

## MATE Organizational and Operational Regulations

### III. Requirements for Students

#### III.1. Study and Examination Regulations

#### Appendix 6.13: The MATE Uniform Thesis / thesis / final thesis / portfolio guidelines

#### Annex 2:

## Recommended schedule for completing the thesis

The information in the tables below is for information purposes only! The specific schedule for the preparation of the thesis is always based on the decision and guidance of the consultant and the sub-tasks assigned!

### 1. Recommended schedule for final dissertation in higher vocational education and training

The recommended schedule for the preparation of theses in higher education vocational courses during the semesters is suggested. If the curriculum of the degree programme does not include a course on final dissertation consultation, the schedule is determined individually by the consultant.

	FINAL THESIS
Consultation subject 1st semester	<ul style="list-style-type: none"><li>- Choice of topic, objective</li><li>- Identifying the main aspects of literature processing</li><li>- Selection and presentation of a practice site</li></ul>
Consultation subject 2nd semester	<ul style="list-style-type: none"><li>- Organising, analysing and evaluating practical experience</li><li>- Writing the final thesis</li></ul>

### 2. Recommended schedule for the preparation of thesis for bachelor's, master's and undivided one-tier programmes

	two semesters	three semesters	four semesters
Consultation subject 1st semester	<ul style="list-style-type: none"><li>• Preparing a thesis outline,</li><li>• preparing a schedule,</li><li>• identify the main aspects of literature processing,</li><li>• compilation of a bibliography, progress in the processing of literature,</li></ul>	<ul style="list-style-type: none"><li>• Preparing a thesis outline,</li><li>• preparing a schedule,</li><li>• identify the main aspects of literature processing</li></ul>	<ul style="list-style-type: none"><li>• Preparing a thesis outline,</li><li>• Preparing a schedule,</li><li>• identify the main aspects of literature processing,</li></ul>

	<ul style="list-style-type: none"> <li>• selection of methods,</li> <li>• start primary and secondary data collection (pilot, research, design).</li> </ul>	<ul style="list-style-type: none"> <li>• compilation of a bibliography, progress in the processing of literature,,</li> <li>• compiling a bibliography related to the objective/problem statement,</li> </ul>	<ul style="list-style-type: none"> <li>• compilation of a bibliography, progress in the processing of literature,</li> <li>• compiling a bibliography related to the objective/problem statement,</li> </ul>
Consultation subject 2nd semester	<ul style="list-style-type: none"> <li>• preparation of the literature review, finalisation of the bibliography,</li> <li>• carrying out experimental, research and design tasks,</li> <li>• preparation of the chapter on material and methods,</li> <li>• in the case of empirical work, presenting and evaluating the results of the study,</li> <li>• drawing conclusions, making proposals,</li> <li>• summary</li> </ul>	<ul style="list-style-type: none"> <li>• selection of methods,</li> <li>• preparing a pilot plan,</li> <li>• finalising the literature review,</li> <li>• primary and secondary data collection (experimental, research, design),</li> </ul>	<ul style="list-style-type: none"> <li>• selection of methods,</li> <li>• preparing a pilot plan</li> <li>• finalising the literature review,</li> <li>• primary and secondary data collection (experimental research, design)</li> </ul>
Consultation subject 3rd semester		<ul style="list-style-type: none"> <li>• presentation and evaluation of test results,</li> <li>• draw conclusions, make proposals,</li> <li>• summary.</li> </ul>	<ul style="list-style-type: none"> <li>• presentation and evaluation of test results</li> </ul>
Consultation subject 4th semester			<ul style="list-style-type: none"> <li>• drawing conclusions, making proposals,</li> <li>• summary</li> </ul>