



# MONDO INTERNATIONAL ACADEMY

Mondo International Academy, s.r.o.  
Záhradnícka 60  
Bratislava 821 08

IČO: 48 082 295  
DIČ: 2120044916  
IČ DPH: SK2120044916

## DIRECTIVE'S FOR FINAL THESES

*The management of Mondo International Academy issues in accordance with the Methodological Instruction of the Ministry of Education, Science, Research and Sport no. 56/2011 on the criteria for final theses, their bibliographic registration, storage and access, in accordance with Act no. 6/2011 Collections of Laws, as amended by Act no. 131/2002 Collections of Acts on Higher Education Institutions and on Amendments to Certain Acts, as amended, in accordance with the Decree of the Ministry of Education, Science, Research and Sport no. 233/2011 Collections of Acts Implementing Certain Provisions of Act no. 131/2002 Collections of Acts on Higher Education Institutions and on Amendments to Certain Acts, as amended, these directives, which regulate the criteria for final theses, their bibliographic registration, authenticity control, filing and making available at the Mondo International Academy (hereinafter referred to as MIA).*

### ARTICLE I

#### INTRODUCTORY PROVISIONS

1. This Directive lays down procedures for the uniform processing, authentication, registration, storage and making available of final theses at the MIA. This directive is binding for all students and supervisors of final theses.
2. The elaboration of the final thesis and its formal criteria must, in addition to the above, be in accordance with Act no. 618/2003 Collections of Copyright Acts and Rights Related to Copyright (Copyright Act) as amended (hereinafter referred to as the "Copyright Act"), STN ISO 690: 1998 documentation. Bibliographic notice. Content, form and structure; STN OI 6910: 1999. Rules on writing and arranging documents; STN ISO 2145: 1997. Documentation. Numbering of paragraphs and sub-paragraphs of written documents; STN ISO 690-2: 2001 Information and documentation. Bibliographic citations.
3. The final thesis represents a work prepared by the students and forms an inseparable part of university studies in all study programs at MIA in accordance with the Act on Higher Education Institutions. Her defence belongs to the final exam and is one of the conditions for the proper completion of the study.



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4. Subject to admission to the defence of the final thesis, except in cases under § 63 parag. II of the Act on Higher Education Institutions, the student's written consent to its publication and making available to the public within 30 days after the expiry of the grace period specified in the license agreement, which may not exceed 12 months from the date of registration of the final thesis and in exceptional cases may be the opinion of the Head of Research Development Office of the MIA extended for another 24 months, which the author must prove before concluding the license agreement. The period of depositing the final works reaches 70 years from the date of registration. Publication and making available of the final work by the author will take place without the right to remuneration.
5. The author of the final thesis (hereinafter referred to as the "author") must be a student of the MIA. The author respects copyright and is also responsible for the authenticity of the final work.
6. The supervisor of the final thesis (hereinafter referred to as the "supervisor") is a person nominated by the Academic Director and from the Head of Research Development Office of the MIA.
7. The license agreement on the use of the final thesis (hereinafter referred to as the "license agreement") is an agreement concluded pursuant to Act no. 618/2003 Collections of Acts on Copyright and Rights Related to Copyright (Copyright Act) as amended (hereinafter referred to as the "Copyright Act") and pursuant to Section 63 of the Act n. 131/2002 on Higher Education Institutions between the author and the Slovak Republic on behalf of MIA, which regulates the type and the method of "central use, publication and making available the final thesis". In addition, Mondo International Academy requires the conclusion of a special license agreement in order to make the final works available through the MIA website.



