



SOPOCKA
AKADEMIA
NAUK STOSOWANYCH

EXECUTIVE MBA ACCA PROGRAMME REGULATIONS

**Executive Master of Business Administration
Association of Chartered Certified Accountants**

Gdansk 2022

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EXECUTIVE MBA ACCA POSTGRADUATE COURSE REGULATIONS

(further referred to as: **Regulations**)

The Regulations for the Executive MBA ACCA Programme (further: postgraduate course, or Programme or MBA ACCA) define the basic conditions for participation in the MBA ACCA Programme and for graduating with an MBA Diploma issued by Gdansk Foundation for Management Development (GFKM) and an MBA ACCA Diploma issued by Sopot University of Applied Sciences (SANA). The Regulations constitute an element of a binding contract between the Participant and the Organizer – GFKM/SANA (further: Organizer).

The MBA ACCA Regulations are published on the websites www.gfkm.pl and www.ssw-sopot.pl and are binding for all Programme Participants. The Organizer may modify the binding Regulations while the contract is in force; such modifications enter in force and become binding for the Participants as of the day of their publication.

Definitions

For the purposes of these Regulations the following terms are adopted:

Organizer – the consortium of Gdańsk Foundation for Management Development (GFKM) and Sopot University of Applied Sciences (SANA), established for the purpose of delivering the Executive MBA ACCA Postgraduate Course.

Student – participant in the Programme and the MBA ACCA postgraduate course.

Scope of the Programme – the schedule of classes broken down to semesters, sessions, as well as types and duration of classes, defining also the manner in which the various subjects are to be credited.

Programme – the Executive Master of Business Administration, Association of Chartered Certified Accountants Programme

1. Programme organisers and Programme quality guarantee

1.1 The Executive Master of Business Administration, **Association of Chartered Certified Accountants** Programme is delivered by Gdańsk Foundation for Management Development (GFKM) and Sopot University of Applied Sciences (SANA). The Organizer may deliver the MBA ACCA Programme in partnership with Polish and foreign universities, international organizations and management development centres and business organisations.

1.2. The lecturers and trainers in the Programme are the faculty and associates of the Organizer, Polish and foreign universities, international organizations and other well known centres for management development, as well as management

practitioners and experts who combine extensive professional experience and management skills with good teaching abilities.

1.3. The on-going quality assurance and the consistent Student assessment criteria are ensured by:

- the collaboration between GFKM with external examiners, who represent the validating universities for GFKM. The task of these examiners is to assess the consistency of the quality of term and exam papers delivered by the students and the grades assigned by the MBA faculty with international standards.
- -the collaboration between the Sopot University of Applied Sciences (SANA) and the Association of Chartered Certified Accountants, where SANA delivers postgraduate courses and holds relevant exams under the terms of the accreditation issued by the Association.

1.4. Part of the Programme quality assurance system is the evaluation of the faculty members, carried out by the students at the end of each training session.

1.5. Any changes in the scope of the Programme made by the Organizer while the Programme is in progress are done exclusively in order to ensure high quality and being up to date with the latest trends and requirements.

1.6. When providing information about their Diploma, the MBA graduates state that they graduated from "Executive MBA ACCA Programme organized by Gdańsk Foundation for Management Development (GFKM) and Sopot University of Applied Sciences and that they hold an "Executive MBA ACCA Diploma issued by GFKM and the postgraduate Executive MBA ACCA Diploma issued by the Sopot University of Applied Sciences."

2. Recruitment procedures and criteria

2.1. The candidates are obliged to:

- submit the required documents (a photocopy of a university degree and a filled in copy of the candidate application form with the required enclosures),
- take an admission interview,
- pass an English language test (if the programme is conducted in English).

2.2. The Enrolment Committee may accept, reject or put a candidate on the waiting list. In the latter case the Committee makes the final decision after the last round of entrance interviews is completed.

2.3. The candidates should meet the following requirements:

- have a university degree,
- have at least three years of confirmed professional experience,
- basic knowledge of accounting,

- have managerial aptitudes, as well as conditions and motivation to participate in the Programme.

