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| Wydział Nauk Ekonomicznych i Zarządzania - Uniwersytet Mikołaja Kopernika w  Toruniu | **Thesis standards [[1]](#footnote-1)\*(undergraduate/Bachelor’s and graduate/Master’s)** |

1. **What is a thesis and what are the differences between a Bachelor's and Master's thesis**

**A thesis** (in general) – based on the National Qualifications Framework:

* is a study of a scientific problem, presenting structured, up-to-date knowledge on a given topic;
* is an independent and creative study, it should contain its own judgement regarding the analysed problem;
* relates to a specific practical or theoretical research problem within a specific scientific discipline.

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| **Bachelor’s thesis** | **Master’s thesis** |
| In a Bachelor’s thesis the student should demonstrate the ability to use their knowledge to formulate and solve complex, unusual research problems and perform research tasks by:* the proper selection of sources and information derived from them, evaluation, critical analysis and synthesis of this information,
* the selection and application of appropriate research methods and tools.

**A Bachelor's thesis should contain:** * a clear definition of the research problem,
* the purpose of the work and possibly research hypotheses or research questions,
* references to the basic literature on the subject,
* the description of the method of solving the problem (methods, techniques, research tools applied, etc.).
 | A Master’s thesis obliges the student to undertake research problems that require knowledge and understanding, as well as the use of theoretical literature and scientific research methods to analyse and evaluate the information gathered.In the Master's thesis, the student should demonstrate, to a great extent, the ability to use various sources of knowledge and information, in-depth knowledge and the ability to use research methods appropriate for a given scientific discipline, moreover, the student should demonstrate the ability to use their knowledge in order to:* + formulate and solve complex, unusual research problems and perform research tasks in an innovative way by:

- the proper selection of sources and information derived from them, evaluation, critical analysis, synthesis, creative interpretation and presentation of this information, - the selection and use of appropriate research methods and tools,* formulate and test hypotheses related to simple research problems or formulate and answer research questions.

 **A Master's thesis should contain:** * a clear definition of the research problem,
* the purpose of the work and research hypotheses or research questions,
* advanced reference to the literature on the subject,
* the description of the method of solving the problem (methods, techniques, research tools applied, etc.).
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1. **Requirements and content guidelines**
2. The scope of work must be within the scope of social sciences, within the discipline of economics and finance or management and quality sciences, although theses referring to other areas of knowledge, such as law, sociology, psychology or geography, are acceptable or even desirable.
3. The thesis must concern a precisely defined socio-economic problem, which should be reflected in the thesis title. Moreover, the subject matter of the thesis should reflect the field of study carried out by the author of this paper.
4. The title of the thesis and the titles of the chapters must correspond to the content contained in the paper and result from each other, deepening the deliberations discussed, and finally lead to a synthesis and conclusions.
5. The layout of the thesis should take into account:
* completeness of the problem,
* cohesion, logic and clarity - according to the clearly defined research aim and within the specified subject matter.
1. The diploma thesis may be of a different nature:

- be based mainly on literature,

- rely predominantly on the analysis of the results of empirical research.

1. One of the foundations for the assessment of the diploma thesis is the proper selection of literature and its proper use:
* the student should rely primarily on the publications of significant authors in a given field, including, above all, the latest papers,
* the use of foreign language studies is highly recommended.
1. In their theses, students need to draw their particular attention to the accuracy of the paper:

- the accuracy of the facts, which means their exact reporting without biased and one-sided presentation,

- the accuracy of views, which means their objectivity and the presentation of even those views that contradict the results and views contained in the paper,

- the basic concepts in the thesis must be clearly defined and fully explained, preferably on the basis of various sources,

- in the case of terminological ambiguity, the definitions must be explained and the students need to use consistently the terms adopted in the thesis,

- it is necessary to define new original terminological suggestions or adopt one of the referred definitions,

- the description of the sources should make it possible to distinguish between student's and other author's research and conclusions,

- student's critical discussion/ polemics is always permissible, but based on the logical argumentation and with its terminological consistency and in relation to the assumptions made.