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## **ARTICLE II**

### **DEFINITION OF BASIC TYPES OF FINAL THESES**

1. The final work is:
  - 1.1. Bachelor thesis - when studying according to the study program of the first degree (bachelor's study program),
  - 1.2. Diploma thesis - when studying according to the study program of the second degree (master's study program).
  - 1.3. Habilitation thesis - when studying according to the study program of the third degree (doctoral study program).
2. The final work shall not unlawfully interfere with the rights or legally protected interests of third parties, but in particular shall not exceed the intellectual property rights of third parties or unjustifiably treat the confidential facts and personal data, confidential information and trade secrets of third parties.
3. If it is necessary for the course of the defence to acquaint the supervisor, evaluator or examination commission with data whose publication in the final thesis is excluded, the author may, subject to special regulations, state this data in separate and unpublished documentation which does not form part of the final thesis. exclusively for the trainer, the assessor and the examination board.

## **ARTICLE III**

### **FINAL WORK ASSIGNMENT**

1. Topics of final theses are announced by individual heads of study fields in accordance with the schedule of the academic year and require discussion at a meeting of the MIA management. Subsequently, the topics are published in a procedure that allows students to learn about them, and this must be done at least one month before the beginning of the semester in which the student begins to work on the final thesis. The head of the study program is responsible for publishing the topics of the final theses.



2. The topic of the final work is proposed by the supervisor. The MIA may also accept proposals submitted by organizations and institutions as topics for final theses, provided that they correspond to the professional and scientific orientation of the MIA  
If a proposal submitted by different organizations or institutions is accepted as a topic, it will be assigned a trainer.
3. The topic may be proposed by the tutor in agreement with the student. Prior to the official announcement of the topics, the student may establish contact with a potential supervisor and submit his / her proposal for the topic of the final thesis. After a mutual consultation, the tutor can suggest a topic that he / she has agreed with the student in advance.
4. The title of the topic of the final thesis also forms part of the definition of the task of the final thesis, for the completeness of which the supervisor is responsible.
5. The student applies for the final thesis using the application form, which forms Appendix no.1 of this Directive.

## ARTICLE IV

### STRUCTURE OF THE FINAL WORK

1. The final work must consist of the following main parts:

- a) introductory part,
- b) main text part,
- c) final part.

The final thesis may also contain appendices.

2. The introductory part of the final thesis must contain the following components in the following order:

- a) envelope,
- b) title page in English and Slovak language,
- c) definition of the final thesis task
- d) affidavit,
- e) thanks (optional),
- f) abstract in Slovak language,
- g) abstract in English, resp. another world language,



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- h) content,
- i) list of figures and tables (optional),
- j) list of abbreviations and symbols (optional),
- k) dictionary (optional).

The cover of the final work is appendix no. 2 of this Directive. The title page of the final thesis forms appendix no. 3 of this Directive.

### 3. The definition of the final thesis must include:

- (a) the name of the university
- b) the name of the relevant faculty,
- c) name, surname and title of the author of the work,
- d) naming of the study program,
- e) number and name of the study subject,
- f) type of final work,
- g) the language in which the final thesis is written,
- h) complete title of the thesis,
- i) annotation of the work,
- j) name, surname and title of the author of the supervisor, resp. coach,
- k) in the case of an external trainer, also the name, surname and title of the adviser,
- l) name of the training workplace (department, institute),
- m) name, surname and title of the author of the head of the given training workplace,
- n) date of task definition,
- o) the date of permission of the task definition and the name, surname and title of the verifier of the task definition.

4. Affidavit of the author (Appendix No. 4) contains a statement that the author of the final work worked independently and listed all the literary sources used. The author must sign the affidavit himself.

5. Acknowledgments from the author of the final thesis are not mandatory. It should include thanks to the trainer or other persons, institutions for assistance in preparing the final work.



