



*Załącznik do Uchwały Rady Instytutu Zarządzania*

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## **GUIDELINES FOR PREPARING A THESIS AT THE INSTITUTE OF MANAGEMENT AT POMERANIAN UNIVERSITY IN SŁUPSK (PUSL)<sup>1</sup>**

Pursuant to the provisions of the Study Regulations of the Pomeranian University in Słupsk (R.000.24.23 of May 31, 2023) and the Anti-plagiarism Regulations (Order No. R.021.46.22 of the Rector of the University of Applied Sciences in Słupsk of April 28, 2022 in the matter of the Anti-plagiarism Regulations ) the rules applicable to students of all modes and fields of study for preparing diploma theses at the Institute of Management of the Pomeranian University in Słupsk are established.

### **1. WORK REQUIREMENTS**

**1.1.** The aim of the diploma thesis is for the student to demonstrate that in the chosen specialization (learning path) he has acquired the ability to write a selected written work containing content indicating in-depth knowledge in this specialization, and has the ability to write and edit a scientific work.

**1.2.** The tasks assigned to the student at work are:

- a) the independence of the diplomat's work, any citations or borrowings should be described in footnotes,
- b) the ability to critically analyze and express the key issues of the described issue,
- c) knowledge of literature and case law on the topic and their independent use in work,
- d) the ability to build a clear argument, focused on the theses formulated at the beginning of the work, from the leading discipline for the field studied, culminating in a summary in the form of a diploma thesis.

**1.3.** A bachelor's thesis and a master's thesis differ in the scope of skills that the author of the thesis should demonstrate:

- a) in the bachelor's thesis, the student should demonstrate the ability to present and verify a specific research problem

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<sup>1</sup> The Pomeranian University in Słupsk (PUSL) Study Regulations (R.021.120.23 of 12 December 2023) Anti-plagiarism Regulations (Decision no. R.021.126.19 of the Rector of the Pomeranian University in Słupsk of 27 November 2019 on the introduction of the Anti-plagiarism Regulations defining the principles of functioning of the Anti-plagiarism system integrated with the Uniform Anti-Plagiarism System)

b) in the master's thesis, the student should additionally demonstrate the ability to identify and analyze primary sources and literature from a leading discipline regarding the research problem being undertaken.

1.4. The substantive scope of diploma theses should refer to the key learning outcomes formulated for a given field of study.

## **2. REQUIREMENTS FOR PERSONS CONDUCTING DIPLOMA WORK AND PEOPLE EVALUATING THEM**

2.1. The supervisor of a bachelor's and master's thesis may be a person with at least a doctoral degree and certified competences in the field consistent with the learning path on which the diploma seminar is conducted.

2.2. The reviewer of a bachelor's and master's thesis may be a person with at least a doctoral degree and certified competences in the field consistent with the learning path on which the diploma seminar is conducted.

## **3. REQUIREMENTS REGARDING THE TOPIC OF THE DIPLOMA THESIS**

3.1. The topic of the thesis should concern research issues within the leading discipline for a given field of study.

3.2. The topic of the work should be clear and concise and relevant to the learning path.

3.3. When determining the topic of the diploma thesis, the student's interests and:

- a) in the case of master's theses - the possibility of the student participating in the scientific activities of the Institute,
- b) in the case of bachelor's theses - the opportunity to improve the student's practical skills in the field of professional activity.

3.4. The topic of the bachelor's and master's thesis is agreed between the student and the supervisor during the diploma seminar and is approved by the Research Committee at the Institute of Management at the end of the first semester of the diploma seminar.

**3.5.** The selected and approved thesis topic may be changed only at the request of the supervisor (with justification), who directs it to the Science Committee at the Institute of Management. Editorial corrections to the wording of a topic do not have to be reported to the Commission.

**3.6.** The implementation of the thesis topic should take into account basic research methods, terminology and literature to the extent described in the learning outcomes of the study program in a given field.

## **4. SUBSTANTIVE REQUIREMENTS FOR THE DIPLOMA THESIS**

**4.1.** The diploma thesis should contain:

- a) defining the research problem and research hypotheses,
- b) defining the purpose of the work,
- c) conducting a review of scientific literature regarding the topic of the work,
- d) presentation and application of a specific research method,
- e) use of appropriate analytical tools,
- f) formulating theoretical conclusions and practical recommendations based on the analysis.

