**Formal requirements of final dissertations**

**for full-time and part-time graduate studies**

**§ 1**

1. Full-time and part-time graduate students prepare a Master’s dissertation, hereinafter referred to as the final dissertation.
2. The final dissertation is an individual work, prepared independently by a student under the guidance of a supervisor.
3. The final dissertation may be theoretical, empirical or project-oriented.
4. If the dissertation is theoretical or empirical in nature, it shall take the form of a scientific paper, which is characterized in detail in § 3.
5. If the dissertation is project-oriented, it takes the form of a project, which is characterized in detail in § 4.
6. The final dissertation is subject to the evaluation of a supervisor and a reviewer.
7. The final dissertation is the subject of discussion during the final examination.
8. In duly justified cases, with the approval of the Dean of the School of Undergraduate and Graduate Studies and after a positive opinion of a supervisor, the final dissertation may be prepared in a team of up to two persons.
9. A team dissertation should contain clearly distinguishable parts authored by team members. Information on authorship shall be included in the table of contents and in the introduction to such a dissertation. Each author’s contribution is subject to separate evaluation by a supervisor and a reviewer. The minimum author’s contribution must equal at least 40%.

**§ 2**

1. A final dissertation is a work in which a student demonstrates that they can apply their knowledge as well as formulate and solve problems relevant to their field of study.
2. The final dissertation – depending on its type – should confirm the acquisition of the following skills:
3. independent selection of source materials,
4. analysis and synthesis of theoretical achievements in a discipline,
5. diagnosis, formulation and evaluation of problems occurring in the economy or in the studied economic entity/organization/institution,
6. identification and analysis of economic phenomena and recognition of regularities occurring within them,
7. application of research workshop (application of scientific work methods in particular), including the analysis and synthesis of theoretical/practical problems,
8. active use of acquired knowledge, its application in practice or formulation of recommendations,
9. conducting a logical course of argument,
10. drawing and formulating conclusions,
11. use of clear and precise language appropriate to the field of study.
12. A positive evaluation of the final dissertation confirms the acquisition of the learning outcomes specified in the program curriculum.

**§ 3**

1. Topics of a final dissertation should be related to a study program (or specialty) and the supervisor’s scientific specialization.
2. A student, under the guidance of their supervisor, develops the topic, title, purpose, scope of empirical and/or literature research and research methodology.
3. The final dissertation, in the form of an academic paper, should include the following:
	1. title page (template in Appendix No. 4 to the Order),
	2. statement on the work's authorship (template in Appendix No. 4 to the Order),
	3. table of contents,
	4. abstract – an abstract indicating the purpose of the work, the research methods used, results and conclusions (maximum 150 words),
	5. keywords – 3-5 keywords,
	6. introduction, including a statement of the research problem (theoretical and/or empirical), justification of its relevance, objectives of the work (main/specific), research question/questions or research hypothesis/hypotheses, definition of the work’s scope (subject, object, temporal, spatial), description of the research methods, techniques and tools used, description of the structure of the work,
	7. literature review – including the literature on the paper's subject matter,
	8. methodology of the research, including a description of the scope of the work: subject, object, temporal and spatial, as well as the research methods, tools and techniques used,
	9. research results,
	10. discussion – including a polemic with previous research results on the issue addressed, providing personal conclusions in conjunction with these results,
	11. conclusions – final conclusions presenting a summary of the research results, the major conclusions of a theoretical, methodological and empirical nature (if the work contains research results), reference to the research hypothesis/hypotheses, limitations of the research and recommendations for business practice (if applicable); if relevant, directions for further research in the studied area are also indicated,
	12. literature list, including bibliography and internet sources used, in accordance with Appendix No. 4 to the Order.
4. The final dissertation of an empirical nature must include appendices presenting the collected empirical data and/or a broader description of the research methodology and any other elements documenting the course of the research process, indicated as necessary by a supervisor. The appendices must be prepared independently by a student.
5. Both the dissertation and all appendices should be linguistically consistent.
6. There is no requirement to publish the paper before the final examination.
7. The final dissertation may be the basis for publication of an article, including in co-authorship with a supervisor.

