

Requirements for diploma theses at the Faculty of Management, Czestochowa University of Technology

1. The requirements for diploma theses written at the Faculty of Management of Czestochowa University of Technology were prepared taking into account the applicable legislation, including the Study Regulations of Czestochowa University of Technology, as well as traditions and good habits adopted at universities.
2. A student writes a diploma thesis under the supervision of a supervisor. The diploma thesis supervisor may be an academic teacher with at least a doctoral degree.
3. If the supervisor of the master's thesis is a doctor, then the reviewer of this thesis should be an academic teacher holding the academic title of professor or the academic degree of doktor habilitowany (habilitated doctor).
4. The standard volume of a bachelor's or engineering diploma thesis in English is 40-60 pages, and the master's thesis is 60-80 pages.
5. The topics of diploma theses must be approved by the Program Board. The student has the right to propose his or her own diploma thesis topic taking into account their scientific and professional interests.
6. The diploma thesis can be prepared in one of the congress languages (Russian, Spanish, Italian, German, English and French), with the consent of the supervisor and the Deputy Dean for Studies.
7. The diploma thesis should consist of two main parts: theoretical and practical. The theoretical part presents the state of knowledge and normative solutions related to the research topic. The practical part contains the plan of the research, description of the research process, presentation of the results as well as conclusions formulated on their basis. The practical part can be also a project. In bachelor's and engineering theses, the practical part should constitute about 2/3 of the whole thesis. In a master's thesis, the practical part should be about 1/2 of the total volume of the thesis.
8. The diploma thesis should contain the following elements: title page, table of contents, introduction, theoretical part, practical part, conclusions, bibliography, list of tables, list of figures, list of appendices, appendices.
9. It is recommended that the main part of the diploma thesis include 3 chapters for bachelor's and engineering theses and 4 chapters in master's theses. In the bachelor's and engineering theses, the first chapter is the theoretical part, and the next two are the practical part. In the master's thesis, the first two chapters constitute the theoretical part, and the next two chapters are its practical part. In bachelor's and engineering theses, each chapter should contain three subsections. In the master's thesis, each chapter should contain 3 to 4 subsections. An engineering diploma thesis can be a project (without a theoretical part).

The titles of chapters and sub-chapters should be closely related to the topic of the thesis, logically planned and structured and in appropriate proportions.
10. It is recommended that the introduction to the diploma thesis contain explanations concerning, among others, the goal and scope of the thesis, reasons for choosing the research problem, a brief chapter-by-chapter outline, specification of the cognitive and practical aspects of the work. If the supervisor requires the student to formulate a research hypothesis, it should be presented in the introduction. The introduction should have at least 2 pages.

11. The summary/conclusion of the diploma thesis should refer to the analysis presented in the practical part. It should be supported with conclusions based on the results of successive research problems presented in the practical part. For this purpose, using basic methods from the field of statistics and econometrics is recommended, if the specificity of the thesis allows for it. The conclusions should be at least 2 pages.
12. Footnotes are any explanatory notes and comments outside the main text of the thesis, concerning its individual fragments or source literature.
The thesis should be written on the basis of subject literature, including foreign sources. The bibliography in a bachelor's thesis should contain at least 30 items, and in a master's thesis at least 60 items. It is necessary to indicate the source of any content (quotations, statements, words, ideas, facts or information) derived from literature. Materials that are secondary sources of information used by the student (books, magazines, newsletters, Internet sources, etc.) must be indicated in the form of footnotes (references), and then in the final collective list of bibliographical positions.
13. References to cited publications should be made in accordance with the instructions for making references and indicating the most important types of literature sources set out in Appendix 1 or, if accepted by the supervisor, using the Microsoft Word built-in citation system and the APA scheme defined in this program.
14. It is unacceptable to include plagiarism in the thesis (violation of copyright by appropriating the creative ideas of others). Plagiarism is subject to legal punishment. A master's thesis and bachelor's thesis by the same student must differ in their subject matter and content. It is unacceptable to autoplagiarise.
15. In the study plan for a diploma thesis based on personal interviews or surveys, the student presents the findings regarding at least the following issues: the research problem and objectives, sources of data, research methods and tools used, place and date of conducting the survey, respondents (number and type), and the method of communication with the respondents. In the case of another type of research (e.g. analysis of secondary sources, using specialized equipment), the structure of the plan may change.
16. Students should have at their disposal materials proving that they conducted the research presented in the diploma thesis (certificates from companies, recordings of the conducted interviews, surveys completed by the respondents, photos taken by in the examined organizations) and present them at the request of the supervisor.
17. The title page of the diploma thesis should contain the following information: the name of the university and the faculty at which the studies were carried out, the author's first and last name, title of the thesis, thesis type (master's, bachelor's, engineering), supervisor's first and last name and their scientific degrees and titles, place and year in which the thesis was composed. See Appendix 2 for a sample title page.
18. The diploma thesis should comply with the following requirements:
 - paper format: A4 white paper,
 - font type: Times New Roman,
 - font size: 12 pt,
 - line spacing: 1.5 line,
 - adjusted left and right,

