



WSH

Wyższa Szkoła
Handlowa
we Wrocławiu

DIPLOMA REGULATIONS

UNIVERSITY OF BUSINESS IN WROCLAW

Wroclaw 2019

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§ 1. General conditions for the preparation of diploma theses

1. Regulations regarding the diploma process and conducting the diploma exam (Diploma Regulations) at the University of Business in Wrocław (WSH in Wrocław) determine the diploma process for which the Dean is to be responsible.
2. The Dean may appoint a plenipotentiary responsible for diploma process for a given field of study or for all fields of study implemented at the faculty.
3. The basic documents, regulating the principles and mode of diploma are:
 - 1) Study Regulations of the University of Business in Wrocław;
 - 2) Educational programs along with study plans and programs;
 - 3) University system of education quality assurance, implemented at the University of Business in Wrocław;
 - 4) System for verification and assessment of learning outcomes;
 - 5) Dean's ordinances regarding diploma process.
4. The diploma thesis is an independent development of a scientific, artistic or practical issue or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies at a given field, level and profile, as well as the ability to independently analyze and reason.
5. The diploma thesis may be constituted by, first of all, a written thesis, but it may also be a published article, a project work, including a practical project, a program or a computer system as well as a construction and technological work.
6. The diploma thesis is compulsory in the case of second-cycle studies (master's thesis). In case of first-cycle studies, the diploma thesis is implemented, if the study program requires it. It was assumed at the WSH in Wrocław that in the case of first-cycle studies, the engineering program will provide for the diploma thesis, and the bachelor degree program - only the diploma exam.
7. Regardless of the form of the diploma thesis (paragraph 5), the substantive preparation of the diploma thesis shall be in paper form, in accordance with the requirements of § 4. The student shall attach to the diploma thesis an extensive summary, an electronic version of the thesis consistent with the printed version and other required documents specified in separate regulations .
8. The diploma thesis, in particular the engineering thesis of an analytical and diagnostic project nature or construction work, may be prepared by more than one student, provided that it is possible to derive particular parts, prepared by individual students and on this basis determine the workload and its substantive value.

§ 2. Thesis advisor

1. A thesis advisor with a title or academic degree is appointed to manage the theses. The list of academic teachers authorized to conduct the diploma thesis on a given specialty is established by the Dean.
2. The Dean may authorize a person employed outside the University with at least a doctoral degree to conduct engineering thesis. In special cases, a thesis advisor may become a person with a master's degree (or master's engineer), if they can demonstrate significant practical experience in the field of particular specialization under which the thesis is being prepared.
3. At the duly justified student's request, the Dean may change the thesis advisor.
4. The scope of scientific and didactic interests of the thesis advisor should be substantively related to the field of study that the student finishes and cover the topic of work.
5. The student shall report to the academic teacher, authorized by the Dean's decision to conduct the diploma thesis, in order to obtain their consent to conduct the diploma thesis as a thesis advisor. After obtaining aforementioned consent, the student works in accordance with the tasks and expectations set by the thesis advisor.
6. It is accepted that the thesis advisor may direct the implementation of up to 10 diploma theses in a given field of study or specialization. Conducting more theses, however not more than 15, requires the Dean's consent.

§ 3. Themes of diploma theses

1. The thesis advisor, in consultation with the student, defines the subject of the diploma thesis in the field of his chosen specialty, not later than before he completes:
 - 1) the fifth semester - in the case of engineering studies or
 - 2) second semester - in the case of second-cycle studies.
2. When determining the topic of the diploma thesis, the following factors should be taken into account:
 - 1) field of study and specialization of education,
 - 2) student's interests,
 - 3) real possibilities of performing the given work by the student.
1. Themes of theses, agreed with the thesis advisor, are approved by the Dean in consultation with the heads of individual organizational units.
2. The list of approved themes of theses will be announced to the heads responsible and leading the theses. The thesis advisors are obliged to inform their students about aforementioned list, and in case of the Dean's reservations, to supervise the correction of the thesis theme to the necessary extent.
3. The theme of the diploma thesis may be changed in the last semester intended for the completion of the diploma thesis only in justified cases with the consent of the Dean. A student requesting a theme change submits a written application to the Dean along with the justification and a written opinion of the thesis advisor.

