

FORMAL REQUIREMENTS FOR THE DIPLOMA THESIS

1. The layout - work includes, apart from chapters:

- a) the title page,
- b) a title and abstract in English,
- c) the table of contents,
- d) introduction and conclusions,
- e) the lists of: tables, figures, etc. (see 3rd point below).

2. The layout of the work carried out in English - the work includes, apart from chapters:

- a) title page in English – a model title page at available at the web site
- b) title and abstract in Polish
- c) the table of contents in English
- d) introduction and summary,
- e) the lists of tables, figures, etc. (see 3rd point below).

3. The work should contain lists in order:

- a) a list of the cited literature in alphabetical order, prepared in accordance with the bibliographic description requirements (see 7th point below),
- b) a list of used legal acts and other regulations,
- c) a list of web-based material (with last access date) and other source material with full bibliographic footnotes,
- d) a list of tables,
- e) list of figures (diagrams, maps, etc.),
- f) list of annexes.

4. The introduction should outline the general background of the studied issue, indicate the rationale for the choice of the subject of the work, formulate the research problem, define the aim and scope of the work, indicate the research methods, and provide general information on the content of individual chapters of the work.

5. In summary, synthetic conclusions resulting from the work should be indicated.

6. The table of contents should be preceded by a title and abstract in English (or title and abstract in Polish if thesis is written in English). The text of the abstract includes maximum 2500 characters with spaces.

7. Literature footnotes should follow a uniform style throughout the paper. The possible styles are:

- a) Harvard style,
- b) APA style
- c) bibliographic style for footnotes.

8. There should be foreign language items in the literature.

9. Only items referred to in the paper may be included in the list of literature.

10. The standard layout of the title page is defined by the formula