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6. Abstract in Slovak or English language (Appendix No. 5). The abstract contains information about the aims of the work and its abbreviated content, while at the end of the abstract it is necessary to describe the fulfilment of the goal, results and meaning of the work. The abstract includes 5 to 7 keywords. The abstract is written in one paragraph, its length should generally not exceed 100 to 500 words.
  7. Abstract in English, resp. in another foreign language it will be a translation of a Slovak abstract. The foreign language abstract is published on a separate page.
  8. The content is an overview of numbered and unnumbered chapters and subchapters of the final work. When numbering, it is allowed to introduce at most the second sublevel, e.g. 1.1.1.
  9. The list of figures, tables and abbreviations or symbols, as well as the dictionary improve the clarity of the final work and for this reason they are given at the beginning of the work before the main text.
  10. The main text of the final work consists of:
    - a) introduction,
    - b) core,
    - c) drawing a conclusion,
    - d) summary (if the final thesis is prepared in a language other than Slovak, it forms summary an integral part of the final work, it is usually 10% of the scope work),
    - e) list of literature,
    - (f) appendix (optional).
  11. In the introduction, the author should briefly and accurately characterize the current state of knowledge or practical knowledge in the field, which forms the subject of the final work, and also introduces the reader to the meaning, objectives and intent of this work. In the introduction, the author emphasizes why his work is important, and what motivation he had to start working on the chosen topic.
  12. The core is the main part of the work and its division depends on the type of work. In scientific and professional work, the core is used to have the following parts:



- a) the current state of the problem in the country and abroad
- b) the aim of the work,
- c) work methodology and research methods,
- d) the results of the work,
- e) discussion.

In the final (bachelor's) thesis, it is allowed to combine parts b) and c) into the chapter entitled Aim, work methodology and research methods, as well as parts d) and e) into the chapter entitled Thesis results and discussion.

13. In the chapter "Current state of the problem in the country and abroad" the author presents his knowledge and understanding of the subject. It is based on currently published works by domestic and foreign authors. The share of this part should be about a third of the work.
14. In the chapter "Aim of the work" the author should clearly, indisputably and accurately characterize the problem and the following procedure for solving this problem. Partial goals are also included, which condition the achievement of the main goal.
15. The chapter "Methodology and research methods" generally deals with:
  - a) characterization of the subject of research,
  - b) working procedure,
  - c) the method of obtaining data,
  - d) applied methods of evaluation and interpretation of results,
  - e) applied statistical methods.
16. The chapters "Results of the work" and "Discussion" are the most important parts of the final work. The results to which the author has worked must be logically assigned and sufficiently evaluated. At the same time, it is necessary to comment on all the facts and findings in confrontation with the conclusions reached by other authors. "Work results" and "Discussion" usually make up 30 to 40% of the work.



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17. In conclusion, the author briefly summarizes the results achieved in confrontation with the set goals and defined task. It also formulates recommendations that can be linked to a certain theoretical area, to further scientific research or to other areas of economic practice.
18. The list of used literature contains a complete list of bibliographic data. The scope of this section is conditioned by the number of literary sources used, which, however, must correspond to the quotations used in the text.
- When quoting, it is important to pay attention to the ethics of citation and its technique. The ethics of citation determines the type and manner of adherence to ethical standards in relation to other people's ideas and results, which are contained in other documents and used literature. The citation technique expresses whether and how exactly, according to the relevant standard, the author associate's places in the text with entries in the document, which are listed in the bibliographic data list (examples of citations are attached as Appendix 6 to this Directive).
19. The appendix represents an optional part of the work. It contains documents that were not taken directly into the text. Each attachment starts with a new page and is marked. The page number shall appear only on the first page of the appendix. Other pages of attachments remain without numbering, resp. is numbered with numbers in a different format than the numbering used in the final work itself.
20. The registration number of the final thesis must contain the following data:
- Name of the Study program,
  - abbreviation of the title of the final thesis (B - bachelor's thesis, M - master's thesis),
  - year of submission of the final thesis,
  - student's registration number.
- The individual parts of the registration number of the final thesis are separated from each other by an angle sign ("/").



