

**UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN
FACULTY OF ECONOMIC SCIENCES**



Field of study: Economics

Field of study: Management

**BASIC INFORMATION CONCERNING THE PREPARATION OF
MASTER'S THESES AND DIPLOMA EXAMINATION
REGULATIONS**

Olsztyn 2022

PART I. PRINCIPLES FOR PREPARING MASTER'S THESES

1. CONTENT RELATED REQUIREMENTS

1.1.GENERAL PRINCIPLES

- Writing a positively evaluated master's thesis is one of the basic requirements for completing studies and obtaining the professional title of a master;
- The diploma thesis is prepared by the student under the supervision of an authorized academic teacher: professor, doctor habilitated or doctor authorized by the Faculty Council;
- The master's thesis should verify the students' knowledge acquired in *a given field of study and specialisation of studies* and the skill of compiling literature models and practical solutions.
- The thesis should be based on the literature of the subject and present an unassisted analysis of a selected economic unit (enterprise, institution), sector, phenomenon or economic process based on primary data (own research) or secondary data (reports, statistical materials),
- Number of literature items used in the work, not less than 40 original items,
- The literature used should be up-to-date, ie at least 80% of the items from the last 5 years and 60% are publications in a foreign language.
- The master's thesis should be research-based and demonstrate the ability to formulate a research problem and to solve it using scientific methods, to analyse, interpret and draw conclusions;
- The thesis must not contain any signs of plagiarism; excessive use of a single source (work by a single author) or quotations are unacceptable; the use of another person's text (copying, also including editorial changes) without acknowledging the source is not permitted.

1.2.SUBJECT OF THE THESIS

- The subject of the thesis should demonstrate relevance and topicality and correspond to the content of the thesis;
- When determining the topic of the thesis, the following should be taken into account: **the field and specialization of studies**, research interests of the student and the supervisor, the research profile of the organizational unit of the Faculty in which the thesis is prepared and practical possibilities of its implementation;
- The subjects of master's theses should address a clearly identifiable problem, which should be framed in a narrow, rather than an overly broad, manner, and should solve a specific research problem
- The subject should be formulated in a problem-oriented and not descriptive manner.

2. FORMAL REQUIREMENTS:

2.1. GENERAL STRUCTURE OF THE THESIS

It is recommended that the master's thesis should be based on the following structure:

- Title page (in Polish and English) - a template title page is provided in Appendices 1a and 1b; names of organisational units in English - Appendix 1c;
- A summary (in Polish and English) - not longer than one page; it should include basic information about the work - briefly describe: the aim, main theses of the research and resulting conclusions, with particular focus on student's own contribution;
- Table of contents (in Polish and English) - it should include all the components of the diploma thesis (in the order in which they appear in the paper) with a clear division into chapters and subchapters, specifying the exact pages from where they start - a table of contents template is included in Appendix 2;
- Introduction - this should include, in particular, the reasons for choosing the topic as well as the purpose and methodology of the research (if the paper does not have a separate methodological chapter);
- Theoretical chapters - should contain a description of the thesis problem with reference to the current literature on the subject (60% of the last 5 years), including foreign sources (not less than 60%). The minimum number of original literature on the subject used in the work - 40.;
- Methodological assumptions of the research - the chapter includes the objectives, hypotheses and detailed research questions (problems), the scope of research, sources of information and the methods, techniques and research tools used in the study; the extensive methodological part may constitute a separate chapter or, with concise content, it may be a part of the introduction to the work or constitute a subchapter of the empirical part;
- The research chapters should contain the results of the research and analysis with an interpretation referring to the title of the work, its aim and methodological assumptions;
- Summary/conclusion - should include in a concise form the extent to which the research objectives have been achieved, an assessment of the verification of research hypotheses and conclusions resulting from the research;
- Bibliography;
- Appendix (optionally).

2.2. THE LENGTH AND THE STRUCTURE OF THE THESIS

- The length of the master's thesis depends on the scope of the research subject and the methodology applied, it is recommended that it should be up to 80 pages long;
- The individual parts of the work should be in appropriate proportion to the subject of the paper and the methodology applied,
- Detailed requirements, specific to the research problems realised in particular organisational units of the Faculty, may be determined by these units.