**4.2.** The preparation of a diploma thesis should enable verification of the achievement of the learning outcomes assumed in the study program, in particular in the field of:

- a) using the knowledge acquired during studies and using it for theoretical reasoning and application in practice,
- b) independently search for source materials related to the topic of the work and use the literature on the subject and other materials, citing the sources,
- c) diagnosing and analyzing the selected research problem,
- d) using appropriate tools and research methods when carrying out work,
- e) conducting a logical course of reasoning and conclusions based on the research hypotheses,
- f) using appropriate terminology, using stylistically and grammatically correct language in which the diploma thesis is prepared,
- g) developing social and personal competences, especially independence, inquisitiveness, organization of own work, etc.

## **5. DEADLINES FOR SUBMITTING DIPLOMA THESIS**

- 5.1.** The student submits the bachelor's/master's thesis in the final version, approved by the supervisor, in the form of a computer printout and an electronic file in PDF format to the Student and Doctoral Student Service Office at least 14 days before the scheduled date of the diploma examination (defense), no later than the end of the examination session. in a given semester of studies (§ 52 section 1 of the Study Regulations at UP).
- 5.2.** A student who has not submitted his/her diploma thesis by the deadlines specified in § 52 section 1, 3, 4 and 5 of the Study Regulations of the Pomeranian University in Słupsk (R.000.24.23 of May 31, 2023) is removed from the list of students or directed to repeat classes related to the completion of the diploma thesis without making up for program differences. The deadline for submitting the diploma thesis in the case of repeating classes is June 30 of a given year, and in the case of studies ending in the winter session, it is the end of February of a given year.
- 5.3.** Submitting a diploma thesis is a condition for passing the last didactic cycle of a diploma seminar or other classes leading to the submission of a diploma thesis.
- 5.4.** Before being allowed to be defended, the diploma thesis must be subjected to the anti-plagiarism verification procedure applicable at the University, in accordance with the applicable Anti-plagiarism Regulations.
- 5.5.** The text of the work in the form of a computer printout and in the form of an electronic file should be identical. The identity of the texts is checked by an employee of the Student and Doctoral Student Service Office who collects the work from the student and by the supervisor who supervises the work. If differences between the texts are found, the work will not be accepted will be admitted to the anti-plagiarism procedure.
- 5.6.** For each bachelor's or master's thesis checked in the Antiplagiarism system, the following is generated:
- a) Similarity report of the Antiplagiarism system,
  - b) the result of the anti-plagiarism test in the JSA system.
- 5.7.** The results of the anti-plagiarism analysis do not constitute a final decision as to whether the diploma thesis bears the hallmarks of plagiarism or not. The obtained results are analyzed by the thesis supervisor, who makes the final decision on the independence and originality of the diploma thesis.
- 5.8.** If the assessment shows that the thesis does not contain any indications of plagiarism by its author, but an excessive number of quotations indicates a low degree of independence, the thesis is not allowed to be defended. After consulting with the supervisor, the student corrects the work, which then goes through the entire anti-plagiarism procedure again.

**5.9.** The diploma thesis may be subjected to the anti-plagiarism procedure multiple times until it is accepted by the supervisor.

**5.10.** The diploma thesis is assessed by the supervisor and an appointed reviewer. In the event of one negative assessment of a diploma thesis by a reviewer, an additional reviewer is appointed. The second negative assessment by the reviewer is tantamount to rejecting the diploma thesis and not allowing it to be defended.

**5.11.** If, as a result of the assessment, the thesis is not admitted to the diploma examination (defense), the Rector instructs its author to carry out an explanatory procedure in accordance with the procedure specified in Art. 312 section 3 of the Act of July 20, 2018, Law on Higher Education and Science.

## **6. EDITORIAL REQUIREMENTS**

**6.1.** The work should consist of the following elements:

- a) Title page – according to the template (Appendix No. 1)
- b) Declaration of the author of the diploma thesis (Appendix No. 2)
- c) Summary (Annex No. 3)
- d) Table of contents (Appendix No. 4)

**6.2.** The work should be written on white paper, A4 format and meet the following requirements:

- a) Font: Times New Roman.
- b) Font size 12 points, normal weight.
- c) Line spacing: 1.5 lines.
- d) Justified text (alignment of the main text to the left and right).
- e) Paragraphs: marked with a 1.25 cm tab.
- f) Margins: left – 3.0 cm, right – 2.0 cm, top and bottom – 2.5 cm.
- g) Page numbering: at the bottom of the page, in the middle. All parts of the work are numbered, except: the title page, the author's statement, the summary, and the table of contents.
- h) Numbering of chapters: continuous, multi-stage numbering (chapters, subchapters, points...) using Arabic numerals (1., 1.1., 1.2, 1.2.1, 1.2.2., 2. etc.).
- i) Each chapter of the work should start on a new page, subsections may be continued on the current page.
- j) Chapter titles: Arabic numbering, 14-point font, bold, capitals. Subchapter titles: Arabic numbering, 12-point font. bold. Do not put periods at the end of chapter and subchapter titles.
- k) Quotes should be enclosed in quotation marks.