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## ARTICLE V FORMAL FORM OF THE FINAL WORK

1. The final thesis is written in Slovak or English, in the first-person plural and in the past tense. If the final thesis is written in a language other than Slovak or in English, a summary in English must become part of it, as a rule it is 10% of the scope of the final thesis. The summary in English also applies to works written in Slovak language.
2. We recommend reaching for the Times New Roman font, size 12. The font used in the work should be uniform. Recommended side adjustment - line spacing 1.5, left margin 3.5 cm, right margin 2 cm, top and bottom margin of 2.5 cm, foot bottom 1.25 cm, shift of the first line in the paragraph 1.25 cm, alignment centrally in block, titles 1st degree 16b / Bold, 2nd degree 14b / Bold, 3rd degree 14b / Italic, high alignment of pages, format A4.
3. Recommended range for the bachelor's thesis approx. 30 to 40 pages (approx. 54,000-72,000 characters including spaces), for the master's thesis 50 to 70 pages (approx. 90,000-126,000 characters including spaces) and for the doctoral thesis 200 - 250 pages (approx. 350 000-428 000 characters inkl.spaces).
4. The final thesis is submitted in paper form in three copies, which must correspond to their digital reproduction and be bound in a binding from which the individual sheets cannot be removed. The author will submit a digital reproduction of the final thesis for the purpose of archiving it in the academic library on an unwritable data carrier.



## ARTICLE VI

### SUBMISSION OF FINAL WORKS AND AUTHENTICITY CONTROL

1. Final theses are submitted and submitted to the academy in printed form (3 copies) and in electronic form (1 data carrier). The electronic version of the final thesis must be saved in the ".pdf" format so that textual information can be taken from it. *The document must not be a scanned form of the printed form of the final thesis.* In addition to the above, the student must enter the electronic version into the SEP - Student Education Profile system.
  
2. Within the deadline set in the schedule of the academic year, the submitted documents of the final thesis must include:
  - a) Written justification of the desired extension of the deadline with the suspensive effect of publication and making available of the final thesis (if the author so requests) with the consent of the Head of Research Development Office, provided before the conclusion of the license agreement.
  - b) License agreement on the use of the final thesis concluded between the author and the Slovak Republic represented by MIA (Appendix No. 7), signed by one of the licensees authorized by the Head of Research Development Office of MIA and the author in printed form in two copies, one for the author, the other again for the licensee.
  - c) Request for suspension of public access to the final thesis, resp. its part, which was / were published within the framework of periodic or non-periodic publication (if the author wishes to stop public disclosure). The author submits the application together with the solemn declaration to the registry operator via the SEP information system. In addition to data on the name of the university, faculty, registration number of the thesis, type of final thesis, name, surname and title of the author, year of submission of the thesis, the application for suspension of public disclosure also contains the applicant's correspondence address and the scope and reasons for termination of public disclosure.
  - d) Special license agreement for the use of the work concluded between the author and the MIA, signed by one of the users authorized by the MIA management and the author in printed form in two copies, one for the author and the other for the licensee, which enables access to final and habilitation thesis through the MIA website.



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- e) Declaration of the author of the work on non-publication (hereinafter referred to as "Declaration of the author") on the MIA website (if requested by the author) for reasons for not granting consent to access to the work on the MIA website (Appendix No. 8). The author may refuse to grant a license to make it available through the MIA website without giving reasons.
3. The Head of Research Development Office decides, in cooperation with the supervisor, whether the final work, the content of which, to a greater extent than specified, overlaps with other work from the database, may be the subject of a defence. If the Head of Research Development Office decides that the final thesis may not be the subject of a defence, he / she shall notify the supervisor of the thesis and the author of this fact and then agree with them on the further procedure and deadlines.
4. On the publication of the final thesis, resp. its non-publication is decided by the academy on the basis of the opinion of the examination commission.

