**Appendix No. 2 to the Order no. 70/2014**

**Requirements for the Preparation of Diploma and Project Works**

**in the Programs Offered by the Faculty of Applied Studies**

**at the Lower Silesian University DSW in Wrocław**

1. **General Requirements for Diploma Works**
2. A diploma work, if included in the study program, is an independent elaboration of a practical, artistic, or scientific issue, or a technical or artistic achievement. It demonstrates the student’s general knowledge and skills related to their field of study, level, and profile, and reflects their ability to independently analyze and draw conclusions.
3. The topic of the diploma work should take into account the student’s academic interests. For working students, the needs of their employer may also be considered.
4. The diploma work is conducted under the supervision of an advisor holding at least a doctoral degree. In justified cases, for first-cycle (bachelor’s) studies, an assistant supervisor may be a person with a master’s degree. Collaboration with a professional practitioner is also permitted.
5. The university checks the written work before the diploma examination using the Unified Anti-Plagiarism System.
6. The student uploads the advisor-approved version of the diploma work, along with any additional attachments (e.g., video, image, database), to the Thesis Archive System (APD). The printed version of the work must be generated from the APD system after it has been approved by the advisor. The printed version must display the control number assigned by the APD system.
7. **A diploma work at the first-cycle (bachelor’s) level should consist of 20 to 50 pages.**
8. The topic of the diploma work must align with the studied field and be agreed upon with the advisor.
9. The topic of the diploma work is approved by the Dean’s Committee.
10. A diploma work at the first-cycle (bachelor’s) level must include a practical component in which the student addresses an issue relevant to the knowledge and skills acquired during their studies. This component may be based on experiments, opinion research, market analysis, or have a project-based nature. The work may take the following forms:
* Theoretical-empirical,
* Research-based,
* Diagnostic,
* Project-based,
* Implementation-oriented,
* A study of a practical problem
1. A brief (up to 15 minutes) multimedia presentation of the issue mentioned in point 3 (e.g., documenting the practical actions undertaken by the student) is allowed. This should be indicated in the work by the student and included in the review by the reviewer.
2. A diploma work at the first-cycle level should consist of three chapters.
3. The chapters should be relatively proportional in length
4. The chapters in a first-cycle diploma work (bachelor’s/engineering) must total no less than 20 pages.
5. The text must include references to and a bibliography containing at least 20 bibliographic items (e.g., books, articles, reports) of a substantive nature (scientific, popular science, or industry-related).
6. Bibliographic items listed in the bibliography but not cited in the text will not be considered in the assessment of compliance with the formal bibliography requirements
7. **Master’s Thesis (40-100 pages)**
	1. The topic of the master’s thesis must not be identical to the topic of the bachelor’s thesis. The master’s thesis may continue the issues introduced in the bachelor’s thesis, but it must be based on new, additional research. Therefore, the master’s thesis cannot be an extension of the bachelor’s thesis (e.g., by adding a single chapter without modifying the rest of the content and conclusions).
	2. The topic of the master’s thesis must align with the studied field and be agreed upon with the advisor.
	3. The topic of the master’s thesis is approved by the Dean’s Committee
	4. A master’s thesis for second-cycle studies should meet the following requirements based on the program profile
	5. General academic profile – The thesis may take the form of a theoretical-empirical study, including experimental and project-based work, a monograph, a theoretical study, a case study, or a scientific article.
	6. Practical profile – The thesis must include a practical component in which the student addresses an issue relevant to the knowledge and skills acquired during second-cycle studies. This component may involve experiments, opinion research, market analysis, or project-based work. It may take the form of:
8. Theoretical-empirical study,
9. Research-based work,
10. Diagnostic study,
11. Project-based work,
12. Implementation-oriented work,
13. Study of a practical problem,
14. Expert analysis and recommendations
	1. A master’s thesis should consist of 3-6 chapters
	2. The chapters should be relatively proportional in length
	3. The chapters in a master’s thesis must total no less than 40 pages
	4. The text must include references to and a bibliography containing at least 30 bibliographic items (e.g., books, articles, reports) of a substantive nature (scientific, popular science, or industry-related), including several foreign-language sources
	5. Bibliographic items listed in the bibliography but not cited in the text will not be considered in the assessment of compliance with the formal bibliography requirements
15. **Requirements for the Structure of Diploma Works**

A written diploma work (bachelor’s or master’s thesis) includes the following elements:

1. Title Page – In accordance with the template adopted by the Faculty of Applied Studies.
2. Table of Contents – With page numbering.
3. Introduction, which includes
	1. For first-cycle (bachelor’s) work: Discussion of the essence and importance of the problem, indication of the aim(s) of the work and method(s), brief presentation of the content of each chapter, description of the sources and literature used
	2. For second-cycle (master’s) work: a brief introduction and justification for the choice of topic, presentation of the research subject, Indication of the aim(s) of the work, brief presentation of the content of each chapter, description of the sources and literature used
4. 3-6 substantive chapters, which include a theoretical section and an empirical section (titles should be formulated as problem statements), discussion of specific issues, summaries and conclusions for each chapter.
5. Conclusion, summarizing the research and presenting the findings.
6. Bibliography, listing the sources cited in the work, organized as follows
* Scientific publications,
* Lexicons, encyclopedias, guides (if applicable),
* Archival materials (if applicable),
* Legal acts (if applicable),
* Opinion surveys and interviews (if applicable),
* Reports, information, analyses,
* Documents and materials (e.g., studies from organizations or institutions, regulations),
* Press,
* Online sources (e.g., websites, online services, electronic bulletins).
1. Lists of Tables, Diagrams, and Other Relevant Lists, if applicable.
2. Appendices.
3. Student Declaration, as required by the university's diploma procedure, in the format specified by the university, signed in original.