19. The margins should be set as follows:

top - 25 mm
bottom - 25 mm
left - 25 mm
right - 25 mm

20. Use Arabic numbers for numbering pages. The page number is placed at the bottom of the page, centred. All pages should be numbered apart from the title page.
21. Each chapter starts on a new page. In the case of sub-chapters, they should successively follow one another (when one subchapter ends, the next subchapter should begin on the same page).
22. Each chapter/subchapter of the thesis should begin and end with a text, not, for example with lists, photographs, tables, graphs or figures.
23. Use a new paragraph for each new thought or idea. A paragraph should contain not one but at least several sentences. A new paragraph (containing a new thought) should be automatically indented (use tabulators).
24. The text of the diploma thesis cannot contain spelling, typographic, lexical, syntactic, stylistic or factual errors.
25. All symbols and abbreviations used should be explained in the text or in legends for figures.
26. Tables and figures should be annotated in the diploma thesis in the way presented in Appendix 3. Photographs should be described in the same way as tables and figures. Their sources also need to be indicated.
27. Tables, figures, charts in the diploma thesis are numbered in a continuous manner (but the numbering is separate for tables, figures and charts). If the thesis contains at least several tables, figures, photographs or appendices, it is advisable to draw up on separate pages lists of such items and to include them at the end of the work after the bibliography.
28. It is unacceptable to leave empty spaces in the text of the thesis, e.g. at the bottom of pages (except for pages on which an entire chapter ends).
29. The thesis should be carefully bound – papers containing irregularities arising in this phase, e.g. incorrect page order, missing pages, pages upside-down will not be accepted. It is recommended to specify on the cover the type of thesis (master's thesis, bachelor's thesis, engineering diploma thesis).
30. The thesis should be prepared in three copies (one to be submitted to the Faculty's office, one for the supervisor and one for the reviewer) together with a digital record. The deadline for submitting the thesis is specified in §31 of the Study Regulations of Czestochowa University of Technology. The student is required to submit a diploma thesis:
 - until the end of April in the case of studies ending in the winter semester,
 - until the end of September in the case of studies ending in the summer semester,
31. The thesis should meet the substantive and editorial quality requirements established for this type of works. Basic issues related to these problems are specified in Appendix 4.
32. The supervisor and reviewer are responsible for the quality of the thesis and its compliance with the field of studies and scope within which it is carried out.
33. The supervisor and the reviewer assess the diploma thesis. The grade for the diploma thesis is the arithmetic average of the supervisor's and reviewer's grades.

34. The review should be prepared within 1 week after receiving the diploma thesis. In exceptional cases (e.g. a reviewer's trip to a conference, sick leave) this deadline may be extended.
35. The basic condition for starting the review procedure is submitting a complete, bound diploma thesis.
36. Reviews of diploma theses are prepared on a form, the template of which is included in Appendix 5. All entries made in the form should be clear, permanent and should allow unambiguous interpretation. Preparing the diploma thesis review as a computer printout is recommended.
37. The review form should be dated and signed clearly by the person who prepared it.
38. The review shall be submitted in advance at least two days before the date of the planned diploma examination.
39. If the reviewer's assessment is negative, the decision to admit the student to the diploma examination is taken by Deputy Dean for Studies after obtaining a positive grade of the diploma thesis issued by an additional reviewer.
40. Other arrangements regarding the preparation of diploma theses and conducting the diploma exam are included in the Study Regulations of Czestochowa University of Technology.

Appendix 1

Preparation of footnotes and making bibliographical references

Specific rules apply for making bibliographical references to identify cited publications. Pay attention to the order of descriptive elements (order, type and place for punctuation symbols). All successive elements of a bibliographical reference, i.e. the initial of the first name, surname, name of the publishing house, place and year of publication, page number should be typed in normal typeface (non-italics), while the title of the work, placed after the surname, should be typed in *italics*. An exception is a title of a journal that should be in quotation marks, not italicized.