## ARTICLE VII ASSESSMENT OF FINAL WORKS

1. The final work is assessed by the supervisor and the evaluator. The evaluator of the final thesis will be determined by the Head of Research Development Office on the basis of the supervisor's proposal from among the MIA collaborators or external academics, resp. experts from economic practice. The evaluator of the final thesis must have at least such an academic title, the achievement of which is assessed the just submitted final thesis.
2. The supervisor assesses the final work according to certain criteria, which are identical for all works of the given type at the MIA. The supervisor will then submit the printed and signed report in two copies by a deadline previously determined by the academy. The supervisor's report forms part of the minutes of the student's final examination.



3. The evaluator assesses the final work according to certain criteria, which are identical for all works of the given type at the MIA. The evaluator will then submit the printed and signed report in two copies by a deadline previously determined by the academy. The assessor's report forms part of the minutes of the student's final examination.

## ARTICLE VIII FINAL EXAMINATION

The final phase of the study is the performance of the final examinations and the defence of the final thesis. The final examination takes place in front of a four-member examination committee consisting of at least one prof. doc. and at least one representative of economic practice. The defence of the final thesis takes place before a 5-member examination committee, which includes the supervisor and the opponent of the final thesis. The aim of the final examination is to verify the acquired knowledge of the student and at the same time to enable the presentation of acquired practical experience codified in the final thesis. The student draws one question from two main areas. Each part of the final examination is evaluated separately and the result is published after the examination board meeting.

- a) The overall result of the final examination, its individual parts and the defence of the final thesis is realized by means of this classification scale.

– 1 = A = excellent
– 1.5 = B = very good
– 2 = C = good
– 2.5 = D = satisfactory
– 3 = E = sufficient
– 4 = FX = insufficient



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The overall result of the final examination and defence of the final thesis is determined as a simple average of marks from individual parts:

- 1 = A = excellent	average up to and including 1,33
- 1.5 = B = very good	average from 1.34 to 1.66 inclusive
- 2 = C = good	average from 1.67 to 2.25 inclusive
- 2.5 = D = satisfactory	average from 2.26 to 2.66 inclusive
- 3 = E = sufficient	average from 2.67 to 3.00 inclusive

If the examination board evaluates any part of the final examination with the mark "FX- insufficient", the student did not pass the final examination and can repeat the part of the final examination only once. In case of repeated failure, the study is terminated due to failure to meet the study program conditions. After the evaluation of the final examination, including the defence of the final thesis, the examination board determines the overall result of the study, taking into account the following facts:

1. Total benefit "with distinction" - if the student achieved a weighted average of up to and including 1.25 during the whole study, at the same time he was not rated "3 - E - sufficient" from any subject, if the total final examination result was rated excellent = 1.
2. Total Pass - if the student has passed all parts of the final examination but has not fulfilled all the conditions under point 1.

## ARTICLE IX COMMON PROVISIONS

1. Obligations relating to the collection of final theses and the conclusion of licensing agreements shall be determined by an instruction from the Head of Research Development Office of the MIA.
2. Final theses and related opinions are submitted in one unit and within the deadlines that were determined in the schedule of the academic year to submit and ensure the control of originality. Reviews for final theses are provided within 90 days from the date of delivery of these theses.



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3. Bibliographic records of the final work are provided by the MIA Library. Bibliographic data are published through the library information system of the library, which may contain links to electronic versions of works stored in the system of registration of final theses.
4. Final theses are permanently stored in electronic form through the MIA final thesis registration system. Final theses are published in electronic form through publicly accessible electronic catalogues of the MIA Library.

### ARTICLE X FINAL PROVISIONS

Students are expected to read a lot in texts, journals or websites in the preparation of their dissertations, but not to create a work that is composed significantly of the words read in the above sources (although stated otherwise). Own ability to think, analyse and not only the ability to select resources is assessed.

Mondo International Academy students are encouraged to correctly cite the source materials they use to write their papers. Correct listing of sources is not only a good practice, but also protection against allegations of unfair plagiarism.

The approved method of referencing is the system of references at Harvard, which is located under the Internet address: <https://www.citethisforme.com/harvard-referencing>.

**The regulations of "Misconduct policy and procedure" apply to this Directive.**