

## Appendix no. 2

to resolution no. 28/15 of the Council of the Faculty of Health Sciences of 22 January 2015

### **Rules for writing a diploma thesis (Bachelor's and Master's thesis) by students of the Faculty of Health Sciences at NCU Collegium Medicum**

**Programmes:** nursing (1st and 2nd cycle), midwifery (1st and 2nd cycle), public health (1st and 2nd cycle), physiotherapy (1st and 2nd cycle), nutrition science (1st and 2nd cycle), emergency medical science (1st cycle), audiophonology (1st cycle), electroradiology (1st cycle).

1. The subject matter of diploma theses written by students of the Faculty of Health Sciences at NCU Collegium Medicum should concern issues related to the specificity of a given programme of study, i.e. nursing, midwifery, physiotherapy, nutrition science, public health, emergency medical science, audiophonology, electroradiology.
2. The minimum volume of a Bachelor's thesis is 45 pages and of a Master's thesis – 70 pages, including the title page, references, abstract in Polish and English, and the table of contents.
3. A Bachelor's thesis is basically a review paper (or a case study – see the rules for writing diploma papers for first-cycle students of nursing and midwifery), but it can also be a research paper. A Master's thesis is a research paper, but it is also possible to prepare a review paper, provided that it includes elements demonstrating the author's original approach to an issue.
4. The structure of the thesis should include the following elements: title page (in accordance with NCU Rector's directive; acknowledgements are acceptable); list of abbreviations, keywords (3 to 6), table of contents, chapters: introduction, objectives, patients (material) and methods, results, description of results or discussion, conclusions or other elements (depending on the type of thesis), abstract in Polish and in English, references, list of tables and figures, annexes (e.g. a questionnaire, a copy of the consent of Bioethics Committee). The abstract should be no longer than one page.
5. The thesis should be formatted as follows: 12-pt font size, 1.5 line spacing, 2.5 cm for right, top and bottom margins, 3.5 cm for left margin (for binding). Table captions should be on top and use Roman numerals. Figure, photograph and graph captions should be on the bottom and use Arabic numerals. Abbreviations used in the paper should be explained. Cited papers from scientific journals should include the surnames and initials of all authors, the title, abbreviated journal name (see: Index Medicus) or – if unavailable – the full name, year of issue, volume, number of first and last page. Book chapters or monographs should be cited by listing the surnames and initials of authors, chapter title, book title, surname and initials of the editor, volume, publisher, place of publishing, year and pages. Websites should be cited by listing the surnames and initials of authors, text title, page name, URL web address, and date of access.

In the paper, references should be numbered using square brackets, e.g.: [4, 5, 10] – with a space between the comma and the number, and should be listed in alphabetical order. A Bachelor's thesis should include at least 30 references, and a Master's thesis – at least 40 references.

6. Legal regulations pertaining to copyright laws are applicable when writing a Bachelor's and a Master's thesis. Sources used in the thesis should be adequately described. This applies to text, as well as figures, graphs, photographs and other elements. It is forbidden to copy fragments of text from any type of source. Textual content should be presented by the student using their own words – it is not permissible to copy entire fragments of the original text. Diploma theses might be subject to electronic review in order to detect a possible act of plagiarism.

In accordance with the resolution of NCU Senate, diploma thesis supervisors should be selected from among academic teachers. The dean appoints a thesis reviewer (reviewers) and determines the commission and date of a diploma examination.