§ 4. Basic requirements for the diploma thesis

4.1. Design and engineering work

1. The diploma project completes the specialty of engineering education and should stand as a confirmation of the practical use of knowledge acquired while studying professional specialization. The purpose of developing a project thesis lies also in demonstration by a student:
 - 1) the ability to use the knowledge acquired during studies;
 - 2) independence in solving simple problems, in particular the ability to analyze and diagnose;
 - 3) in-depth knowledge of the specialties covered by the study program;
 - 4) the ability to select literature and source materials and the scope of their use;
 - 5) specialist knowledge acquired during studies;
 - 6) the ability to logically formulate thoughts and record them accurately in the form of text.
2. The recommended volume of the main part of the thesis is 20 to 30 pages of A4 text. However, it depends on the topic taken and the issues it contains, as well as the arrangements of the thesis advisor with the student.
3. The graduate, in consultation with the thesis advisor, includes elements of research methodology in the study. They should be included in the introduction (the aim of the work and the research goal, research problems, assumed hypotheses and research tools used).
4. In the case of team work - the introduction should include work input of individual team members into the implementation of the thesis.
5. The thesis in form of the project should contain the following elements:
 - 1) title page according to the template contained in the study (Annex 2);
 - 2) table of contents (containing chapter titles and subsection titles up to one level down);
 - 3) introduction, including project work goals (to whom it is addressed to, what problem does it solve, what does the originator intend to achieve - social change, practical, educational result, etc.);
 - 4) theoretical chapter and sub-chapters as well as practical chapter and sub-chapters, including a description of how to achieve the objectives (specific actions taken as part of the project work, their course - calendar, descriptive material containing both analysis and diagnosis (solution projects, models);
 - 5) conclusion;
 - 6) list of cited literature, divided into paper items and electronic sources;
 - 7) lists of drawings and tables;
 - 8) attachments (if any);
 - 9) statement of the graduate (Annex 3).

4.2. Thesis as a published article

1. Preparation of the diploma thesis in the form of an article aims to demonstrate that the student:
 - 1) the ability to use the knowledge acquired during studies;
 - 2) independence in solving simple problems and justifying one's decisions, views or solutions in this respect, ending with appropriate conclusions;
 - 3) in-depth knowledge of the specialties covered by the study program;
 - 4) the ability to select literature and source materials and the scope of their use;
 - 5) specialist knowledge acquired during studies;
 - 6) the ability to logically formulate thoughts and record them accurately in the form of text.
2. The recommended volume of the main part of the diploma thesis is from 10 to 15 pages of A4 text, with an attached article, affiliated with the University, published in the reviewed publication.
3. The graduate, in consultation with the thesis advisor, includes elements of research methodology in the study. They should be included in the introduction (the aim of the work and the research goal, research problems, assumed hypotheses and research tools used).
4. In the case of work performed as an article, it is not expected to be carried out in a team mode. This requirement does not apply, however, when the article is a team creation - team members can write a joint thesis.
5. The thesis should contain the following elements:
 - 1) title page according to the template contained in the study (Annex 2);
 - 2) table of contents (containing chapter titles and subsection titles up to one level down);
 - 3) introduction;
 - 4) chapters and subchapters relating to the content of the article - being a supplement or explanation of the theses contained in the article;
 - 5) conclusion;
 - 6) list of cited literature, divided into paper items and electronic sources;
 - 7) lists of drawings and tables;
 - 8) attachments (if any);
 - 9) graduate statement (Annex 3).