2.4. The Enrolment Committee consists of 1 to 3 persons. The Committee shall include at least one of the following persons:

- MBA GFKM Programme Director,
- Director for MBA Organization at GFKM,
- representative of the GFKM Board.
- representative of Sopot University of Applied Sciences.

3. Course of studies

3.1. Programme Schedule

3.1.1. The Programme is mixed mode: intramural with extramural elements. The sessions cycle, the number of semesters and the duration of each MBA ACC Programme is defined by the relevant Programme Scope.

3.1.2. The Programme Scope (the version as of the Programme commencement day) may be subsequently modified by means of a unilateral decision by the Organizer while the Programme is under way. Modifications made in this manner may not affect more than 10% of the scope (in terms of the number of hours) of a given Programme.

3.1.3. The Programme mode is physical presence of lecturers and participants during classes, however, up to 30% of the Programme Scope may be conducted online, irrespective of any modifications of the intramural mode due to the conditions referred to in item 3.1.4. of these Regulations.

3.1.4. The Organizer may unilaterally introduce changes in the Programme, regarding the way in which the classes are conducted due to force majeure, including epidemic, pandemic, mass technological disasters (such as blackouts, network access failure affecting large areas, etc.). The scope of the changes in the manner of conducting the Programme follows from the legal regulations, the effects of force majeure and the degree to which the risks have materialised, as assessed by the Organizer.

3.1.5. Should the conditions resulting from the occurrence of force majeure (e.g. epidemic), or the probability of its occurrence, coincide with:

- absence of general regulations and guidelines in a given region or in the entire country, that could be applied directly to the given situation in order to determine the right formula for conducting classes,
- uncertainty about the applicability of certain regulations by analogy (e.g. regulations for conducting classes at universities, schools or generally in education).

- a communicated concern by some of the Programme participants in a training group, regarding whether it is viable to conduct classes intramurally, given the existing threats to health, safety and health comfort;

the Organizer may conduct a survey, asking the participants in the group directly or by sending an electronic questionnaire, in order to determine the appropriate format of the classes.

the Organizer shall switch to online mode if majority of the Participants in a given group (i.e. 50%+1) prefer that mode.

3.1.6. The Organizer may organise sessions for combined groups in order to conduct such classes as: elective classes, classes with special guests, classes with foreign lecturers, classes which combine groups because of their numbers, and online classes.

3.2. Exams and term papers

3.2.1. To be granted the Executive MBA ACCA GFKM diploma and the postgraduate Executive MBA ACCA diploma, a student needs to:

- complete all sessions and pass the exams that are part of the MBA ACCA Programme, as well as receive a passing grade for the diploma project.
- pass 5 exams accredited by ACCA (F5-F9)

The procedures for completing the various elements of the Programme are presented in MBA ACCA Programme Scope, where: PK = term paper (Praca Kontrolna), E = exam, E ACCA = intramural ACCA exam, A = attendance confirmed by the trainer, GP = group project.

3.2.2. The Programme Scope is published on the websites of GFKM and Sopot University of Applied Sciences as part of the enrolment announcement for the given Programme.

3.2.3. The following crediting principles are applied:

- a) The subjects which end with an ACCA Exam are credited based on written exams which take place intramurally at a venue indicated by the Organizer,
- b) the remaining subjects are credited based on one term paper per subject or one exam or group consulting project per subject, scored in accordance with the scoring system described in MBA ACCA Programme Scope,
- c) workshop classes are credited based on active participation confirmed and evaluated by the trainer or, in the event of absence, based on a term paper.

3.2.4. The subjects for term papers are announced to the students by the trainer who presents the subject. Term papers and exam papers on all subjects are written in English. Due dates for term papers are announced prior to the beginning of term. Due dates must not be missed. Term papers submitted after due date will lose one

percentage point per each day of delay. Failure to submit a term paper prior to a respective examination date results in withdrawal of permission to take the examination and the need to submit the term paper and take the exam on the repeat examination date.