8. The author's (i.e. student’s) own contribution may consist of:

- skilful use of appropriate research methods, adapted to the nature and topic of the paper, while it is desirable to use a few/several methods (statistical, econometric or social),

- proper selection and knowledge of national scientific literature and other sources within the described topic,

- skills of logical argumentation and correct formulation of conclusions as well as precise expression of judgments,

 - presentation of the knowledge contained in the scientific field of the thesis topic,

- emphasizing author's (i.e. student’s) own research, formulating independent hypotheses (or research questions), assessing and presenting student 's own opinions/judgement; those elements enhance the substantive value of the thesis,

- justifying the statements presented in the work by:

* + - the selection of conceptually structured, already existing justifications and / or
		- the author's (i.e. student’s) own proposal of a creative nature.
	1. In the thesis, students can use quotations, but not excessively, because it may indicate the student's inability to express in their own words the information read.
	2. Excessive brevity or lengthiness in formulating thoughts is not recommended. Spelling mistakes are not acceptable.
	3. There are no explicit requirements regarding the volume of the thesis or the number of chapters, but the proportions between successive chapters must be kept.
1. **The contents of the thesis**

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| **Bachelor’s** | **Master’s** |
| **Title page*** Compliant with the current model from the appendix to the ordinance of the Rector of the Nicolaus Copernicus University on the procedure of awarding the professional title at the Nicolaus Copernicus University in Toruń [[2]](#footnote-2)\*\*

**Table of contents*** Layout of chapters and subchapters (possibly sub-sections) with titles and page numbers

**Introduction*** Justification of the selection of the topic. Motivation for choosing the topic (indicating arguments for taking up a given issue, its importance and topicality)
* The subject of the thesis
* The aim of the thesis
* Possibly, a research question (s) or research hypothesis (es)
* Description of the thesis structure (content of the chapters - briefly)
* Possibly, the identification of the methods, techniques, research tools, main sources of information / data, etc. used.

**Development of the economic/subject issues in the thesis** (based on literature)* The description of basic concepts and definitions
* The description of the economic/subject theory(ies) or knowledge (foundations for student’s own research)

**Description of the research methodology** **Student’s own research results*** Description of the research concept (procedure)
* Presentation and description of empirical or theoretical data / sources
* Presentation of the research results and their interpretation

**Conclusions** * Summary of the considerations, including in particular the formulation of the final conclusions (possibly, also recommendations) and a reference to the fulfilment of the aim of the thesis and the verification of the hypothesis (es) or answers to the research questions included in the introduction

**Literature/ References/ Reference list*** A minimum of 20 items (including: books, articles, legislative acts/regulations)
* Possibly the item (s) in English or other language approved by the thesis supervisor

**Other sources*** Statistical reports and studies
* Internet sources etc.

**Lists of Tables and Figures*** A list of numbers and titles of Tables as well as a list of numbers and titles of Figures, along with their page numbers

**Appendix** (containing possibly, e.g. attachments presenting supplementary information, data, source documents, research tool template, etc.) | **Title page*** Compliant with the current model from the appendix to the ordinance of the Rector of the Nicolaus Copernicus University on the procedure of awarding the professional title at the Nicolaus Copernicus University in Toruń \*\*

**Table of contents*** Layout of chapters and subchapters (possibly sub-sections) with titles and page numbers

**Introduction*** Justification of the selection of the topic. Motivation for choosing the topic (indicating arguments for taking up a given issue, its importance and topicality, possibly outlining a research gap)
* The subject of the thesis
* The aim of the thesis
* The research question (s) or research hypothesis (es)
* The indication of student’s own contribution (s)
* The description of the thesis structure (content of the chapters - briefly)
* The identification of the methods, techniques, research tools, main sources of information / data, etc. used.

