

**BACHELOR'S THESIS STANDARDS**  
at the Wrocław University of Economics and Business

*Information on the requirements and rules for writing a thesis should be provided to students by the thesis advisor during diploma seminars.*

**1. General requirements**

1.1. A bachelor's thesis should be a study of a specific scientific problem that presents the student's general knowledge and skills related to his/her programme of study and educational profile, as well as the disciplines to which the programme of study has been assigned – adequately to the level of study (first-cycle).

1.2. The subject of a bachelor's thesis should be connected to the learning outcomes adopted for the programme of study. The thesis is supervised by a supervisor who will ensure that the outcomes are achieved.

1.3. With the consent of the thesis supervisor and the Dean for Student Affairs/Dean of the Branch, the thesis may be written in a team, provided that the contribution of the individual authors is clearly defined and that this contribution is assessed separately.

1.4. A thesis in programmes conducted in Polish shall be prepared in Polish. At the student's request, with the consent of the thesis supervisor and the Dean for Student Affairs/Dean of the Branch, a thesis may be written in English (without a Polish-language version).

**2. Substantive requirements**

2.1. The thesis should:

- a) formulate a research problem, purpose and scope of research,
- b) describe the applied research method,
- c) use appropriate analytical tools,
- d) formulate conclusions on the basis of the analysis carried out.

2.2. The structure of the thesis should be clear and lead to the achievement of its objective.

2.3. The preparation of a bachelor's thesis should shape the skills of:

- a) broadening knowledge by independent study of literature of the subject,
- b) selecting literature of the subject and relating it to the research problem,
- c) using basic theoretical knowledge to solve the research problem,
- d) diagnosing and evaluating the research problem,
- e) designing new solutions or modifications to the existing ones,
- f) using a research workshop, and in particular using methods of scientific study,
- g) identifying and analysing the surrounding phenomena, particularly those which the graduate will face in practice,

- h) seeing the regularity of these phenomena,
- i) assessing and drawing conclusions,
- j) actively applying the knowledge acquired during the studies and using it in practice or for theoretical inference,
- k) applying logical reasoning and using clear and precise language.

2.4. The thesis should have a distinct theoretical part (analysis of literature of the subject) and a research part (results of own research aimed at presenting a practical solution to the problem under analysis).

2.5. The theoretical part should briefly present advanced knowledge (Level 6 of the PRK) of the selected topic resulting from the review of national and foreign literature.

### **3. Requirements concerning the nature of a thesis**

The undergraduate thesis have:

- a) **a research character** – i.e. have the form of a presentation and discussion of research results aimed at identifying economic phenomena or analysing a selected area of activity of an economic entity/institution/organisation/economic environment,
- b) **an applied character** – i.e. address a specific research problem related to the functioning of an economic entity/institution/organisation/economic environment.

### **4. Regulatory requirements**

The bachelor's thesis:

- a) is a student's own work prepared under the supervision of a supervisor,
- b) is subject to a review,
- c) is defended during a diploma examination,
- d) allows the graduate to obtain the bachelor's degree.

### **5. Formal requirements**

5.1. The structure of a thesis written in Polish – the thesis should include (in the following order):

- a) title page (according to the specimen provided)
- b) title and summary in English,
- c) table of contents,
- d) introduction,
- e) chapters,
- f) conclusion,
- g) lists.

5.2. The structure of a thesis written in English – the thesis should include (in the following order):

- a) title page in English (according to the specimen provided for a thesis in English),
- b) thesis title and summary in Polish,
- c) table of contents in English,

- d) introduction in English,
- e) chapters in English,
- f) conclusion in English,
- g) lists in English,

5.3. The thesis should include lists in the following order:

- a) a list of the literature quoted in an alphabetical order, in accordance with the requirements of the bibliographical description,
- b) a list of legal acts and other regulations used,
- c) a list of materials from Internet sources (with the last date of access) and other source materials with a full bibliographic footnote,
- d) a list of boards/tables,
- e) a list of figures (diagrams, maps, etc.),
- f) a list of appendices.

5.4. The introduction should outline the background to the researched issue, state the rationale for the choice of the subject of the thesis, formulate a research problem, define the purpose and scope of the thesis, identify research methods and present general information on the content of the various chapters of the thesis.

5.5. The conclusion should indicate conclusions drawn from the thesis.

5.6. The text of the abstract should contain a maximum of 2,500 characters including spaces.

5.7. Literature footnotes should be uniform throughout the thesis according to one of the following styles:

- a) APA style

([http://www.ue.wroc.pl/p/wydzialy/ne/aaadziekanat2021/ cytowanie\\_ang.pdf](http://www.ue.wroc.pl/p/wydzialy/ne/aaadziekanat2021/ cytowanie_ang.pdf)),

- b) as footnotes (examples in Appendix No. 4 to Rector's Regulation No. 159/2022).

5.8. The volume of the thesis excluding lists and appendices should be no less than 35 pages, with the research part accounting for no less than 50% of the thesis.

5.9. Literature should include at least 20 references in a form of no-serial publications and articles. In addition, it may be supplemented by legal acts and a list of websites, if required by the subject of the thesis.

5.10. Literature should include foreign language references (at least 3 references) – in theses written in English, the use of non-English literature is also recommended.

5.11. The list of references may contain only the ones to which reference is made in the thesis.

## 6. Editorial requirements

- a) paper size format: A4 (one-sided print),
- b) basic font: Times New Roman 12 pt or Calibri 11 pt,
- c) font in tables and figures maximum 10 pt,
- d) leading text spacing: 1.5 of a line,
- e) spacing in tables: 1.15 of a line,
- f) margins: top 2.5 cm; bottom 2.5 cm; left 3.0 cm; right 2.0 cm,
- g) alignment text to both margins,

- h) indent paragraphs: 0.5 cm,
- i) continuous numbering of all pages of the thesis, starting from the introduction,
- j) font size of footnotes: 10 pt,
- k) the source should be indicated under each numbered figure, graph and table,
- l) the thesis should be written in clear, logical and correct language, using impersonal style.



Uniwersytet Ekonomiczny  
we Wrocławiu

PROGRAMME

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**Author's Name and Surname**

Student No. ....

**BACHELOR'S STUDIES/  
CLASSIFIED BACHELOR'S THESIS<sup>1</sup>**

**Title of the thesis**

Bachelor's thesis written under the supervision of

.....

Title/degree, full name)  
(e.g. prof. dr hab. Jan Kowalski  
or dr hab. Jan Kowalski, professor of  
WUEB  
or dr Jan Kowalski)

In the Department .....

**WROCLAW 20.....**

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<sup>1</sup> If Dean for Student Affairs or the Dean of the Branch gives consent for classifying the thesis