3.2.5. Term papers, in the format put forward by the faculty member teaching a given subject, are submitted to the MBA Organization Director at GFKM in electronic form. The formatting, tables, figures, endnotes and references in the term paper should meet the formal requirements specified for the diploma project (Appendix 1).

3.2.6. The exams are administered in written form. The proctor hands out the examination forms together with the examination questions. During the exam it is prohibited to use any written materials or didactic aids except the materials handed out or allowed by the faculty member/proctor.

3.2.7. Any instances of using prohibited materials or communicating with other students discovered during the exam will result in:

- the student being removed from the examination room,
- the case being considered by the MBA ACCA Programme Director, who will decide whether to allow the student to take repeat exam or to expel him or her.

3.2.8. The exam dates are announced no later than on the last day of classes for a given subject.

3.3. Grades and credits

3.3.1. Term papers, all exams, group consulting projects and the diploma project are graded on the basis of the following scoring scale:

Grade	Numerical value (for F5-F9)	<i>Approximate percentage of knowledge required for the given grade for the remaining MBA ACCA subjects</i>
very good	5.0 - passing grade	91% and above
good plus	4.5 - passing grade	81-90 %
good	4.0 - passing grade	71-80 %
satisfactory plus	3.5 - passing grade	61-70 %
satisfactory	3.0 - passing grade	51-60 %
unsatisfactory	2.0 - failing grade	50 % and below

3.3.2. Subjects credited based on attendance are not graded using the scale described in item 3.3.1. The scoring scale for these subjects is passed/failed.

3.3.3. Term papers and the diploma project submitted by the students must be their

own work. In order to ensure that this requirement is met, a system for checking that the papers are original may be used, such as Plagiat.pl or other systems of similar functionality.

3.3.4. Each element of the Programme is credited when a required score is achieved, as indicated in section 3.3.1. In order to gain credit for a subject which ends with an examination, a score of 51 or more for both the term paper and the exam is required. In order to gain credit for a subject which ends with a term paper, exam paper or group consulting project a score of 51 or more for the given paper is required. One of the elements included in term paper evaluation is the obligatory active participation in classes. Detailed rules for this type of evaluation are given in the MBA ACCA Programme Scope. In order to gain credit for a workshop session, confirmed, trainer-evaluated active participation in the workshop is needed.

3.3.5. Failure to gain credit, within the time frame indicated in the plan, for an MBA ACCA Programme element that ends with an examination will result in the student being referred by the MBA GFKM Programme Director to take repeat exam, which will take place at a time agreed with the MBA Organization Director at GFKM. The first repeat exam is free of charge. In the event of absence or failure to pass the exam on two subsequent exam dates, the student may apply for an additional, paid exam date (being able to continue attending classes).

3.3.6. A student whose term paper, being the sole basis for gaining credit for a given element of the Programme (other than the ACCA exams), scored less than 51, is entitled to submit one revision of the term paper. The revised term paper must be submitted within 14 days from the date when the student received the original, negatively assessed paper. This deadline may change after agreeing a new date with the MBA Organization Director at GFKM.

3.3.7. A student who failed to pass the first repeat exam may apply for an additional, paid exam date (being able to continue attending classes). A student who failed another paid repeat exam may not continue the programme. Such student shall be removed from the enrolment register without the right receive refunds for any Programme fees.

3.3.8. Absence at an exam results in referral to repeat exam. In justified and duly documented cases (illness or force majeure) the MBA Organization Director may agree to reschedule the examination date.

3.3.9. A student who fails to participate in a workshop which is part of the Programme is obliged to submit a term paper.

3.3.10. The condition for being admitted to begin the next semester is receiving credits for all Programme elements and making the payment for the next semester before its beginning. If not all Programme elements are credited on the required dates, the student may be conditionally admitted to begin the next semester. The decision about conditional admittance is made by the MBA Programme Director at GFKM. This does not apply to situations, where the dates of exams or the

submission deadlines for term papers or group consulting projects are during the next semester.

3.3.11. Decisions as to granting credit for a subject or an entire term, referring to a repeat exam, permitting subject repetition or removing from the student list are taken by the MBA Programme Director at GFKM.