- l) When quoting a fragment of the text, it should be placed in quotation marks. When shortening a quote, omitted fragments should be marked with three dots enclosed in round brackets (...).
- m) Tables and figures placed in the text, numbered and named above the figure/table, the source directly below the table/figure (11-point font).
- n) Avoid single letters at the end of a line.
- o) The text must not contain spelling, grammatical or punctuation errors.

### 6.3. Footnotes

- a) Footnotes should be prepared automatically (Arabic numerals) in accordance with the Oxford standard according to the adopted norm. One footnote system should be used consistently throughout the text.
- b) Footnotes are placed at the bottom of the page to which they refer, 10-point font, Times New Roman, single line spacing, without indentation.
- c) The footnote should clearly refer to the source from which the idea was taken, down to the page number(s) of the source.
- d) If a given text comes from a compact item (book) and is published in a magazine, it should be cited after the book. If the text quoted from the source already contains fragments enclosed in quotation marks, they should be distinguished by using French quotation marks << >> or marked with single commas.
- e) If a given text comes from an electronic source, it should be placed in a footnote in the same way as in the case of the printed version.
- f) Footnotes relating to various types of sources should be used according to the template included in Annex 5 to this document.

### 6.4. Bibliography

- a) Individual items of the bibliography (books, chapters in books, articles, legal acts, source materials, Internet items) must be arranged alphabetically according to the authors' surnames or titles (titles - in the absence of authors' names in the items: legal acts, source materials, items internet).
- b) If there are the same authors, their subsequent items should be indicated in the bibliography, starting with the most recent one. If there are more than one item by a given author published in the same year, they should be identified separately (e.g. Kowalski J., title, publishing house, 2020a; Kowalski J., title, publishing house, 2020b).
- c) Websites can be separated as a separate (last!) part of the bibliography entitled Netography
- d) In the bibliography list, we provide the full name of the publishing house and year of publication.
- e) The list does not include page numbers indicated in the footnotes.

*Appendix No. 1. Valid template of the title page of the diploma thesis*

**POMERANIAN UNIVERSITY IN SŁUPSK (TNR 18)**  
**INSTITUTE OF MANAGEMENT (TNR 16)**

**Major: MANAGEMENT (TNR12 bold)**

**NAME AND SURNAME (TNR14 bold)**

**album no. (TNR12)**

**DIPLOMA THESIS TITLE (TNR16 bold)**

Bachelor's/Master's thesis

written under the supervision of (TNR14)

Ph.D. XXXXXXXXXXXX, prof. UP

**Słupsk..... (TNR14 pogrubione)**

## **STUDENT STATEMENT**

I declare that my thesis titled.....  
.....  
.....  
.....

was created under the substantive supervision of the thesis promoter.....  
.....

- a) it was prepared by me myself,\*
- b) does not violate copyrights within the meaning of the Act of February 4, 1994 on copyright and related rights (consolidated text: Journal of Laws of 2019, item 1231) and personal rights protected by law,
- c) does not contain data and information obtained in an unauthorized manner,
- d) was not the basis for awarding a university diploma, professional title or academic degree to me or to another person.
- e) I declare that the content of the thesis presented by me for defense, contained on the provided electronic medium, is identical to its printed version.

I further acknowledge that:

- a) my diploma thesis will be checked for plagiarism in the Unified Anti-Plagiarism System in accordance with applicable regulations.
- b) after obtaining a positive result of the diploma examination, it will be added to the National Repository of Written Diploma Theses in the Integrated Information System on Higher Education and Science POL-on run by the Minister of Science and Higher Education

.....  
(date and legible signature of the author of the work)

*\* Taking into account the substantive contribution of the promoter*



*Appendix No. 3. Sample layout of the diploma thesis summary in Polish and English*

**ABSTRACT**

The summary should include the following elements, described in English:

1. research problem and research aim of the bachelor's/ master's thesis;
2. main issues of the theoretical part;
3. brief information of the research methods and techniques;
4. the main issues of the empirical part;
5. the results and conclusions of the research;
6. summary of diploma work.

