

Bachelor Thesis and Graduation Exam Guidelines

International Business

Bachelor Thesis

The Bachelor Thesis in International Business is a written work, an effect of a systematic study of a problem referring to the field of international business. The thesis clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for, and methods of gathering information; analyzes the data; and offers a conclusion or recommendation. The thesis must evidence clarity of purpose, appropriate organization and format, and accurate and thorough documentation. Bachelor Thesis in International Business is written in English.

1. Requirements resulting from the studies regulation

- The Bachelor Thesis is prepared throughout the sixth semester of studies and is awarded 10 ECTs points.
- The topic of the Bachelor Thesis should be agreed with the Supervisor, and related to international business, including international aspects of management, economics and finance.
- Preparing the Bachelor Thesis should ensure the accomplishment of the IB Programme educational effects as specified in Appendix 1.
- The Bachelor Thesis is an original work of the student prepared with the assistance of a Supervisor.
- The Bachelor Thesis is subject to a review prepared by a Reviewer appointed by the Dean of the Faculty of Management.
- The Bachelor Thesis is subject to discussion and evaluation during the bachelor graduation exam.

2. Content requirements

- The Bachelor thesis should contain:
 - an explicit definition of research problem and its in-depth analysis
 - the application of a particular research method
 - the use of adequate analytical tools
 - formulating conclusions based on the analysis conducted
 - references to subject literature in Harvard Referencing System
- Bachelor thesis prepared by the students of International Business should refer to basic concepts of international business and related academic disciplines and have an empirical aspect, however field research is not compulsory. Desk research and case study descriptions are fully accepted. It is recommended that a relation to the internship is reflected in the thesis, however it is not compulsory.

3. Thesis format

- The thesis should have the following sections:
 - title page as indicated on the International Business Programme's website
 - student's statement that he/she is the sole author of the thesis
 - contents
 - introduction (including the problem's background, presumptions of choosing the topic, definition of the aims and scopes of the thesis, research assumptions or hypotheses if applicable, indication of research methods and a summary of all the chapters)
 - chapters containing the essence of the thesis
 - summary and conclusions
 - bibliography
 - list of legal acts
 - list of tables
 - list of figures (charts, maps etc.)
 - list of appendices
- the students should adhere to the editorial requirements as specified in Appendix 2

Appendix 1. Description of Bachelor Thesis in International Business Learning Outcomes

Upon completion of Bachelor Thesis in International Business , a graduate:
Knowledge
<ul style="list-style-type: none">▪ Knows and understands the relations between economic entities such as enterprises, social entities, non-profit organizations, considered in an international and multicultural context. Has advanced knowledge of standards and rules (legal, organizational, financial, professional, negotiating, moral and ethical) conditioning structures, management strategies and the functioning of social institutions embedded in an international context
Skills
<ul style="list-style-type: none">▪ Can apply the acquired theoretical knowledge in the area of international management and related academic disciplines to analyze and evaluate the situation of entities operating on domestic and international markets. Can create business strategies, formulate strategic recommendations and management implications and communicate them to the environment in the form of their own oral and written statements and during debates and discussions.▪ Can critically select and use various methods and tools for data processing and analysis to prepare forecasts and model socio-economic phenomena in an international context. Can search for sources of knowledge and experts in the environment and use their support when preparing his own studies. Can use from various tools, techniques, channels and forms of communication with stakeholders representing diverse cultural environments.▪ Can analyze and interpret systems of norms and rules (legal, professional, organizational, negotiating and ethical) adequate for culturally, socially, economically and legally conditioned decision-making situations in international business. Can explain and use managerial concepts in the course of discussions on emerging international management problems. Can propose and discuss solutions to management problems in international business.▪ Can apply the acquired theoretical knowledge in the area of international management and related academic disciplines and communicate them to the environment in the form of their own oral and written statements as well as during debates and discussions.▪ Can acquire knowledge from various sources and develop professional skills, design his own path of education and development.

