thesis (guidelines)

Summary of doctoral thesis is a brief presentation of the dissertation. Its purpose is to inform the readers about the essential outcomes of the dissertation and to present the subject matter of the thesis.

The content of the summary of doctoral thesis is the following:

- introduction;
- annotation;
- text;
- conclusions;
- bibliography.

Introduction includes:

- Cover and front pastedown.

Cover includes main elements of the first page: name of institution and faculty, term “SUMMARY of the doctoral thesis”, author’s name and year;

- Front page containing:

a) author’s full name, title of the thesis (possibly a subtitle) in Czech and English language, name of study programme and field of study, text: *Summary of the doctoral thesis with the aim of earning the academic title “Doctor”*, place and year of thesis submission;

b) text: *The doctoral thesis was elaborated in full-time/combined doctoral study at the Department (name of department)*

Applicant : title before the name, name and surname, title after the name
faculty,
department
address of the work place

Supervisor: title before the name, name and surname, title after the name
faculty,
department
address of the work place

Opponents: title before the name, name and surname, title after the name
address of the work place.

text: “*Summary of the doctoral thesis submitted on: (day, month, year)*”

text: *The thesis defense is held on (day, month, year) in front of the committee in the field of study (specify the study field) at the Faculty of Economics, University of West Bohemia in Pilsen, (address), in room (room number) at (time) AM/PM.*

text: *It is possible to have full knowledge of the doctoral thesis at the Research and Development Department in Univerzitní 22, room UL 405 at Ing. Barbara Trojanowská.*

signature of the Subject Area Board Chairman in the bottom right-hand corner.

Annotation includes:

- (in Czech, English, another world language) with a maximum of one page per each language, elaborated according to *ČSN ISO 214 Documentation – Abstracts for publications and documentation*; annotation equals a brief description of the doctoral thesis in terms of its content, purpose and results;

Text:

- introduction;
- objectives, methodology and structure of the doctoral thesis
- theoretical framework of the thesis and other research activities;
- Ph.D. student's own scientific research;
- presentation of scientific research outcomes.

Conclusion focuses on:

- evaluation of thesis outcomes;
- possible applications of methods and conclusions arising from the thesis;
- other potentialities of research activity focus in the subject matter.
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Bibliography:

is elaborated in compliance with the doctoral thesis according to *ČSN ISO 690*. In the summary of doctoral thesis, it is divided into:

- *List of literature used in the summary of the thesis.*
- *List of publications published by the author of the thesis.*

Recommended length of the summary of doctoral thesis is 20 – 25 pages (excluding attachments).

Recommended format of the summary is A5, graphic layout corresponds to the style of other documents at the Faculty of Economics.