3.3.12. The MBA Programme Director at GFKM is the final appeals body for all matters related to grades assigned for exams and term papers.

3.4. Diploma Project

3.4.1. The diploma project is done during the 4th term of the Programme. For Programmes conducted in English, the diploma project is written in English.

3.4.2. The subject of the diploma project is decided jointly by the student and the project tutor during the 3rd term. The initiative regarding the choice of the subject and the scope of the project lies with the student. A proposal for a diploma project, approved by the tutor, (Appendix 1) is to be submitted to the MBA Organization Director at GFKM.

3.4.3. A project tutor is any MBA Programme lecturer or a person authorised by the MBA Programme Director at GFKM. A lecturer who is asked to become a tutor may refuse to accept responsibility for a diploma project. In such event, the MBA Organization Director at GFKM helps the student to find an appropriate tutor.

3.4.4. Having chosen the subject and the scope of the project, the students are obliged to submit electronically a written project proposal and to have it approved by the tutor. Appendix 1 describes the structure of a diploma project.

3.4.5. A diploma project is to be submitted to the MBA Organization Director by the date indicated for each Programme in electronic format given in Appendix 2. Missing this date results in the diploma project not being graded and the graduation certificate for Executive MBA ACCA and the MBA ACCA Diploma not being granted. In exceptional situations, if the deadline is missed by no more than 14 days due to extraordinary circumstances, the Organizer shall review the student's application for extended deadline and, considering the circumstances presented in the application and the organizational situation of the Organizer, may propose deadline extension.

3.4.6. A diploma project should demonstrate that the author has adequate theoretical knowledge and the ability to solve practical management problems independently, with the application of tools and techniques learned during the Programme. The structure of a diploma project had been presented in Appendix 2 to these Regulations. Detailed recommendations for diploma projects are presented during the *Diploma Project Methodology* workshop.

3.4.7. A diploma project may be the result of individual or group work. The condition for approval of a group project is the ability to determine precisely the contribution of each team member, as indicated in the table of contents. The final decision

concerning the approval of a team project proposal is taken by the MBA Programme Director at GFKM.

3.4.8. A diploma project is assessed by the tutor and a reviewer appointed by the MBA Organization Director at GFKM. The appeals body for matters related to project assessment is the MBA Programme Director at GFKM.

3.4.9. Based on the grades given by the tutor and the reviewer, the MBA Programme Director at GFKM decides to qualify a project for approval by the Diploma Projects Committee.

3.4.10. The MBA Programme Director at GFKM takes the final decision to approve and grade a diploma project and to grant the title of Master of Business and Administration ACCA.

3.4.12. A diploma with honours is issued to students who achieve average score of 81 or more for all Programme elements or achieve a final score of 91 or more for the diploma project. The average score does not include the subjects scored on attendance only.

3.4.13. In justified cases, at a student's request, a diploma project may be marked "confidential" on the title page. In such a case the project is not made publicly available during the confidentiality clause period, the duration of which is defined by the student. A decision to grant the confidentiality clause is taken by the MBA Programme Director at GFKM.

3.5. Programme duration

3.5.1. The total time of participation in the Programme, including breaks, may not exceed 2 years. .

3.5.2. A student who decides to end his/her participation in the Programme while it is under way, should notify the Organizer in writing. The receipt date of the notification by the Organizer is the reference date for the student's settlement, both financial and programme related.

3.5.3 A student who ended his/her participation in the Programme while it was under way has the right to apply to continue the participation in another edition of the Programme, if such edition is organized.

3.6. Appeals procedure

3.6.1. A student has the right to appeal against a grade given a term paper or exam paper to the MBA Programme Director at GFKM, and for ACCA exams to the dean of the Faculty of Economics and Finance at SANS.

3.6.2. Appeals referred to here are limited to only the following reasons:

- objections which the student might have regarding the exam proceedings or other formal aspects of the assessment of a term paper or exam paper,

- illness or other important personal considerations which prevented the student from demonstrating the required level of knowledge.

