

Requirements for Diploma Theses (Bachelor Thesis / Master Thesis) at CUE

1. Statutory requirements

- a) Diploma thesis (bachelor or master) is a written dissertation:
 - it is written unaided, under supervision of academic tutor, on subject connected to one's specialisation and study major,
 - with the Dean's consent it can be a team work, written by two persons with the clear indication of each co-author's share,
 - with the Dean's consent it can be written in foreign language. The defence of such thesis is held in Polish or in foreign language.
- b) Diploma thesis is written under a scientific supervision of academics holding at least PhD degree called *promotor* (in the Polish language). The Dean announces each year the list of academic supervisions for bachelor and master thesis seminars. The student can make a choice of an academic supervisor.
- c) Diploma thesis is written by a student under a scientific supervision of the faculty during weekly seminars (research project classes) within one year. The seminar is offered for 2 semesters at the last year of studies (third year of bachelor studies and second year of master studies). The seminar during one semester consists of 30 hours for full-time studies and 18 hours for evening or weekend studies. For STAIR students it can have a form of "e-consulting".
- d) Diploma thesis is evaluated by both academic tutor and reviewer appointed by Dean. The students during the defence receives 3 questions. At least one question during the defence should refer to the problems elaborated in the thesis. Two questions are in the field of major/minor.

2. Essential requirements

2.1. Bachelor thesis should fulfill following requirements:

- a/ should meet scientific goals
 - should show mastered skills in writing scientific dissertation, particularly in setting research hypotheses and assumptions,
 - should show knowledge of basic subject literature, literature selection and skills in using it, in particular referring to sources,
 - should point analytical skills of basic theoretical and practical questions,
- b/ should solve practical problem with basis of subject literature,

c/ should contain in bibliography at least 15 bibliographical items (it is recommended to use literature in foreign languages).

2.2. Master thesis should fulfill following requirements:

a/ should meet scientific goals

- should show advanced skills in writing scientific dissertation, particularly in substantiation of fundamental theses,

- should show knowledge of subject literature, literature selection and skills in using it and skills in critical analysis and evaluation of the theoretical output in the given field,

- should show skills of analysis and synthesis of fundamental theoretical and practical problems, with emphasis on observing regularities occurring within the studied phenomena,

- should show skills to apply research methods and scientific formulating of the observed phenomena and also to search and to use information from sources.

b/ Should be composed of two parts, theoretical and methodological one and empirical one. First part should include analysis of the problem basing on literature and characteristic of the implemented research method. Second part should include the solution of practical problem, in reference to specific subject of research,

c/ Should include in bibliography the newest Polish literature and at least few items written in other language. Bibliography should contain at least 30 items,

d/ Content should be essentially significant, their course should be logical and their language precise and clear.

3. Editorial requirements

a/ Bachelor thesis should consist of 60-80 pages. Master thesis should consist of 60-100 pages.

b/ Thesis layout (see the appendix as the sample):

- title page,

- student's declaration that he/she is the only author of the thesis,

- table of contents,

- **introduction** should contain the followings:

- a) general background of the research project,

- b) reasons for choosing the subject of thesis,

- c) purpose and scope, clearly formulated thesis and research hypotheses

- d) indicating research methods;

- e) present general information concerning the content of each chapter
- f) brief description of the character of sources / references,
 - **main text**, presenting the content with consideration to the division into chapters and sub-chapters (at least 3 chapters for BT, 4 for MT),
 - **conclusion** containing the synthesis of conclusions basing on proven premises and the summary of the results of undertaken researches,
 - list of references used, according to the requirements concerning bibliography, presented in alphabetical order; those requirements refer also to the internet sources,
 - possibly other lists, e.g. list of abbreviations, figures, tables, appendices.
- all the references/sources can be quoted in two ways:
 - a) as **footnotes** with full biographical entries using **Polish Norms** (the number of the norm is PN-N-001152)
 - b) as **in-text citation** using **APA style** (APA stands for American Psychological Association and refers to the Publication Manual of the American Psychological Association. APA style is used in the social sciences, education, engineering, and business)

4. Word-processing requirements

- a/ the typescript of bachelor or master thesis should fulfill the following requirements:
 - paper format: **A4** (European format),
 - font type: Times New Roman,
 - font size: 12 pt,
 - intervals between lines: 1,5 line,
 - margins:
 - top - 2,5 cm
 - bottom - 2,5 cm
 - left - 3,5 cm
 - right - 1,5 cm,
 - adjusting the text to both margins,
 - continuous pagination in the whole thesis,
 - titles of table and graphic presentations - bold Times New Roman 12 pt,
 - sources footnotes under table and graphic presentations - Times New Roman 11 pt,
 - careful correction of language- and typing errors in the text of thesis.

5. Critical review of the thesis

- a/ The thesis is evaluated in the form of written review by both academic supervisor and reviewer appointed by Dean,
- b/ if the evaluation done by the reviewer is negative the Dean appoints second reviewer. In case of second negative evaluation student should present amended version of thesis to the date stipulated by Dean.

c/ the thesis is evaluated according to the following grading scale:

very good - 5.0
plus good - 4.5
good - 4.0
plus satisfactory - 3.5
satisfactory - 3.0
fail - 2.0

To emphasise exceptionally high level of the thesis grade 5.5 (excellent) can be used.

d/ academic tutor and reviewer should evaluate the thesis within 7 - 14 days,

e/ if the thesis is not submitted before the deadline student will repeat one semester of studies or will be expelled.

6. Archiving

a/ each student is obliged to submit typescript of the thesis to be stored in the University Archives,

b/ the content of the archival copy should be maximally reduced according to following indications:

- text printed on both sides of the page,
- font: Times New Roman, the titles of chapters and sub-chapters - bold
- font size: title of chapter (capital letters) and sub-chapter - 10 pt, text - 9 pt.
- intervals between lines: 1 line, paragraphs under titles of chapters and sub-chapters - 6 pt.,
- margins: top, bottom, left, right, 1 cm, binding margin - 1,5 cm,
- paper: standard, paper format: A4,

c/ in the proper Dean's Office (Dziekanat) student submits archival copy of the thesis and 2 formatted and bounded copies of the typescript (for academic tutor and reviewer), with the written permission to submit the thesis and with the reviewer's proposal on one of the copies,

d/ academic tutor and reviewer can keep one copy of the typescript. In case they do not wish to the copies are returned to the graduate after defence of thesis,

e/ archival copy of the thesis is stored in the University Archives, in the personal files,

f/ archival resources are not available for the people who do not have the authorisation of the Vice-rector for students' and educational affairs,

g/ access to the theses is possible only through the archival resources.