**Development of the economic/subject issues in the thesis** (based on literature)* The description of basic concepts and definitions
* The description of the economic/subject theory(ies) or knowledge (foundations for student’s own research)
* Possibly, the reference to the research and opinions of other authors

**Description of the research methodology** **Student’s own research results*** Description of the research concept (procedure)
* Presentation and description of empirical or theoretical data / sources
* Presentation of the research results and their interpretation
* Possibly, the reference to the research and opinions of other authors

**Conclusions** * Summary of the considerations, including in particular the formulation of the final conclusions (possibly, also recommendations) and a reference to the fulfilment of the aim of the thesis and the verification of the hypothesis (es) or answers to the research questions included in the introduction

**Literature/ References/Reference list*** A minimum of 30 items (including: books, articles, legislative acts/regulations)
* A minimum of 3 item (s) in English or other language approved by the thesis supervisor

**Other sources*** Statistical reports and studies
* Internet sources etc.

**Lists of Tables and Figures*** A list of numbers and titles of Tables as well as a list of numbers and titles of Figures, along with their page numbers

**Appendix** (containing possibly, e.g. attachments presenting supplementary information, data, source documents, research tool template, etc.) |

**Assessment criteria in the review form in APD**  **(Archiwum Prac Dyplomowych: Archive of Diploma Theses)**

- Does the content of the thesis correspond to the topic specified in the title?

- Are the following correct: the thesis layout, content division structure, chapter order, completeness of hypotheses, etc.?

- Substantive assessment of the thesis JAK TO UBRAC W PYTANIE

- Is the work a new approach and to what extent?

- What is the selection and the use of sources/references?

- Is the written language correct as well as the academic writing techniques, lists, or citations etc.?

- What is the way the thesis can be applied (publication, sharing with institutions, source material)?

**Assessment criteria for the Dean's Competition for the best Bachelor's/Master's thesis:**

- topicality of the subject,

- originality of the approach,

- the way of presenting and solving the research problem,

- research methodology,

- review of the literature.

For each criterion, points are awarded, from 1 to 5 points, with 5 points being the highest mark.

1. **Editorial requirements - general guidelines**

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* 1. The thesis should be prepared in an electronic version. Only at the request of the thesis supervisor or reviewer the work should be presented in the form of a typescript.
	2. Referencing style in the thesis should follow the APA style. In-text citations should be used (the author’s surname and year of publication, or page number). Titles such as Mr., Doctor, Professor, etc. should NOT be used. The quotations and citations in the sample text below use the APA style using the Word tool. We recommend using this tool when writing your own diploma thesis. Here is the address of the page where you can learn how to create quotations, citations, and a reference list (bibliography) using this tool:

<https://www.microsoft.com/pl-pl/videoplayer/embed/RWBEoM?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=pl-pl> LINK DO VIDEO PO ANGIELSKU

* 1. The file **WNEIZ\_standardy prac\_TEMPLATE.doc** presents an example of how to apply appropriate styles when writing a thesis. This applies to all requirements that should be applied when inserting the titles of chapters and subchapters, writing text, inserting citations, tables and figures, as well as creating a reference list. It is enough to use the given template when writing your own diploma thesis. The thesis prepared in this way should be uploaded to the university APD system (Archive of diploma theses).

**Glossary of terms:**

**A citation:** is the way you tell your readers that certain material in your paper came from another source (an in-text citation covers the authors surname and year of publication)

**A quotation:** words or phrases that are taken directly from someone else’s paper without change, presented in ‘quotation marks’ (in here you need to insert a citation with a page number)

**Citation ≠ quotation**

**APD system** (Archive of diploma theses), NCU Archive of diploma theses, you can reach that through the Central Authentication Service

**APA referencing style:** there are many referencing styles**.** There are two parts to referencing: the citations within the text of your paper and the reference list at the end of your paper. The APA referencing style is an "author-date" style, so the citation in the text consists of the author(s) and the year of publication given wholly or partly in round brackets. You can find some information on that style at:

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

<https://www.mendeley.com/guides/apa-citation-guide>

1. \* The standards for diploma theses are in force from the academic year 2021-2022, i.e. for students starting seminars this year, for all fields of study at WNEiZ UMK, both in Polish and English. [↑](#footnote-ref-1)
2. \*\* Currently: Annex 3 to the Order No. 126 of the Rector of the Nicolaus Copernicus University of June 4, 2020. (Legal Bulletin of the Nicolaus Copernicus University in Toruń, 2020; item 221). [↑](#footnote-ref-2)