3.6.3. An appeal should be submitted in writing within 7 business days of the date of receiving the exam grade. Documentation in evidence to the grounds of the appeal should be duly enclosed.

4. Tuition fees

4.1. Semester tuition fees for the Programme are paid by the students into the Organizer's bank account no later than 14 days before the beginning of the semester, or on another date appropriate for the given Programme as stated in the enrolment announcement (single payment, semester fees or instalments). Failure to pay the fee by the specified date may result in a decision to remove the student from the enrolment register.

4.2. The fee for semesters 3 and 4 of the Programme, for persons who make the payments in any form other than single payment for the entire Programme, may be adjusted for consumer price index, as announced by the President of the Central Statistics Office in Monitor Polski (Official Gazette of the Government of the Republic of Poland) for the year preceding the year in which semesters 3 and 4 are conducted.

4.3. A candidate applying for the Programme takes part in a admission interview. There is a fee for the admission interview and the interview may be attended after the fee is paid.

5. Programme structure and the rights and obligations of the participants

5.1. The persons to be contacted on matters related to the proceedings and organisation of the Programme are MBA Programme Director at GFKM and MBA Organization Director at GFKM.

5.2. The MBA Programme Director at GFKM is predominantly concerned with the content of the programme, and in particular with changes in and development of the Programme, the recruitment of faculty members, the selection of textbooks and didactic aids, the establishment of evaluation criteria and the supervision of the quality criteria for the entire Programme. The Students may contact the MBA Programme Director at GFKM directly on all matters regarding the syllabus and the programme content.

5.3. The MBA Organization Director at GFKM is concerned with the organisation of the courses, and in particular the preparation of the academic session plans and the schedules for term papers, exams and tutorial meetings. The MBA Organization Director at GFKM serves as an intermediary in the contacts between the students and the lecturers and collects term papers, diploma project proposals and diploma projects from the students. The MBA Organization Director at GFKM provides the students with general textbooks, lecturer's textbooks and other didactic materials (in

electronic format or as optionally permitted hard copy) and notifies the students about their term paper and examination results. The responsibilities of the MBA Organization Director at GFKM include ensuring adequate training conditions and remaining in constant contact with the students. The students may contact the MBA Organization Director at GFKM directly on all organisational matters related to the Programme.

5.4. The main rights of an Programme student include:

- the right to participate in all classes of the programme,
- the right to receive a set of textbooks and other aids planned for use in the Programme,
- the right to have tuition sessions with lecturers responsible for teaching the various subjects, within the scheduled tuition hours,
- the right to chose the diploma project tutor,
- the right to elect the course prefect to represent the students' interests in the contacts with the MBA Organization Director at GFKM and the MBA Programme Director at GFKM.

5.5. The main obligations of an MBA Programme student include:

- systematic and timely fulfilment of duties under the course Programme,
- observance of ethical standards,
- promoting the atmosphere of collaboration, respect and mutual understanding,
- observance of the binding Programme Regulations,
- sustaining good reputation of the Programme.

5.6. The payment towards the tuition fee made by the student of the Programme into the Organizer's account is tantamount to acceptance of these Regulations and a confirmation of his or her participation in the Programme.

5.7. In any matters not covered by these Regulations, a student has the right to contact the Organizer directly by means of a written application.

Appendix 1 to Programme Regulations

The format of a diploma project proposal

1. General recommendations

The diploma project proposal should include full available information about the planned project and the steps which need to be taken to successfully complete it. The proposal should be written in any word processor in A4 page format using the Times New Roman 12p font and submitted to MBA Organization Director in electronic format.

2. Proposal structure

2.1. Project title

The Proposal should include the title of the proposed diploma project. The title may be altered at a later date, subject to consultation with the project tutor.

2.2. Objective and scope

The proposal should state the objective and scope of the project briefly and clearly. It should also present what the author intends to achieve and what methods are going to be used.