Keywords: (max. 5)

**STRESZCZENIE**

W streszczeniu powinny znaleźć się następujące elementy:

1. problem badawczy i cel pracy dyplomowej,
2. główne treści teoretyczne,
3. zwięzła informacja o metodach i technikach badawczych,
4. główne treści empiryczne,
5. wyniki i wnioski z badań
6. podsumowanie pracy

Słowa kluczowe: (max. 5)

*Appendix No. 4. Template of the table of contents of the diploma thesis*

**TABLE OF CONTENTS**

**Abstract**.....

**Introduction**.....

**Chapter 1. CHAPTER TITLE**.....

1.1. Subchapter title.....

1.2. Subchapter title.....

1.3. E.t.c.....

**Chapter 2. CHAPTER TITLE**.....

2.1. Subchapter title.....

2.2. Subchapter title.....

2.3. E.t.c. ....

**Chapter 3. CHAPTER TITLE**.....

3.1. Subchapter title.....

3.2. E.t.c. ....

**Ending**

**Bibliography**

*Annex (in the form of attachments, containing: template of the research tool, list of tables/charts/schemes, if there are more than 3/ student's statement).*

*Appendix No. 5. Templates of footnotes relating to various types of sources*

**TEMPLATE FOR PREPARING NOTES**

When creating footnotes in a diploma thesis, the following patterns should be used appropriately to the source cited:

**books:**

Initial of the author's name. Author's name, *Title*, Publisher, Place of publication, year of publication, pp. (from page to page).

M. Ogrizek, J. Guillery, *Communicating In Crisis. A Theoretical and Practical Guide to Crisis Management*, Aldine de Gruyter, New York 1999, pp 47-63.

**chapters in collective publications:**

The initial of the chapter author's name. Surname of the author of the chapter, *Title of the article*, [in:] Initial of the editor's name. Name of the editor (editor), *Title of the book*, Publisher, Place of publication, year of publication, pp. (from page to page).

J. W. Herrity, *Measuring Private Firm Default Risk*, [in:] *Moody's Investors Service*, June 1996, pp 22-45

R. O. Edmister, *An Empirical Test of Financial Ratio Analysis for Small Business Failure Prediction*, [in:] *Journal of Financial and Quantitative Analysis*, March 2008, pp 14-19.

**articles in magazines:**

J. Beatge, M. Huss, M. Niehaus, *The Use of Statistical Analysis to Identify the Financial Strength of Corporations In Germany*, "Studies In Banking and Finance", No. 7, 1988.

H. D. Platt, M. B. Platt, *Predicting Corporate Financial Distress: Reflection on Choice- Based Sample Bias*, "Journal of Economics and Finance", No. 2, Vol. 26, Summer 2002.

*Recommendation of the European Council of 22 May 2018 on key competences for lifelong learning*, online: [https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=CELEX:32018H0604\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=CELEX:32018H0604(01)&from=EN) (access: 15/05/2020).

**source materials:**

*ESCB Annual Report 2022*, p. 25.

*Deloitte, Global Human Capital Trends 2017. Changing the rules in the era of digitalization*, Report, 2017. <https://www2.deloitte.com/content/dam/Deloitte/global/Documents/About-Deloitte/central-europe/ce-global-human-capital-trends.pdf> (accessed: May 15, 2020)

### **Internet sources:**

Name and surname of the author(s), *Title of the article* (or name of the magazine/information), link - website address (access: date). Note: Please remove the link to the website (hyperlink).

R. A. Fisher, *The Use of Multiple Measurements in Taxonomic Problems*, "Annals of Eugenics", Vol 7, t II, University College, London, 1936, <http-digital.library.adelaide.edu.au/coll-special-fisher>

M. C. Jensen, *Corporate Control and the Politics Of Finance*, "Journal of Applied corporate Finance", Summer 1991, Vol. 4, No. 2, <http://drfd.hbs.edu/fit/public/facultyInfo.do;jsessionid>.

Internet addresses of websites (referenced only as websites, without indicating the document)

exact link to the website, (access: date). Note: Please remove the link to the website (hyperlink).

<https://www.parp.gov.pl> (access: February 25, 2022).

<https://www.osha.gov> (accessed: February 25, 2022).

[https://ec.europa.eu/commission/presscorner/detail/en/ip\\_23\\_4408](https://ec.europa.eu/commission/presscorner/detail/en/ip_23_4408) (accessed: February 25, 2022).

### **Abbreviations used in footnotes:**

If a source is repeated in the work, the following abbreviations should be used:

a) when we refer to the same piece of literature in the work: op. cit.

b) when we refer to the same author as before, but to his different work, instead of the name and surname we write: Idem (in the case of a male author); Eadem (when it concerns a woman), Eidem (when it concerns multiple authors)