

**Order No. 47/2020** of the Dean  
of the Faculty of Finance and  
Management of the Wrocław School of  
Banking

**dated 01/10/2020.**

On the requirements for diploma theses in bachelor's  
degree programs

Acting on the basis of § 22 para. 2 and 7 para. 4 of the Statute of the Wrocław School of Banking, in conjunction with § 49-52 of the Regulations of the Studies of the Wrocław School of Banking

I order as follows:

§ 1

I am introducing the thesis requirements for undergraduate courses in Internal Security, Philology, Finance and Accounting, Computer Science, Management Engineering, Logistics, Microbusiness, Law in Business, Tourism and Recreation, Management.

§ 2

The aforementioned requirements are attached to this order.

§ 3

Dissertations in the fields of Computer Science, Management Engineering, Eng. Logistics are created in project groups of three. Any deviation requires the approval of the Dean.

§4

The Ordinance shall come into effect as of the date of promulgation and shall be effective from the winter semester of the 2020/2021 academic year until further notice.

Dean of the Faculty of Finance and  
Management at the Wrocław School of  
Banking

Dr. Radoslaw Kaminski, Prof. WSB

## **THESIS REQUIREMENTS**

for undergraduate studies

An undergraduate thesis should consist of two parts:

- analytical - including theoretical and analytical aspects;
- **empirical** - presenting the results of the conducted research, their analysis and conclusions drawn.

Bachelor's thesis as a work is a written monographic study in accordance with the established topic. The research part is an integral part of the work.

The bachelor's thesis must be characterized by: clear, precise, accurate and objective presentation of the subject of the work with a clear emphasis on the author's own results against the background of published source materials, clear layout of the content of the work, completeness of the study, correctness and fluency of the language and style of expression, as well as an appropriate level of publishing (compliance with formal requirements, aesthetics of execution).

It is not, however, a chronological description of the course of research or the effort put in, nor is it a didactic textbook or its own presentation of the broad knowledge base of the subject matter under discussion.

### Assumptions

1. Undergraduate studies are professional in nature, and the undergraduate thesis is intended to document the student's acquisition of the skills to practice the learned profession.
2. The bachelor's thesis should, in particular, document the ability to actively use the knowledge acquired during the studies, that is, to apply this knowledge to solve problems related to the field of study.
3. The topic of the work should be closely related to the direction of the studies being pursued.
4. The bachelor's thesis must be empirical, i.e. based on factual material. This material can come from companies or other entities (e.g., labor offices, municipalities, marketing companies, nonprofit organizations, banks, insurers), from one's own research (e.g., observation of the frequency of the influx of customers to the store during the day, week; observation of the organization of work at specific positions, a survey of customer motivation, examination of financial statements, accounting records, workflow procedures) or from published sources (e.g., surveys of household

budgets

households, economic surveys, other data published by the Central Statistical Office and its local agencies, special surveys announced by specialized units, data from the Internet).

5. The undergraduate thesis should include:

- An analysis of a clearly formulated problem with conclusions for the future;  
or
- a draft solution to the problem, including a critique of the existing solution (if there was one), a presentation of the proposed solution, an evaluation of the advantages and disadvantages of this solution.

6. An undergraduate thesis should document the ability to use literature to solve the research tasks set, which means that references to literature should support the author's argumentative flow.

7. An undergraduate thesis should demonstrate that the author knows how to collect materials appropriate to the purpose of the work, develop them in accordance with the requirements of the discipline, formulate conclusions of the study.

#### Working arrangement

The thesis consists of the following parts:

1. title page,
2. admission,
3. Theoretical chapter (not always mandatory),
4. empirical chapters (usually two) - the **work's own element**,
5. endings (conclusions) - the work's own element,
6. inventory of source materials,
7. table of tables,
8. list of drawings,
9. attachments (if any / required),
10. student statements.

The introduction should be no more than 3 pages long and give the reader a coherent picture of why the author decided to take up such and not another topic of the work. In other words, it should indicate the importance of the problems taken up in the work. The introduction should include the purpose of the work, a description of

the content of each chapter, an indication in which part of the work the research methodology will be presented, and the characteristics of the source material used in the course of writing the work.

The main part of the work - depending on the type of work, which is often due to the field of study or the topic of the work, should consist of a theoretical part and a research part, in which the author describes the results of his own research.