In the case of an article in a monograph, the order of elements is as follows: the author's name, surname, publication's title, [In], name of the editor, title of the publication, publishing house, place and date of publication, page number. However, if we refer to an article in a serial publication, e.g. a journal, we do not use "[In]", and we do not provide the editor's name. The name of a serial publication should be in quotation marks and in non-italics. **In the footnote after the initial of the first name, type the author's surname, and at its end the page number from which the quote comes from. In the final bibliography which should be prepared in alphabetical order, the author's surname comes first, next is the initial of the author's first name, page numbers are not provided.**

The examples below demonstrate different types of bibliographical references. Pay attention to the order of particular elements and the placing of punctuation marks.

1. Monograph – one author

H. Simon, *Price management*, PWN. Warszawa 1996.

2. Monograph – two and more authors

M. Stone, A. Bond, E. Blake, *The Definitive Guide to Direct and Interactive Marketing*, PWE, Warszawa 2007.

3. A chapter in a multi-author publication

K. Klaudy, *Explicitation*, [In:] M. Baker (ed.) *Routledge Encyclopedia of Translation Studies*, Routledge: London and New York 2001.

4. An article in a serial publication

P. Newmark, Non-literary in the Light of Literary Translation, "JoSTrans", 2004, Issue 1.

More important abbreviations which should be used in footnotes:

a) *ibidem* or *ibid* – used when another reference is made to a work quoted above. The reference and the publication referred to cannot be separated by another bibliographical item.

Example:

1. F. Pöchhacker: *Introducing Interpreting Studies*, London, New York: Routledge 2004, p.13.
2. *Ibid.*, p. 14.

b) *Idem*, *idea* (the same) – used when more than one publication of the same author is indicated in the same footnote, in the case of a man – *idem*, in the case of a woman – *idea*.

Example:

1. F. Pöchhacker, *Introducing Interpreting Studies*, London, New York: Routledge 2016, p.14; *idem*: *The interpreting studies reader*, London, New York: Routledge 2002, p. 4.

c) *op. cit.* (in the work cited) – used in the case of another reference to the previously cited work, provided that it is the only work of the given author used in the thesis, and the reference and the publication (already quoted earlier) were separated by one or more references to other authors.

Example:

1. F. Pöchhacker, *Introducing Interpreting Studies*, London, New York: Routledge 2004, p. 187.
2. B. Sawyer: *The Integration of Curriculum and Assessment in Interpreter Education: A Case Study*, Amsterdam and Philadelphia: John Benjamins 2004.
3. F. Pöchhacker, *op. cit.*, p. 188.

In a thesis, there is often a need to refer to more publications by the same author. In this case, it is not enough to include the abbreviation after the initial: *op. cit.*, because it will not be clear which of the previously mentioned publications of a given author is referred to. In such a case, a fragment of a title should be used.

Example:

1. J. House, *Translation quality assessment. Past and present*. London, New York: Routledge 2015.
2. M. Baker, K. Malmkjær (eds.), *Routledge Encyclopaedia of Translation Studies*, London, New York: Routledge 2005, p. 197.
3. J. House, *Translation: the Basics*, London, New York: Routledge 2019.
4. E. Nida, Ch. R. Taber, *The theory and practice of translation*, Leiden: E. J. Brill. (1982):
5. J. House, *Translation quality assessment...op.cit.* p. 68.

When using the Internet, pay attention not only to the availability and functionality of the obtained data, but above all to their value and reliability. In the footnote include the website address, with its update date and if it is missing, the date of access.

Example:

1. www.convention.wroclaw.pl (accessed on 05.11.2008)
2. *Multidimensional Quality Metrics (MQM). A New Framework for Translation Quality Assessment*. https://mte2014.github.io/Talks/Session1/03_2014-04-23-JIAMCATT-lommel.pdf, date of publication 18.07.2019.
3. I. Robert, *Translation Revision Procedures: An Explorative Study*. [In:] P. Boulogne (ed.). *Translation and Its Others. Selected Papers of the CETRA Research Seminar in Translation Studies 2007*; <http://www.kuleuven.be/cetra/papers/papers.html>, (accessed on 05.11.2008)

Including the title of the main website, next to the access path is also recommended. It is also important to adopt a universally accepted, standardized method of making bibliographical references in the diploma thesis, containing obligatory elements, and to use it consistently in the entire work. In case of any doubts related to the preparation of bibliographic entries, consult the ISO 690:2012 standard Style guide. It specifies the obligatory order of elements in bibliographic references and sets out rules for taking and presenting information from source publications, which is illustrated with specific examples in accordance with the provisions of the standard.