2.3. Data sources

The proposal must specify what data is necessary to carry out the project, where it is going to be researched and what limitations in data access are expected. A differentiation must be made between primary data, i.e. data collected directly by the student (e.g. through interviews, surveys or analysis of available databases) and secondary data (published earlier or gathered for other purposes).

2.4. Other important surveys and projects

The results of other similar surveys and projects should be briefly characterised in the context of their possible application to the student's own project.

2.5. Proposed methodology

The proposal should describe the methods and techniques of data collection, analysis and interpretation that will be used to convert raw data into practically valuable results.

2.6. Expected difficulties and limitations

The critical elements of the proposed project should be indicated and the risk of potential failure should be estimated.

2.7. The layout and content of chapters

The titles of chapters should be proposed and their content should be briefly described. The layout, titles and the content of the particular chapters may be subsequently modified.

2.8. Project work schedule

The proposed completion dates for the particular chapters and the date of project submission should be indicated.

2.9. Tutor's approval

Project approval in electronic format must be obtained from the tutor and confirmed by MBA Programme Director at GFKM.

Appendix 2 to Programme Regulations

The structure of a diploma project

1. Project format

1.1. Cover sheet and title page

The template of the diploma project cover sheet has been shown in Tables 1a and 1b. The template of the title page has been shown in Tables 2a and 2b. Depending on the requirements of the validating institution, for selected groups GFKM may change the template and title page of the diploma project.

1.2. Other formal requirements

- The projects should be prepared and submitted electronically in Word and PDF file format.
- The Project should be in Times New Roman CE 12p font, in A4 page format with 1.5 line spacing.
- The left margin should be 3.5 cm, the right, upper and lower should be 2.5 cm.
- The page numbers should be in the lower right corners.
- Each page should have a header including the author's first and last name, the name and number of the Programme and the logo of Gdańsk Foundation for Management Development (GFKM).
- GFKM may have honours diplomas printed and bound, so that hard copies may be handed to the student and shown to the validating institution.

1.3. Page numbering

The pages of the Project, beginning from the Table of Content to the Enclosures should be numbered in small Arabic numerals (1, 2, 3, 4,...).

1.4. Consistency with template

The project template described above must be strictly adhered to. Diploma projects which fail to meet the formal requirements shall not be accepted.

2. Project structure

The diploma project must have the following uniform structure:

2.1. Acknowledgements

A student who wishes to thank persons or institutions that were helpful in preparing the project should do it in a brief and concise manner.

2.2. Table of contents

The table of contents should include the titles of the main parts of the project (e.g. chapters and sections) with relevant page references.

2.3. Abstract

The abstract in Polish and English constitutes an integral part of the diploma project. It should present the main goals of the project, the research methods and the results achieved. The abstract should be approximately 1200 words long (4-5 pages). The abstract should follow immediately after the project title and the Table of Contents.

2.4. List of tables and figures

The tables and figures included in the Project must be sequentially numbered.

They must have captions which fully reflect the essence and nature of the presented data.

Numbers and titles are placed above the tables and figures.

Underneath tables and figures, there must be reference to the data sources which were used to produce the table or figure. The sources are to be quoted using the format prescribed for notes.

If the material is prepared independently by the student, then the note should state what was used as the basis, for instance materials or financial statements of company X, title, date and page number, or other reference, e.g. Source: own material, developed on the basis of internal materials of XYM company: title, year, page.

2.5. List of symbols and specialist terms

The list should include definitions of the symbols used in the project and definitions of specialist terms. The symbols and terms should be ordered alphabetically.

2.6. Introduction

This chapter should acquaint the reader, possibly a non-specialist, with the issues taken up in the project. The detailed scope of the project should be defined against the broader background of the discussed topic, and the choice of the scope should be justified. The problems analysed should be systematized in the organisational context, market context etc.

2.7. Problem description and literature review

This is the first theoretical chapter of the project. This chapter should include a detailed description of the discussed issues, quoting previously published solutions and analyses. The existing solutions should be evaluated here, and their applicability and importance should be assessed in the context of the goals of the project. In this chapter, the knowledge of published solutions and the ability to interpret and evaluate them should be demonstrated. All quotations, materials and data taken from external sources must be duly referenced to notes and Bibliography.

