

# Rules for preparing diploma theses at the Faculty of Economics and Sociology of the University of Lodz

(accepted by the Faculty's Council on 23.06.2008)

The aim of the thesis is presenting:

1. the level of author's understanding of the subject
2. effects of author's own research

Recommended volume of thesis: about 40 -50 pages

## **Structure of a thesis:**

- Introduction,
- Chapters (3 to 5, depending on the research),
- Conclusion which points to the limits of the presented analysis and/or suggests the directions for further research)
- Bibliography (covering not only cited sources, but also other important for the analysis sources)

**Chapter I**, dedicated to the information about the subject matter and methods and tools of research, it should describe:

- **the area of research** (short description supported by references to the most important and up-to-date sources regarding the area), **subject (object) of the research** (short description supported by references to the most important sources in the area), **the problem which** the author is going to analyse, **methods of research** (short description supported by references to the most important sources in the area), the **range of literature** presenting the most important/the latest achievements in the field (in terms of internet sources, sources that have not been reviewed or lack credibility, such as Wikipedia, should be avoided as the only source in the given issue).

The phrase '*short description supported by references to the most important and up-to-date sources regarding the area*' aims at emphasizing that the author should demonstrate their **knowledge on scientific achievements, methods and most important publications** without copying details from those publications. However it doesn't exclude more detailed presentation of chosen parts of those sources, for example methods of research which the author will look into in further chapters their thesis.

**Chapter II (and further chapters)**, dedicated to the research, should contain:

- presentation of empirical data, analysis of empirical data (calculations, illustrations, tests, deductions) partial conclusions.

## **Conclusion (the final chapter) should contain:**

- the recapitulation of the thesis with final conclusions, suggestions on expanding and broadening the research, it also evaluates the limitations and shortages of the presented research. Therefore the substantial element of the Conclusion is **critical evaluation of author's work**.

The above proposition is very general, therefore it is to be made more specific by the author and the supervisor. We stress that certain terms are used here in a very broad sense and according to the thesis' character empirical data may come from *questionnaires* (e.g. in Sociology), *reports* (e.g. in Economics, International Relations, Finances and Accounting) or *descriptions of applications and IT systems* (e.g. in Computer Science).

The key function of this proposition is to **decrease the** volume of a thesis, especially its *theoretical part, copied from coursebooks* and at the same time to **increase** the activity in *collecting* research data as

well as in presenting the *knowledge of literature* and the ability to *evaluate* gathered data and conducted research.

Independent research, done by the student decreases the likelihood of plagiarism. Possibility of plagiarism is increased on the one hand by the development of electronic media, and on the other hand by rapid increase in the number of students without proportional increase in the number of supervisors.

### **I. Nature of a diploma thesis**

1. Diploma thesis may be either on Bachelor's or on Master's level
2. Bachelor thesis may focus on describing phenomena and processes and is finished with student's own conclusions or solutions to a certain problem.
3. In Master's thesis the author should cover broadened list of literature and present a solution to the problem or problems connected to the subject of the thesis.

### **II. Topic of a diploma thesis**

1. Topics of diploma theses should be connected to student's field of study.
2. Departments' heads submit the topics to Students' Offices no later than a month before the end of first semester of BA/MA seminar (a month before the end of winter examination session)
3. Topics of diploma theses are to be accepted by the Faculty's Council.

### **III. Grading a diploma thesis**

When evaluating a diploma thesis one needs to pay attention to whether its author presented:

- Knowledge of literature connected to the presented subject (internet sources, lacking credibility, such as Wikipedia should be avoided as the only source in the matter)
- Ability to use proper research methods, adequate to the area of research
- Ability to compose a thesis, ability to include citations of sources (in case of internet sources – with a date it was viewed by the author), and ability to conduct logical argumentation and conclusions It is also highly important whether the author did not base broad parts of the thesis on only one source. Achieving certain/specified learning outcomes contained within the field of studies' programme.

### **IV Components of a diploma thesis**

1. The main part of the presentation is covered within chapters. Besides that, **thesis should contain: introduction, conclusion**, contents page with numbering, bibliography, list of tables (charts) and illustrations, possible other appendices should be put in the body of the thesis and listed in the contents page.
2. Introduction should cover the characterization of: the thesis' aim, the scope of research, used methods and sources and the structure of the thesis.
3. Summary should contain a synthesis of conclusions from the chapters, and a critical evaluation of accomplished goals together with limitations and shortages in the presented research.

### **V Language and form of a diploma thesis**

1. Diploma thesis may be written in a foreign language if the Supervisor's Department can provide a sufficient number of employees knowing the language to form an Examination Committee.
2. Diploma thesis is submitted in printed (duplex print - on both sides) from APD system (with control numbers on all pages).