MASTER'S THESIS STANDARDS
for theses prepared at the Wroclaw University of Economics and Business.

1. **General requirements**
   1.1. A master's thesis should be the development of a specific scientific subject that presents the general knowledge and skills of the student related to a given program of study, the level of second-degree studies and the profile of education, and the leading discipline to which the studies were assigned.
   1.2. The subject of a master's thesis should be connected to the learning outcomes adopted for the program of study. The thesis is conducted under the supervision of a supervisor who will ensure that it is achieved.
2. **Substantive requirements**
   2.1. The thesis should include:
   - formulation of a research problem, research questions or a thesis(es)/hypothesis(es), purpose and scope of research,
   - embedding the research problem in the widely quoted literature of the subject, including foreign literature,
   - application of a specific test method,
   - the use of appropriate analytical tools,
   - formulation of conclusions on the basis of the analysis carried out.
   2.2. A structure of the thesis should lead to the achievement of its objective.
   2.3. Preparation of a master's thesis should shape the following skills of a student:
   - broadening knowledge by independent study of literature on the subject,
   - a critical assessment of the theoretical achievement in the scope of the subject of thesis,
   - embedding the problem in literature,
   - diagnosing and assessing the problem in the researched economic entity or institution,
   - designing new solutions or modifications to existing ones,
   - using a research workshop, and in particular using methods of scientific study,
   - identifying and analyzing the surrounding phenomena, particularly those which the graduate will face in practice,
   - seeing the regularity of these phenomena,
   - active use of knowledge acquired during the course of study and its use in practice or theoretical application,
   - application of logical reasoning and the use of clear and precise language.
   2.4. The thesis should have a separate theoretical part (analysis of the literature of the subject) and a research part (own research results aimed at solving the problem analyzed in practice).
   2.5. The theory should briefly present advanced knowledge (Level 7 of the PRK) from the selected topic resulting from the review of national and foreign literature. Theoretical considerations shall be supported by a practical example.
3. **Requirements concerning the nature of the thesis**
   The master's thesis should take a form of:
   - **research** – the author identifies the relation between economic phenomena and detects dependencies within the framework of the economic reality under examination. The thesis can also be of an experimental nature, in which case it includes an experimental solution to a particular research hypothesis and includes the concept and appropriate

selection of research methods, the planning and organization of the experiment, the presentation of the results obtained, their discussion and conclusions.

- **project (application)** – the author identifies the relations between economic phenomena and proposes new practical (implementation) solutions.

4. **Regulatory requirements**

A master's thesis:

- is a student's own work prepared under the supervision of a supervisor,
- is subject to a review,
- is defended during the course of the diploma examination,
- allows the graduate to obtain a title of a master's degree.

5. **Formal requirements**

- The structure of an engineering thesis, apart from chapters includes:
  a) cover page,
  b) title and summary in English,
  c) table of contents,
  d) introduction and conclusion,
  e) lists,
  f) statements (specimens of the statements are attached). Student's statements should be placed at the end of the thesis.
- Structure of a thesis on English-language programs of study – the thesis should include, apart from chapters:
  a) cover page in English – ENG model,
  b) thesis title and summary in English,
  c) table of contents in English,
  d) introduction and conclusion,
  e) lists,
  f) statements (specimens of the statements are attached). Student's statements should be placed at the end of the thesis.
- The thesis should include lists in the following order:
  a) a list of the literature quoted in an alphabetical order, in accordance with the requirements of the bibliographical description,
  b) a list of the legal acts and other regulations used,
  c) a list of materials from Internet sources (with the last date of access) and other source materials with a full bibliographic footnote,
  d) a list of boards/tables,
  e) a list of figures (diagrams, maps, etc.),
  f) a list of annexes.
- **The introduction** should outline the background to the researched issue, point out the rationale for the choice of the subject of the thesis, formulate a research problem, pose research questions or research thesis(es)/hypothesis(es), define the purpose and scope of the thesis, identify research methods and present general information on the content of the various chapters of the thesis.
- **The conclusion** should indicate conclusions drawn from the thesis.
- Before the list of contents we should place, for theses in Polish: title and summary in English, for theses in English: title and summary in Polish (text of summary of maximum 2,500 characters including spaces).
- Literature footnotes should be uniform throughout the thesis according to one of the following styles:
  a) Harvard style
  b) APA style

c) bibliographical style of footnotes (examples in Annex 4).
- The thesis should have no less than 60 pages. In the case of experimental work, not less than 50 pages.
- Literature should include at least 20 references in a concise form and articles. In addition, it may be supplemented by legal acts and a list of websites, if required by the subject of thesis.
- Foreign language references should be present in the literature.
- The list of references may contain only the ones to which reference is made in the thesis.
- Standard cover page layout as attached.

6. Editorial requirements
- paper size format: A4 (one-sided print),
- basic font: Times New Roman 12 pt or Calibri 11 pt,
- font in tables and figures maximum 11 pt,
- space between the lines: 1.5 of a line,
- margins: top 2.5 cm; bottom 2.5 cm; left 3.0 cm; right 2.0 cm,
- align text to both margins,
- indent paragraphs: 0.5 cm,
- continuous numbering of all pages of the thesis,
- footnotes: 10 pt font size.

Program

....

Author's First Name and Surname
Student No.   ....

MASTER'S THESIS / CLASSIFIED MASTER'S THESIS

Title of the Thesis

Master's thesis written under the supervision of

....

at the Department

....

I approve the thesis and I request its further processing

....
Supervisor's signature

WROCLAW 20…..

DECLARATION OF THE AUTHOR
CONCERNING INDEPENDENT AND SOLE AUTHORSHIP OF THE THESIS

I hereby declare that I am the sole author of this thesis and that it includes no content obtained in contravention of the applicable regulations. All data, concepts, crucial ideas and formulations derived from literature (quoted verbatim or paraphrased in the thesis) are appropriately referenced. The thesis, in its entirety or any part containing significant fragments presented as original (results of empirical research, calculations, observations, assessments, conclusions, proposals, etc.), has not been submitted by anyone to any prior assessment or published elsewhere.

I declare that the copy of the thesis in the APD system is identical with the printed version and does not contain any hidden special characters, microspaces or other manipulations within the text.

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