2.8. Methodology

This chapter should focus on the applied research methods and the methods of data collection, processing, analysis and interpretation.

2.9. Research results

This chapter should describe the empirical results (results originating from primary sources), quoting data that is duly processed and ordered.

2.10. Result analysis

This chapter of the project should contain critical analysis of the results, their logical interpretation in the light of the theory presented in the literature review chapter, as well as comparisons with results achieved by other authors.

2.11. Conclusion

This final chapter of the Project should include conclusions based on the achieved results, as well as practical recommendations addressed to particular entities (company, department, person etc.).

2.12. Appendices

If it is necessary to present additional materials and data to supplement the Project and its conclusions, they may be presented in the form of appendices.

2.13. Bibliography and references

All references should be quoted both in the notes and in the Bibliography. The bibliography should be ordered alphabetically by author's last name (or by the last name of the first of the authors) or by title (in case of collective publications).

Bibliographical data of bound publications should include: the name of the author(s), initials of the first names, title, publisher, edition, place and year of publication.

E.g. Janis I.L., Mann L.: Decision Making, Free Press, New York, 2018.

Bibliographical data of articles should include: the name of the author(s), initials of the first names, title, name of the periodical, volume and the year of publication.

E.g. Dawes R., Johns J.: Linear models in decision making, Psychological Bulletin, 91 (2018).

All items in the bibliography should be referred to in the text of the Project paper and they should be included in the notes.

Notes related to bound publications should include: the name of the author(s), initials of the first names, title, publisher, edition, place and year of publication and page number.

Notes related to articles should include: the name of the author(s), initials of the first names, title, name of the periodical, volume, year of publication and page number.

Notes related to literature may include remarks and comments of the project author, concerning the referred text.

Internet sources must be included in both the notes and the bibliography and the notes should include the access day, e.g. Ward S.: Small Business Canada Guide, <http://humanresources.about.com/bltraining.htm>, (28.02.2021).

All other materials and data must have due references to the source of origin, eg. Mały Rocznik Statystyczny Polski 2017, Główny Urząd Statystyczny, Warszawa, 2017, p. 122.

Tab. 1a. Template for the diploma project booklet cover in Polish

GDAŃSKA FUNDACJA KSZTAŁCENIA
MENEDŻERÓW
i SOPOCKA AKADEMIA NAUK STOSOWANYCH

PROJEKT DYPLOMOWY EXECUTIVE MBA ACCA

(TYTUŁ PROJEKTU)

(Imię i nazwisko autora)

(Rok złożenia projektu)

GDAŃSK FOUNDATION
FOR MANAGEMENT DEVELOPMENT
and
(e.g.) SOPOT UNIVERSITY OF APPLIED SCIENCES

EXECUTIVE MBA ACCA FINAL PROJECT

(TITLE OF THE PROJECT)

(Author's name and surname)

(Year of submission)

Tab. 1b. Template for the diploma project booklet cover in English

(TYTUŁ PROJEKTU)

Projekt wykonano w ramach Programu Executive Master of Business Administration Association of Chartered Certified Accountants prowadzonego przez Gdańską Fundację Kształcenia Menedżerów i Sopotnią Akademię Nauk Stosowanych

Imię, nazwisko autora)

(Miejscowość, miesiąc, rok złożenia projektu)

Opiekun naukowy: (tytuł i stopień naukowy, imię i nazwisko)

Promotor: (tytuł i stopień naukowy, imię i nazwisko)

Tab. 2a. Template for the diploma project title page in Polish

(TITLE OF THE PROJECT)

The project accomplished during Executive
Master of Business Administration Association
of Chartered Certified Accountants Program
conducted by Gdańsk Foundation for
Management Development and SOPOT
UNIVERSITY OF APPLIED SCIENCES

(Author's name and surname)

(Place, month, year of submission)

Senior Supervisor: (title, academic position, name and surname)

Supervisor: (title, academic position, name and surname)

Tab. 2b. Template for the diploma project title page in English