4.3. Thesis as a computer program or construction work

1. The development of a technical thesis is aimed at demonstrating by the graduate student:
 - 1) the ability to use the knowledge acquired during studies;
 - 2) independence in solving technical problems and presenting the adopted practical solutions;
 - 3) in-depth knowledge of the specialties covered by the study program;
 - 4) the ability to select scientific literature and source materials and the scope of their use;
 - 5) specialist knowledge acquired during studies;

- 6) in-depth ability to implement knowledge for practical applications.
2. The recommended volume of the theoretical part of the thesis is from 10 to 15 pages of A4 text, which is attached to a computer program or a given structural work.
3. The graduate, in consultation with the thesis advisor, includes elements of research methodology in the study. They should be included in the introduction (the aim of the work and the research goal, research problems, assumed hypotheses and research tools used).
4. In the case of carrying out work in a team mode - determining, in the theoretical part, the contribution of work regarding individual team members into the implementation of the thesis.
5. [The thesis should contain the following elements:
 - 1) title page according to the template contained in the study (Annex 2);
 - 2) table of contents (containing chapter titles and subsection titles up to one level down);
 - 3) introduction;
 - 4) chapters and sub-chapters relating to practical solutions, e.g. construction;
 - 5) conclusion;
 - 6) list of cited literature, divided into paper items and electronic sources;
 - 7) lists of drawings and tables;
 - 8) attachments (if any);
 - 9) statement of the graduate (Annex 3).

4.4. Master's thesis

1. Master's thesis ought to be characterized by a much higher level, both of substantive development of issues, as well as research methods and techniques used than the first degree diploma thesis. Master's thesis is undertaken in order to independently solve or develop theoretical or practical issues.
2. The development of the master thesis is aimed at demonstrating by the graduate student:
 - 1) the ability to use the knowledge acquired during studies;
 - 2) in-depth knowledge regarding one of the scientific disciplines, covered by the study program (the subject of master's thesis should correspond, as far as possible, with the research directions of the plants operating within the faculty);
 - 3) the ability to independently select literature and source materials as well as the scope of their use;
 - 4) independence in solving (research) problems and justifying one's decisions, views or solutions in this respect, encapsulated with appropriate conclusions;
 - 5) the ability to apply research methods, tools and techniques;
 - 6) the ability to logically formulate thoughts and record them accurately in the form of text.
3. The recommended volume of the main part of the thesis is 60 to 80 pages of A4 text. However, it depends on the topic taken and the issues it contains, as well as the arrangements of the thesis advisor with the student.
4. The graduate, in consultation with the thesis advisor, includes elements of research methodology in the study. They should be included in the methodological section, in the

empirical chapter (containing elements such as the purpose of work, research goals, research problems, hypotheses and research tools used).

5. It is not recommended to work in a team mode, but it is permissible if the contribution of team members is accurately determined both in the introduction and in the table of contents.
6. Master's thesis should contain the following elements:
 - 1) title page according to the template contained in the study (Annex 2);
 - 2) table of contents (containing chapter titles and subsection titles up to one level down);
 - 3) introduction;
 - 4) 4 chapters and sub-chapters with a clear division into theoretical and empirical parts (with the description of the study object, methodological sub-chapter and research results);
 - 5) conclusion;
 - 6) list of cited literature, divided into paper items and electronic sources;
 - 7) lists of drawings and tables;
 - 8) attachments (if any);
 - 9) statement of the graduate (Annex 3).

4.5. General requirements

1. The diploma thesis should be written in the language in which, in accordance with the curriculum, studies in a given field are conducted.
2. The use of literature should be indicated in the references and bibliography, and it should be literature going beyond the basic textbook items.
3. The use of literature should be based upon rethinking and processing the positions and views of various authors in accordance with the needs of the topic of the work, indicating the visible own contribution of the student.
4. Placing a quote within the framework of the thesis is has an auxiliary function and must be justified wisely by the purpose (explanation, critical analysis).
5. The quote is intended to supplement and enrich the work, but cannot replace it or create its basic structure. Excessive, overly extensive use of quotes may constitute copyright infringement.
6. The quotes used in the work should be recognizable and clearly marked, regarding the author and source. Failure to distinguish the quotation from the rest of the text is a violation of copyright (plagiarism).
7. The titles and content of chapters of the diploma thesis should successively stem from each other, creating a coherent whole and devoid of randomness.
8. The introduction of the diploma thesis should include: highlighting the problem and justifying the choice of topic, the purpose of the thesis, characteristics of the thesis structure.
9. The ending of the diploma thesis should directly refer to the topic and the purpose of the thesis declared in the introduction and include verification of research questions / theses and conclusions.