A sample text with footnotes

As has already been mentioned, quality in translation has been approached from different angles. Among them are subjective and anecdotal, response-oriented perspectives or text-based approaches¹. The subjective and anecdotal approaches have traditionally centred around translation fidelity or the natural flow of the translation². Those approaches lack theory and are rather intuition-based judgements whether the translation quality is high or not. Thus, in this case it is not really feasible to talk about determining any rules concerning translation quality. Equally intuitive is the “neo-hermeneutic” approach postulated by, among others, Stolze³. The proponents of this approach share the view that the quality of translation results from the translator’s skills and experience in interpreting the source text. Thus, as rightly observed by Juliane House “[t]ranslating is here regarded as an individual creative act, in the process of which the ‘meaning’ of a text is also ‘created anew. There is no meaning in the text itself, the meaning is in the ‘eye of the beholder’⁴. Hence, it could be stated that in such approaches it is the individual person and his/her personal taste that determine translation quality.

1. M. Baker, K. Malmkjær (eds.), *Routledge Encyclopedia of Translation Studies*, London, New York: Routledge, p. 197.
2. Ibidem.
3. R. Stolze, *Hermeneutisches Übersetzen*, Tübingen: Narr.
4. J. House, *Translation quality assessment. Past and present*. London, New York: Routledge.

References to legal acts – when referring to legal acts, it is necessary to provide **current and complete sources** from the Journal of Laws (Dziennik Ustaw), from which a given regulation was taken. It is recommended to use the following website: **isap.sejm.gov.pl, or gofin.pl**. Refer to the Journal of Laws containing a uniform text, e.g. Ustawa z dnia 27 sierpnia 2009 r. o finansach publicznych Dz. U. z 2019 r. poz. 869 (tekst jednolity) z późn. zmianami
Ustawa o rachunkowości z 21 września 1994 r. Dz. U. z 2019 r. poz. 351 (t.j.) – *this act was not amended so there is no need to and anything*

Politechnika Częstochowska
Wydział Zarządzania

Thesis type

(e.g. Praca dyplomowa magisterska)

Thesis title in Polish

Thesis title in English

Imię i nazwisko: (author's name and surname)

Numer albumu: (student's credit book number)

Promotor: (supervisor's name and surname, scientific degree or/and title)

Kierunek: (field of study)

Zakres (specjalność): (specialisation)

Częstochowa (year)

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2.2.	
Summary/Conclusions	
Bibliography	
List of figures	
List of tables	
Appendices	

Tables must fit in the field between margins

Samples of table captions:

Table 1. Table title (Times, 12, bold type font)

Times 10							

Source: author's own elaboration (Times New Roman (TNR) 10, normal type font (not italics), single line spacing).

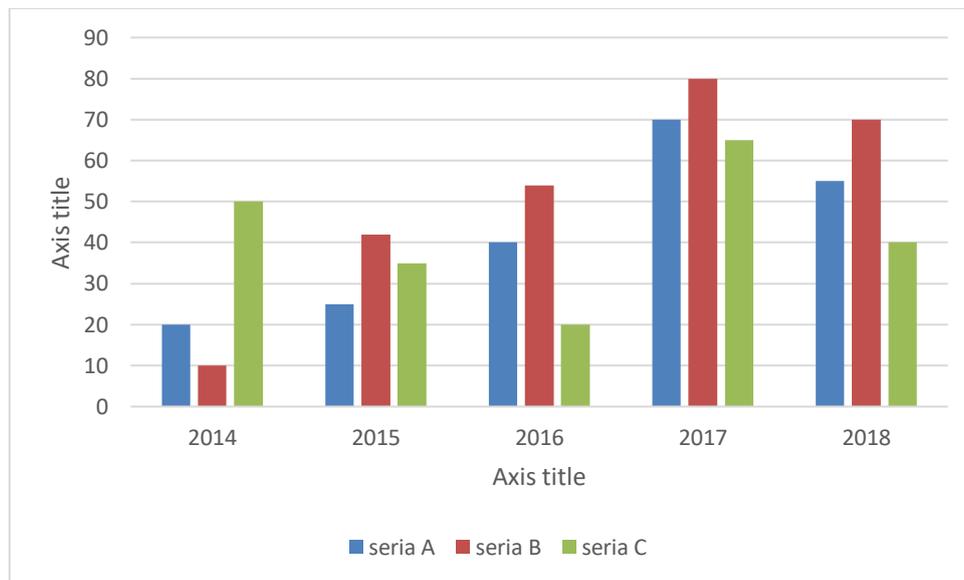


Figure 1. Figure title (TNR, 12, bold type font)