*The theoretical part* (usually Chapter I), is a discussion of issues in the field, already published contained in books, journals, other scientific works and published on the Internet items. The main task of the author is to make a comparative analysis of the collected materials, synthesize them, or - if the theses posed in these materials contradict each other - to present his own assessments and advocate one of the versions or justify why none of them has been recognized.

*In the empirical works* required at WSB in Wrocław after the theoretical part, the author should present the characteristics of the subject/field in question and the method of conducting (methodology) the research and the results obtained as a result, if own research was conducted. In undergraduate theses, independent research is not required.

The conclusion (conclusions) should be 2-3 pages in length and must include: a presentation of the completed tasks with attention to their possible originality and innovative approach, the most significant conclusions of the work and possible recommendations on the issues discussed.

### Design

The structure of the work should meet the requirements of completeness, and the layout of the work must be logical. A logically cohesive structure is one in which the order and content of the individual chapters are formulated not according to the accumulation of material, but according to a single guiding idea - that is, the set research objective and within the framework of the topic defined.

The titles and the corresponding content of the chapters should follow from each other, forming an internally cohesive whole that is free of randomness giving the opportunity to move on to increasingly in-depth and detailed considerations, and then to synthesis or generalization.

The size of the dissertation is not standardized by any rules other than the requirement of complete **development of the topic (customarily it should be about 50 - 60 pages).**

### **Accuracy of relationships**

Accuracy of reporting refers to both the presentation of facts and the views inhabited.

In the area of facts (source data, the course and effects of the results of surveys, interviews, direct observation, etc.), it is important not only to be accurate in reporting them, but also to have a specific methodological approach that prevents one-sided or even biased results.

In the area of views, it is a matter of objective, reliable presentation that is not deliberately selective, out of context.

Correct coverage means that those circumstances that testify against a particular or general result of the work are not omitted either. The description of materials should allow a clear distinction between the results of one's own and other people's research, which must be reflected in the proper editorial design of the work. The selection of literature should be closely related to the topic and purpose of the work. The author should try to include in the work the latest literature and current legislation.

### **Own contribution**

A student writing an undergraduate thesis must demonstrate a general knowledge of the field of knowledge in which he is writing a thesis, properly select literature, source material and use them appropriately. Every bachelor's thesis is, to a greater or lesser extent, a presentation of results, claims or evaluations that already exist, organized according to the author's general idea. However, its evaluation increases when the author tries a new description or a new interpretation of already known and published material. The substantive value of the work is enhanced by the author's own research, independent opinions and evaluations, and subjective value judgments.

### **Terminology**

The correct formulation of thoughts depends, among other things, on the precision of the terms used. Therefore, the requirements of terminological rigor wherever there may be any doubt about the meaning of the terms used are, in principle, outside the sphere of free choice and must be met by the student writing the paper. Means

is that the basic concepts must be comprehensively explained, citing them after the literature in the studied field of knowledge. In addition, new terms proposed by the writer of the paper must be thoroughly explained. Respect for these requirements prevents possible misunderstandings of factual nature or even terminological andrones and empty words. Lack of care in this regard makes the work unreadable and unintelligible.

#### **Language requirements**

The paper should be written briefly, concisely and be devoid of unnecessary, unattributable words, phrases and platitudes. Individual words in an undergraduate thesis, or whole sequences of them, often have strictly defined meanings (e.g., terms from the fields of economics, management, tourism, finance, law or security) and must be used unaltered for the precision of the argument. Possibly short sentences, avoidance of sophisticated language, academicism - these are rules that absolutely must be followed. The text should be clear and communicative. This is hindered both by dilly-dallying in the formulation of thoughts and by too much conciseness of speech.

#### **Aesthetics**

The work should be written cleanly and aesthetically pleasing. The text of each chapter should begin on a new page. This exposes the beginning of each chapter, while at the same time introducing order, facilitating orientation in the entire text of the work. It is important to take care of the clear spatial layout of the entire text, especially the extra spacing between the various subtitles. A layout in which almost every sentence begins with a paragraph is incorrect. The task of a paragraph is to clearly mark a new thought in the current thread of the speech.

#### **Editorial page**

Detailed rules for editing the thesis are described in Part III of the manual - licentiary thesis - recommended rules for writing, posted on the Moodle Platform.

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