

Ordinance no. 20/2021
of the Dean of the Faculty of Economics, Finance and
Management of the University of Szczecin
of October 28, 2021.
on the formal and substantive criteria for diploma theses
written as majors conducted at the Faculty of Economics, Finance and Management

Pursuant to § 66 sec. 3 of Resolution No. 42/2021 of the Senate of the University of Szczecin of April 29, 2021 on the adoption of the Rules and Regulations of Studies at the University of Szczecin, it is ordered as follows:

§ 1

1. The diploma thesis (Bachelor's, Engineer's and Master's degree) within the 1st and 2nd cycle studies is performed by the student under the supervision of a person who has at least a PhD degree.
2. The student has the right to choose the person under whose supervision he or she wants to prepare the diploma thesis, according to the rules adopted by the Faculty Education Board.
3. A student may write a diploma thesis in a foreign language on conditions specified by the Faculty Education Board.
4. The diploma dissertation approved by the Supervisor should be submitted to the Dean's Office by the date agreed with the Supervisor, not later than by the end of the final examination session of the last semester of study, which is a condition for passing the diploma seminar in the last semester of study.
5. If the student fails to submit the diploma thesis by the deadline set forth in para. 9, the vice-dean for student affairs, upon the student's request, shall make a decision to repeat the course of the diploma seminar from the last semester of study in the subsequent semester. In the absence of such application, the vice-dean for student affairs shall make a decision to remove the student from the register of students due to the failure to submit the diploma thesis.

§ 2

- 1 Topics of diploma theses should be established and approved by the Faculty Education Board no later than six months before the statutory date of studies graduation.
- 2 The application for approval of diploma theses topics is submitted to the Faculty Education Board by the deputy director for education at the institute, where a given supervisor is employed based on the lists prepared by the chairs of directional teams.

- 3 A joint application for a change in the topic of the diploma dissertation is submitted to the Deputy Dean for Student Affairs by the supervisor together with the student after prior approval of the change by the chairperson of the faculty team. The decision on changing the subject of the diploma thesis is issued by the Deputy Dean for Student Affairs after approval of the change by the Faculty Education Board.
- 4 The topic and scope of the diploma dissertation should be consistent with the learning outcomes for a given field and level of study. While establishing the topic of the diploma thesis, the student's scientific interests and research areas of the organizational unit, in which the supervisor is employed, are taken into account.

§ 3

1. The diploma thesis should have the volume of:
 - Master's– around 80 to 100 pages,
 - Bachelor's and Engineer's thesis– around 60 to 80 pages.
2. Bibliography in the Bachelor's and Engineer's thesis should include no less than 20 items, and in the case of a Master's thesis - no less than 30 items
3. The first page of the diploma thesis, the title page, should be prepared according to the template set out in Annex 1 to the ordinance.
4. Detailed formal recommendations for the preparation of diploma theses shall constitute Appendix 2 to the ordinance.
5. The diploma thesis is subject to obligatory verification by the Supervisor with the use of the Uniform Anti-plagiarism System.
6. Each thesis should contain the student's declaration that the thesis has been written on his/her own and a statement on giving or not giving, consent to make diploma thesis available according to the specimen provided by the University.

§ 4

1. The diploma thesis is an independent study of a scientific or practical issue or a technical achievement, presenting the student's general knowledge and skills related to studies in a given field, level and profile as well as independent analysis and reasoning skills.
2. The paper should include:
 - a clear statement of the theoretical and empirical problem and its in-depth analysis,
 - application of a specific research method; the research method should be specified in the introduction to the thesis, and the methodology described in the content of the thesis (obligatory in the Master's thesis),
 - use of appropriate analytical tools,
 - conclusions formulated on the basis of the conducted analysis,
 - references to the literature on the subject.

3. Work preparation should develop skills :
 - evaluation of theoretical achievements in the field of study / specialization, especially for theoretical work,
 - conducting independent search for source materials in existing scientific studies,
 - diagnosis and evaluation of the problem in the studied economic entity,
 - to design new solutions or modify existing ones,
 - recognise regularities occurring within the phenomena subject to the study,
 - draw appropriate conclusions,
 - actively use the knowledge acquired during the studies and use it in research and inference,
 - to set problems in the literature,
 - to make logical arguments,
 - use clear and precise language.

§ 5

1. Master's thesis may be:
 - systematizing theoretical views or action of business entities,
 - research - detecting regularities in the area of a given field of study,
 - project - promoting new practical solutions,
 - a study of a theoretical nature, in particular with regard to methodological solutions.
2. Bachelor's thesis at the studies of a general academic profile may be of the following nature:
 - research - analysis of regularities in the area of a given field of study,
 - project - promoting new practical solutions.
3. Bachelor's thesis within the studies of a practical profile may be of the following nature:
 - research - analysis of regularities in the area of a given field of study with the aim of the work and conclusions of a clear applied character.
 - project - promoting new practical solutions with a clear application character.
4. Engineering thesis may be of the following nature:
 - research - analysis of dependencies in the area of a given field of study in order to solve a specific engineering task
 - project - promoting new practical solutions.

§ 6

1. The diploma thesis evaluation is performed independently by the Supervisor and the Reviewer. The final grade for the diploma dissertation is determined by the Diploma Examination Committee.
2. A reviewer may be an academic teacher with a scientific degree of at least doctor.

3. In case when a supervisor of a diploma paper is an academic teacher with a PhD degree, the review is prepared by a professor or a habilitated doctor.
4. In the substantive evaluation of the diploma paper, the following should be indicated: the aim of the work and its implementation, the topicality of theoretical or empirical problems, the research methods applied, the research tools used, the method of inference. The assessment cannot be laconic and general.
5. Grades for the diploma dissertation are made in writing and submitted in the student's personal file.
6. The student has the right, not earlier than three days before the diploma examination, to read the grades and reviews of the diploma dissertation.
7. In the event of one negative grade for the diploma thesis, the decision of the Dean for Student Affairs, who may seek the opinion of an additional reviewer, is to be admitted to the diploma examination.

§ 7

The resolution is made public by placing it on the Faculty website.

§ 8

The regulation comes into force on the date of signature.

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