

**GUIDELINES FOR WRITING MASTER THESIS
AND THE SCOPE AND FORM OF THE MASTER EXAM
AT WOOD SCIENCE MASTER DEGREE COURSE
AT THE FACULTY OF FORESTRY AND WOOD TECHNOLOGY
AT THE POZNAŃ UNIVERSITY OF LIFE SCIENCES**

I. GUIDELINES AND RULES FOR WRITING MASTER THESIS

The process of diploma and thesis preparation is regulated by the ordinance No. 188/2019 of the Rector of the Poznań University of Life Sciences on 23 December 2019.

Detailed dates of the particular stages of the diploma process are defined in the document Diploma thesis preparation schedule (F1 form).

Basic requirements

The master's thesis is to be prepared by students, under the supervision of a supervisor on the subject consistent with the field of study, of student's interests and the supervisor's research area. The diploma thesis must be prepared by one student, and its content is checked with the anti-plagiarism program.

General requirements for master's theses

The master's thesis should demonstrate the ability to define and solve problems and use research methods in a given discipline. The subject of the work may include performing a research task, solving a technological problem, developing or improving a research / measurement method, etc. It should be of a conceptual and scientific nature and prove the in-depth knowledge of the student in the field of study.

Sample work layout:

Title page

Acknowledgments (optional)

Table of contents

List of abbreviations and symbols (optional)

Introduction (including literature review and justification of the purpose of the work)

Objective of the thesis

Methods of achieving the goal with justification

Results and discussion

Conclusions

List of cited sources

Summary in English

Title and summary in Polish

List of tables and figures (optional)

Attachments (optional)

The substantive part of the thesis should be divided into chapters.

Individual chapters can be divided into subsections.

Detailed guidelines for the thesis scheme are included in a separate document.

Substantive elements of the diploma thesis evaluation:

- compliance of the title with the content of the work, in particular with the purpose and scope of the research,
- selection of literature and correct citation (number, validity, timeliness of sources),
- correctness of the adopted methods and their adequacy to the purpose and scope of work,
- presentation of results, their interpretation and discussion,
- correctness of conclusions or final statements (do they result from conducted research or data analysis? do they correspond to the title of work?),
- correct structure of the work, including the correct order of chapters and subsections,
- the author's own contribution to the work, the novelties that the work brings to the economy,
- correctness of table titles, figure captions, cross-references to tables, figures, and literature,
- application of the work (source material, publication, instruction, economic guidelines, teaching material, etc.).

Submission of diploma thesis to the Dean's Office

1. The student prepares the diploma thesis under the supervision of the supervisor in accordance with the requirements.
2. The student sends the file with the diploma thesis to the Dean's Office in order to verify that the thesis meets the faculty's formal and editorial requirements.
3. After approval from the Dean's Office, the student sends the file with the diploma thesis to the supervisor, who checks the thesis in the Unified Anti-plagiarism System.
4. If the thesis is approved, the supervisor prints and signs the anti-plagiarism report and stores it in his own archive, and sends the scan (PDF file format) to the student's e-mail box.
5. The student submit to the Dean's Office a double-sided copy of the diploma thesis and two formulars: F4 and F5 (see next sides of guideline). The anti-plagiarism report should be enclosed to the typescript of the diploma thesis as well.
6. The student places the electronic version of the thesis in the Virtual Dean's Office.
7. The Dean's Office sends the electronic version of the thesis (from Virtual Dean's Office) to the reviewer.
8. Both the supervisor and the reviewer prepare reviews of the diploma dissertation in English. Scans of signed reviews are sent to the Dean's Office no later than 5 days before the date of the diploma examination.
9. The originals of the signed reviews (paper version), previously sent in the form of scans, shall be forwarded to the Dean's Office as soon as possible in order to be archived in the student's personal file.

The master's thesis, approved by the supervisor, should be submitted to the Dean's Office **no later than on the date set by the Diploma thesis preparation schedule.**

II. SCOPE AND FORM OF THE MASTER'S DIPLOMA EXAM

1. The condition for admission to the master's examination is to obtain the learning outcomes specified in the curriculum and the required number of ECTS points as well as a positive evaluation of the master's thesis by the supervisor and reviewer.
2. The reviewer is appointed by the vice-dean for studies from among teachers who are not employees of the department where the work was carried out. The reviewer must have at least a doctoral degree, but not lower than that of the thesis supervisor.
3. Master's exams take place on the date and place designated by the Vice-Dean for Studies.
4. The master's examination takes place in front of a commission appointed by the Vice-Dean for Studies, which includes the chairman and two members of the commission, i.e. examiners (e.g. a supervisor and a reviewer). The chairman of the commission is the Vice-Dean for Studies or a teacher appointed by him. In justified cases, the chairman of the commission may appoint a replacement for the supervisor or reviewer.
5. The master's thesis examination consists of:
 - a) substantive discussion on the master's thesis;
 - b) answers to the selected issue related to the thematic area of the master's thesis;
 - c) discussion on a selected scientific article in the field of wood science.
6. Examination issues within the subject areas included in the list approved by Council of Study Program are made available to graduate students and deposited in the Dean's Office by Heads of Departments or appointed promoters.
7. The pool of scientific articles in the field of wood science is made available to graduate students by promoters or reviewers.

Other issues related to the scope and form of the diploma examination and the method of grading are regulated by the provisions of the **Study Regulations of the University of Life Sciences in Poznań**.

III. SUBJECT AREAS TO CHOOSE FOR THE MASTER EXAM AT THE WOOD SCIENCE COURSE

1. Wood sciences
2. Wood chemistry
3. Wood protection and modification
4. Timber drying
5. Gluing and finishing of wood
6. Wood machining
7. Furniture design

Declaration of the author of the diploma thesis regarding its original nature, sole authorship and non-infringement of copyrights

.....
full name of the student

.....
record book No.

I hereby declare to have delivered a diploma thesis titled

.....
.....

which is my own work¹. I therefore further declare:

- not to have had a third party write the thesis or any part thereof,
- not to have copied the thesis or any part thereof from other works and papers thematically connected therewith,
- to have solely relied on necessary consultations,
- that if authored by other parties, any and all components used in the preparation of my thesis (quotations, figures, tables, programs etc.) were adequately marked, and the source thereof was specified,
- my thesis has not been previously used as a basis for awarding a professional title or a university diploma neither to me nor to anyone else.

I am aware that if my statement is false, I will not be admitted to the diploma exam, or the decision to award the diploma will be reversed and a disciplinary procedure will be initiated.

.....
date and legible signature of the author

¹ Considering the substantive contribution by the promoter.

**Author's declaration of consistency
between the electronic and hardcopy version of his/her thesis**

.....
full name of the student

.....
record book No.

I hereby declare that the hardcopy version of my diploma thesis, as enclosed hereto, titled

.....
.....

is consistent with the electronic version which, in the form of a file, was verified with the Unified Plagiarism Checker System and was uploaded to my account at the Virtual Dean's Office.

.....
date and legible signature of the author