Source: author's own elaboration based on (TNR 10, normal type font, single line spacing).

Appendix 4

Basic issues concerning the academic and editing quality of diploma theses

1. Does the thesis contain innovative elements (contributes to the recognition of new, so far unknown areas of reality; presents a new research method or unique technical, technological or managerial solutions, etc.)?
2. Are the objectives of the thesis clearly and univocally specified?
3. Does the content of the thesis correspond to its title and aims?
4. Is it explained on what grounds the subject was undertaken?
5. Are the arrangement and the structure of the thesis correct (proportions between paragraphs, the level of their fragmentation, the order of particular components)?
6. Do the particular components of the thesis form a coherent and logical whole?
7. Is the current state of knowledge concerning the selected subject exhaustively explained?
8. Is the specialist literature adequately selected?
9. Is the student familiar with the literature?
10. Does the student not overuse quotations in the text?
11. Does the research employ an appropriate methodology?
12. Are the research methods and tools correctly utilized?
13. Is the data gathered in the research credible?
14. Is the data scrupulously analysed?
15. Are the research findings convincingly presented?
16. Are the contents of the thesis understandable and communicative?
17. Is the thesis free of errors?
18. Are the title page, contents page, bibliography as well as the lists of tables, figures and appendices correctly formatted?
19. Are the references and the footnotes correctly formatted?
20. Are all the sources used in the thesis properly referred to?
21. Are all the tables and figures inserted in the thesis properly formed and captioned?
22. Whether and how can the thesis be used in practice?
23. Is the typescript of the thesis composed according to the existing rules?
24. Is the bound thesis complete and free of bookbinder's inaccuracies?

Appendix 5
A review form

Czestochowa University of Technology
FACULTY OF MANAGEMENT

Supervisor/Reviewer¹ Mr/Ms.:

Department/ Chair:

REVIEW OF B.A./B.Sc./M.A./M.Sc. DIPLOMA THESIS¹

Student's full name:	
Student's credit book No.:	
Thesis title:	
Seminar of:	
Department:	

I. Substantive assessment of the thesis

grading scale: from 1 (lowest) to 5 (highest) or „n/a” (not applicable)

	n/a	1	2	3	4	5
The topic of the thesis is compatible with the student's field of study						
Taking up the subject of the thesis was justified (the subject is significant, topical, original)						
The aim of the thesis is properly specified						
The construction of the thesis (structure, content, comprehensiveness and order of chapters) is correct						
The argumentation reflects the discussed subject and the aim of the thesis.						
The review of the sources was thorough (the right type, scope and number of titles in Polish, in foreign languages, topicality)						
The right research methods and tools were employed						
The research was conducted in the correct manner						
The findings are logical, appropriate and complete						
The findings result from the demonstrated?? research material						
The aim of the thesis has been achieved						

¹ delete as appropriate.

II. Formal assessment of the thesis

skala ocen: od 1 (najniższa) do 5 (najwyższa)

The thesis is written in the correct language (discipline terminology, stylistics, grammar, spelling, punctuation, units of measurement)					
The thesis is written according to the existing editing standards (lists, footnotes, tables, figures, formulas)					

III. Potential use of the thesis

The thesis or its fragments (e.g. research findings) can be:

- published as a research paper
- made available to institutions
- used in other ways
- commercialised
- used in didactics
- no possibility of any use

Total points I - II:

IV. JUSTIFICATION AND OTHER NOTES EVALUATING THE THESIS

Legend:

65-61	very good (5.0)
60-56	plus good (4.5)
55-51	good (4.0)
50-46	plus satisfactory (3.5)
45-40	satisfactory (3.0)
0-39	fail (2.0)

V. FINAL GRADE

.....
Supervisor's / Reviewer's signature

Czestochowa,