**§ 4**

1. A final dissertation may be prepared as work that is not in form of a paper. Then it takes the form of project work.
2. The final dissertation in form of a project (project/implementation work) may be describing an innovative or inventive solution to a problem, such as tasks in a project, model construction, simulation development, system architecture, system prototype or system implementation process. The work, based on the research hypothesis/hypotheses or research questions, should meet the following objectives: cognitive (theoretical), methodological (research, empirical) and utilitarian (practical).
3. Topics of a final dissertation should be related to a study program (or specialty) and the supervisor’s scientific specialization.
4. The final dissertation should include the following:
5. title page (template in Appendix No. 5 to the Order),
6. statement on the work's authorship (template in Appendix No. 5 to the Order),
7. table of contents,
8. introduction, including a statement of the research problem, justification of its relevance, objectives of the work: cognitive (theoretical-cognitive), methodological (research, empirical) and utilitarian (practical), research question/questions or research hypothesis/hypotheses, definition of the work’s scope (subject, object, temporal, spatial), description of the research methodology, techniques and tools used, description of the structure of the work and a general description of the literature used,
9. main body, presenting the content with a division into chapters and subchapters, including a review of the literature on the subject and scientific discourse, a description of the research methodology and tools employed, and a description of the solution from § 4 (2),
10. conclusion, containing: a response to the research problem and purpose of the work adopted at the outset of the research, research hypothesis/hypotheses; conclusions of the conducted research; limitations of the research with recommendations on the use of the solution, its development and possibilities for commercialization,
11. list of sources, in accordance with Appendix No. 5 to the Order,
12. lists of figures, tables and appendices.

The dissertation may be accompanied by appendices (template in Appendix No. 5 to the Order). All appendices that are not an integral part of the dissertation (e.g., containing program codes, lists of source files attached to the dissertation, description of how to implement the solution) should be saved in electronic form.

**§ 5**

1. A final dissertation shall be subject to evaluation in terms of both content and form.
2. The final dissertation should meet the formal, technical and editorial requirements specified in Appendix No. 4 or No. 5 to the Order.
3. The layout of the dissertation should correspond to the content specified in § 3 or § 4, depending on the type of dissertation.
4. The final dissertation should be correct in terms of language (correctness of language and adherence to the rules of spelling), grammar, style and punctuation. Before submitting individual parts or the entirety of the work to a supervisor, an author is obliged to correct the content of the work. Blatant linguistic and formal errors may be grounds for the refusal to review the work by the supervisor.
5. The suggested volume of the final dissertation should be between 55-130 thousand characters (spaces included). This limit does not include appendices, including tools used in research (e.g., survey questionnaires).
6. The suggested volume of the final dissertation in form of project work should be between 110-170 thousand characters (spaces included). This limit does not include appendices, including tools used in research (e.g., survey questionnaires). The volume of the theoretical chapter of the project-oriented dissertation may be reduced in favor of the description of a project solution.
7. The final dissertation should be written based on at least 40 items of literature, including at least 8 items of foreign language literature. This number does not include internet sources. The number of literature items may be reduced in the case of project-oriented dissertations in favor of project source materials, such as internal or training materials, presentations, tutorials and others.
8. Literature on the subject must be up-to-date and selected in such a way as to solve the given research problem. The project work’s literature may also include the source materials used for its completion.
9. Foreign-language literature is assumed to include positions written in a language other than the language of the dissertation.
10. Literature footnotes are provided in accordance with the APA style (Appendix No. 4 or No. 5 to the Order).
11. Sources should be listed in alphabetical order and enumerated.

**§ 6**

* + - 1. Copyright must be respected during the preparation of the final dissertation.
			2. The final dissertation must contain footnotes that allow identification of the literature sources used.
			3. The final dissertation is subject to verification by the Uniform Anti-Plagiarism System (JSA).
			4. The final dissertation must not be admitted to the final examination if its author does not respect the copyright.
			5. The author(s) is/are personally liable for any copyright infringement.

**§ 7**

A final dissertation may be awarded if at least one of the following conditions is met:

1. properly conducted research (theoretical, empirical or project-oriented) and its comprehensive interpretation,
2. innovative approach to the studied problem.
3. The procedure for awarding final dissertations is governed by a set of separate regulations.