3. EDITORIAL REQUIREMENTS

3.1. GENERAL PRINCIPLES

- The paper should be written using Microsoft Word with the following parameters: line spacing - 1.5, font type - Times New Roman, font size - 12 points, left margin - 3.5 cm, right margin - 2.0 cm, top and bottom margins - 2.5 cm;
- Tables:
 - Tables in the entire paper should be labelled in a uniform, generally accepted way - it is recommended to apply the rules applicable in the UWM Publishing House (a table template is attached as Appendix 3); - Each table should be provided with:
 - Number (e.g. Table 1) with no full stop at the end, at the right side above the table, following the number sequence throughout the entire paper;
 - Title - placed above the table, centred; in the same font as the rest of the text; without a full stop at the end;
 - Source - in 10 pt italics, under the table as a reference to the literature or in case the table was developed by the author him/herself in the form: own work based on ;
 - In the text, reference should be made to the table, generally at the place where the data presented in the table are described, analysed and interpreted.
- Figures:
 - All graphical objects appearing in the work are called figures; there is no need to differentiate the graphical part into diagrams, figures, maps, etc.;
 - In the text, reference should be made to the figure at the place where the figure is analysed and interpreted;
 - Figures throughout the entire paper should be labelled in a uniform, generally accepted way - it is recommended to apply the rules applicable in the UWM Publishing House (a figure template is attached as Appendix 3); - Each figure should be provided with:
 - Number (e.g. Fig. 1), placed below the figure; following the number sequence throughout the entire paper;
 - Title - placed after the figure number, centred, without a full stop at the end;
 - Source - in 10 pt italics, under the figure as a reference to the literature or in case the figure was developed by the author him/herself in the form: own work based on

3.2. REFERENCES TO LITERATURE

- A book by a single author: in-text references to literature should state the name in capitals, the year of publication, year of publication and page number e.g.: ZASTEMPOWSKI 2019, s. 43), (SUTHERLAND 2021, p. 32-33);
- If several works by the same author published in the same year are cited, they should be distinguished by adding the year of publication in lower case letters and page number: a, b, c, etc., e.g. (ZASTEMPOWSKI 2019a, p.53);
- When citing works by two authors, write both names and the year, e.g.: (GOLENSKY, HAGER 2013, p. 64), three authors and more - the name of the first one et al., e.g. (GANDOMI et al. 2020, p. 74);
- Internet sources should be given as a footnote, with the URL and date of access in brackets, e.g.: www.prs.gda.pl (1.10.2020);
- Documents, expert opinions, legal acts are written in italics in brackets (e.g. *Strategia ...* 2019, p. 23);
- If the reference in the text is to a collective work, the full or abridged title of the work is given instead of the author's name (*Przedsiębiorczość...* 2012, p.322).

3.3. FINAL LIST OF REFERENCES

- The bibliography includes only works cited at least once in the text, all works cited must be included in the bibliography);
- The final list of references should be arranged alphabetically, without numbering, according to the following scheme:
 - a book (*by a single author*) - provide the following information, in the order specified, separated by a dot: the author's surname and the initial(s) of the given name(s), year of publication, title in italics, publishing house and place of publishing, e.g.

SUTHERLAND K.E. 2021. *Strategic Social Media Management: Theory and Practice*. Springer, Singapore.
 - a book (*by several authors*) - provide the following information, in the order specified: the surnames and the initials of the given names of all authors, year of publication, title in italics, publishing house and place of publishing, e.g.

GOLENSKY M., HAGER M. 2020. *Strategic leadership and management in nonprofit organizations: Theory and practice*, Oxford University Press, New York.
 - a book (*a collective work edited by one of the authors*) - provide the following information: the surname and the initial(s) of the given name(s) of the editor, an abbreviation (ed.), year of publication, title in italics, publishing house and place of publishing, e.g.

KLÓSKA R. (ed.) 2020. *Infrastruktura transportowa i cyfrowa jako czynnik regionalnego i lokalnego rozwoju gospodarczego*. Wydawnictwo Naukowe Uniwersytetu Szczecińskiego, Szczecin.

- a specific part or chapter of a collective work - provide the information in the following order: the surname and the initial(s) of the given name(s) of the author of the chapter, the year of publication, the title of the subchapter in italics, then the word "In:", followed by the surname and given name(s) initial(s) of the author of the monograph (collective work), the title of the monograph in italics, the publishing house and the place of publication, e.g.:

KUŚCIŃSKI M. 2020. *Uwarunkowania rynkowe wpływające na politykę funkcjonowania narodowego operatora pocztowego w Polsce*. W: KLÓSKA R. (ed.) *Infrastruktura transportowa i cyfrowa jako czynnik regionalnego i lokalnego rozwoju gospodarczego*. Wydawnictwo Naukowe Uniwersytetu Szczecińskiego, Szczecin.

- an article published in a journal - provide the information in the following order: the author's surname and given name(s) initials, year of publication, the title of the article in italics and then the valid title of the journal, volume, number (in brackets) and pages where the given article can be found:

SUIFAN T. 2020. *How innovativeness mediates the effects of organizational culture and leadership on performance*. *International Journal of Innovation Management*, 25(02): 1-32.