Appendix 2. Editorial requirements for International Business Thesis

Editorial requirements of the thesis submitted to the Thesis Supervisor and the Reviewer:

Printed version of the Bachelor's / Master's thesis should follow the following requirements:

- the format of the paper: A4 (printed on one side),
- font: Times New Roman or Arial,
- basic font size: 12 pts,
- line spacing: 1.5 lines,
- Margins:
top 2.5 cm,
Bottom: 2.5 cm,
left: 3.5 cm,
Right: 1.5 cm,
- use justification (text alignment to both margins),
- each paragraph should begin indented,
- footnotes in the Harvard system,
- pages of the thesis should be numbered and the numbers should be placed at the bottom of the page
- hardcover

ATTENTION!!! In connection with the entry into force on 13/05/2019 of the Rector's ordinance on the procedure of evaluating the originality of written diploma thesis arising at the University of Economics in Katowice, there were changes concerning the rules for submitting thesis:

1. In order to assess the independence of the work preparation **Student is required to provide the thesis supervisor with:**

- double-sided printed text
- use A4 landscape page layout (horizontal landscape) on which there are two pages of transcript of the original text (four pages on one sheet of A4 paper)
- page number 2 after the title page is the statement of the author of the self- preparation of the thesis and compliance with the contents of the disc computer printout
- the inside of the frame (BACK) should be pasted envelope in which you place the electronic version of the work (CD). CD should contain two files saved: one in the format editor MsWord (extension doc) called:
surname.name.degree and form of study.program

EXAMPLE: kowalski.jan.1s.ib

Bachelor -1s ; Master – 2s

the second saved in text format as " plain text" and named in accordance with the ALBUM NUMBER of student (e.g. 03452.txt) .

- on a disc the following information should be placed in a sustainable way (use a pen designed to describe the CDs): album number , author's name , signature .
- electronic version attached to the work must be 100 % compatible with the printed thesis submitted to the Dean's Office.

2. The supervisor is obliged within 7 days from the date of receipt of the work to check its authenticity using the JSA system.

3. The supervisor registers the study of work in the JSA system, introduces an electronic version of the thesis to the JSA system and runs a one-time examination of the content of the work. The fact of repeatedly conducting the research requires explanation from the supervisor in the content of the "Protocol of the re-inspection of work originality".
4. The supervisor, after completing the analysis of the self-preparedness of the work, accepting it at JSA, requests that the thesis be accepted for the diploma examination or if the percentage of the similarity of the PRP increases, the explanatory action is taken.
5. A positive assessment of the seminar should be entered into the protocol only after accepting work in the JSA system.
6. If the thesis is admitted to the diploma examination, to the dean's office the supervisor transfers the diploma thesis together with the electronic version, signed general probability report and a review of the diploma thesis, **regardless of the student's examination session and obtaining positive grades from the credits / exams**. The supervisor may, in justified cases, authorize the student to submit a complete set of documentation in the dean's office (authorization eg in the form of an e-mail).
7. After completing all subjects covered by study program, the student is obliged to submit other documents to the dean's office. A set of documents should be submitted to the dean's office **no later than 14 days before the planned date of defense** (the supervisor informs about the date of defense of students)

The review is submitted to the dean's office by the Reviewer no later than 3 days before the date of the planned defense.

Bachelor Graduation Exam

1. Bachelor graduation exam preconditions

The bachelor graduation exam may be taken by students in case all the three following conditions are fulfilled:

- the bachelor thesis is completed within the time period set by the Dean's office;
- the thesis has successfully undergone the anti-plagiarism control;
- the thesis has obtained two positive reviews, one prepared by the Thesis Supervisor and one by the Reviewer.

2. Bachelor graduation exam regulations

The bachelor graduation exam takes place before a graduation exam commission, chaired by the Vice-Dean or a person appointed by the Vice-Dean. Furthermore the commission is composed of the Thesis Supervisor and the Reviewer.

The bachelor graduation exam has an oral form. It includes a short 8-10 minute presentation of the bachelor thesis, given by the student and a question and answers section.

The PowerPoint presentation prepared by the student should contain the aims, research assumptions or hypotheses, research methods applied, as well as a summary of the research results and main conclusions. The presentation should consist of no more than 7 PowerPoint slides. Students can make use of the projector and laptop available in the graduation room.

The Q&A part of the graduation exam is based on questions asked by the exam commission. The commission members ask the student a minimum of three questions. The questions are formulated on the basis of the bachelor thesis by the Thesis Supervisor and the Reviewer. They should lead for a discussion on the research problem undertaken by the student in the thesis. The members of the commission are the only ones entitled to ask the questions.

The bachelor graduation exam may have an open form provided that the student formally requests the Vice-Dean.