

# Pre-submission thesis checklist

Tick the items you have checked. Add any extra university requirements before sending the final version.

## Content and consistency

- ☐ The title, aim and research questions agree throughout the document.
- ☐ Each chapter has a clear role in the thesis.
- ☐ Conclusions follow actual findings and limitations are described.
- ☐ Supervisor feedback has been reviewed; open questions are recorded.

## Sources and technical elements

- ☐ Citations and footnotes match entries in the reference list.
- ☐ Authors, dates, titles and page numbers have been checked.
- ☐ Headings, margins and spacing follow university guidelines.
- ☐ Contents, numbering and table or figure references are updated.

## The final file

- ☐ The title page, abstract and required attachments are checked.
- ☐ The exported PDF has been reopened and reviewed.
- ☐ The required editable version and a backup are ready.
- ☐ Filename, delivery method and deadline follow the requirements.

Teaching materials by the Prace na Zamówienie team for students at universities in Poland. The sample outlines a hypothetical theoretical and empirical thesis; adapt it to your topic and university guidelines. It contains no research findings or customer data.

# Sample thesis outline - teaching example

## Study time organisation and students' assessment of preparation for classes

An example of a theoretical and empirical thesis structure. It is not an approved proposal or an outline suitable for every engineering project.

### Introduction

Topic rationale, aim, research questions and scope.

### 1. Theoretical background

- 1.1. Study time organisation
- 1.2. The concept of preparation for classes
- 1.3. Literature review and problem context

### 2. Research methodology

- 2.1. Aim and questions
- 2.2. Methods, instruments and participant selection
- 2.3. Procedure, analysis plan and limitations

### 3. Findings and discussion

- 3.1. Description of the research material
- 3.2. Findings by research question
- 3.3. Interpretation in relation to the literature

### Conclusion

Answers to the questions, limitations and further work.

### References and appendices

Sources actually used and required instruments or materials.

Teaching materials by the Prace na Zamówienie team for students at universities in Poland. The sample outlines a hypothetical theoretical and empirical thesis; adapt it to your topic and university guidelines. It contains no research findings or customer data.

# Supervisor feedback and revision tracker

Use one current file version. Separate content, language and layout comments. The sample row is an exercise, not a customer order.

| ID    | Section      | Comment                  | Status    |
|-------|--------------|--------------------------|-----------|
| EX-01 | Introduction | Clarify the research aim | To review |
|       |              |                          |           |
|       |              |                          |           |
|       |              |                          |           |
|       |              |                          |           |
|       |              |                          |           |
|       |              |                          |           |
|       |              |                          |           |

- Revise the aim, method and structure first; language and layout follow.
- Record where a change affects other chapters.
- Check citations, contents and references after the change.
- Keep points requiring supervisor decisions clearly marked.

Editable table for Excel and other spreadsheets. UTF-8 encoding, semicolon separator.