4. TECHNICAL AND ADMINISTRATIVE REQUIREMENTS

- The student is obliged to submit the final version of the thesis - free of linguistic, spelling or grammatical errors - to the supervisor at least two weeks before submitting the thesis to the Dean's Office;
- The master's thesis, in the version accepted by the supervisor, should be submitted in one bound copy, double-sided printing to the Faculty Dean's Office;
- The student is obliged to submit his/her diploma thesis by the deadline specified by the respective Vice-Dean, the deadline for submitting the diploma thesis and the deadlines for diploma examinations should be communicated to students by the end of November of a given academic year;
- Defences of master's theses submitted after the specified deadline may be held in September on dates specified by the respective Vice-Dean and communicated to students by 15 August of a given academic year.

4.1. PRINCIPLES FOR THE ASSESSMENT OF MASTER'S THESES

- The master's thesis is evaluated by the supervisor and the reviewer.
- The thesis is reviewed by a person holding the title of professor or doctor habilitated and appointed by the respective Vice-Dean; students will be provided with the names of the reviewers by the end of January of a given academic year,
- Elements evaluated in the thesis include:
 - Correct wording of the subject and consistency of the content with the subject
 - The layout of the paper and its structure
 - The subject matter aspect
 - The novelty in the approach to the problem
 - Use of sources
 - Formal aspects
 - Suggestions as to how the research results could be used.
- Diploma thesis evaluation forms for the supervisor and reviewer, according to the templates applicable at the University of Warmia and Mazury in Olsztyn, are attached at the end of these instructions.

PART II. ORGANISATION OF THE MASTER'S EXAM.

1. GENERAL PRINCIPLES

- A student can take the diploma examination after satisfying the following conditions:
 - Obtaining a credit and passing examinations in all courses and practical training provided for in the syllabus, this is confirmed by submitting a student's book together with the examination sheet to the Dean's office two weeks before the planned date of the defence,
 - Obtaining positive grades for the master's thesis,
- Diploma examination is held before a commission appointed by the respective Vice-Dean; the examination commission is composed of: the chairperson of the examination commission, the thesis supervisor and the thesis reviewer; the commission includes at least one academic staff member with the title of professor or with the degree of doctor habilitowany,
- The date of the diploma examination, together with the full composition of the examination board, is communicated to students by the respective Vice-Dean by the end of January of a given academic year,
- The respective Vice-Dean may select an individual date for the diploma examination for a student who has submitted the diploma thesis before the specified deadlines.

2. THE SCOPE OF OBLIGATORY MATERIAL

- The master's examination includes the issues covered during the studies communicated to the students, depending on the field of study, in the form of:
 - about 50 questions (topics) concerning general courses,
 - about 25 questions (topics) concerning specialisation courses.
- Students are required to answer three questions in the examination, and the diploma examination is passed when the answer to each question is graded at least satisfactory.
- Examination topics should be communicated to students by the end of November of a given academic year.

UNIWERSYTET WARMIŃSKO-MAZURSKI W OLSZTYNIE
WYDZIAŁ NAUK EKONOMICZNYCH
Kierunek: Ekonomia (Zarządzanie)



Imię i Nazwisko autora *(czcionka 15 pkt.)*

Tytuł pracy *(czcionka 18 pkt.)*

Praca magisterska wykonana
w *(nazwa jednostki)* pod
kierunkiem
tytuł naukowy, imię i nazwisko promotora

Olsztyn rok

**UNIVERSITY OF WARMIA AND MAZURY IN OLSZTYN
FACULTY OF ECONOMIC SCIENCES**

Specialization: Economics (Management)



Imię i Nazwisko autora (*czcionka 15 pkt.*)

Tytuł pracy (*czcionka 18 pkt.*)

Thesis written

in (*nazwa jednostki w jęz. ang.*)

Under supervision of

tytuł naukowy, imię i nazwisko promotora

Olsztyn rok

Annex 1c - names of organizational units in English Polish and English

Wydział Nauk Ekonomicznych	Faculty of Economic Sciences
Instytut Ekonomii i Finansów	Institute of Economics and Finance
Katedra Finansów	Department of Finance
Katedra Konkurencyjności Gospodarki	Department of Competitiveness of Economics
Katedra Polityki Gospodarczej	Department of Economic Policy
Katedra Rynku i Konsumpcji	Department of Market and Consumption
Katedra Teorii Ekonomii	Department of Theory of Economics
Instytut Nauk o Zarządzaniu i Jakości	Institute of Management and Quality Sciences

Annex 2 - table of contents template

Table of Contents	str.
Summary	5
Introduction	7
1. Literature review *	
1.1.	
1.2.	
1.3.	
2. Methodological assumptions of the research **	
2.1.	
2.2.	
3. Results of own research *	
3.1.	
3.2.	
3.3.	
Conclusions.....	
Literature.....	
List of Tables.....	
List of drawings.....	
Annex	

*** – The naming of chapters should be of an issue-specific nature.**

**** – methodological assumptions of the research (including the purpose and research hypotheses) can be included in a separate chapter if the research required a complex methodology or in the first subsection of the empirical chapter, or - with a very simple methodology - in the introduction.**