10. The thesis should be bound without the possibility of removing or changing pages. Pages should be numbered. The text of the work should be linguistically correct (in stylistic and grammatical terms), with the observance of the editorial provisions of the University

§ 5. Rules for passing the diploma subjects and the diploma exam procedure

5.1. Seminar

1. The subject of the "Seminar" is conducted by the thesis advisor, on dates appointed by them. It is based on the independent work of the student, supervised by the thesis advisor during consultation meetings.
2. The thesis advisor is obliged to set the dates of the seminar meetings for his graduates at the beginning of the "diploma" semester, conveying that information for the attention the Dean's Office. Meetings with graduate students should be held at least once a month for the entire term.
3. The grade from the "Seminar" is established by the thesis advisor according to the guidelines included in the subject syllabus. For the rigor of completing the course, two deadlines apply - basic and retake ones, included in the schedule of the academic year.
4. A necessary condition for passing the first part of the seminar is the approval of the title / theme of work in accordance with the Application Form for the title / theme of thesis (Annex No. 1) and fulfillment of other conditions provided by the promoter.
5. The cards for submitting the title / theme of the diploma thesis shall be submitted by the seminar leaders to the dean's office on time:
 - 1) for the seminar starting in the winter semester - November 15
 - 2) for the seminar starting in the summer semester - April 15.
6. The condition of passing the second part of the seminar is the required activity as well as submission of the final version of the diploma thesis.
7. The seminar ensures the implementation of learning outcomes specified for a given field of study. Learning outcomes should be preserved during the thesis.
8. The diploma seminar is treated as a verification of assumed major learning outcomes, during which students confirm their ability to apply knowledge and skills acquired during studies and demonstrate acquired social competences.
9. The effects anticipated for verification during the seminar and preparation of the diploma thesis should be provided by the lecturers in the seminar syllabuses.
10. Submission of a diploma thesis stands as a precondition for passing the diploma seminar.
11. A student who does not submit the diploma thesis within the retake deadline , submits an application to repeat the semester in the scope of the diploma seminar.
12. Failure to submit a diploma thesis or failure to obtain permission to repeat a semester in the field of the diploma seminar shall result in, in accordance with the Study Regulations, removal from the list of students.

13. A student who has met all the conditions determined in this procedure shall take the diploma examination.

5.2. Diploma and the diploma examination process

1. The "Diploma" subject is conducted at first-cycle, undergraduate studies, in order to prepare students for the diploma examination and to conduct it.
2. In the case of second-cycle studies and engineering studies in the last semester of diploma, the student takes the diploma examination after passing the subject "Seminar".
3. The diploma exam is an oral exam and takes place before the Diploma Examination Board. The Diploma Examination Board is appointed by the Dean, composed of at least three members,. Dean appoints a chairman. Thesis advisor and reviewer are both members of the committee.
4. In justified cases, the Dean may appoint additional persons to the committee. If a member of the committee cannot attend the diploma examination, the Dean shall appoint another person instead.
5. In the case of a diploma dissertation regarding the field of interdisciplinary or practical knowledge (eg design or construction dissertation), the Dean may appoint members of the diploma examination board additionally to represent relevant fields of knowledge or experts - practitioners.
6. In exceptional cases, in the absence of a thesis advisor due to random reasons, the Dean may, with the Rector's consent, agree to the diploma examination, provided that the reviewer is present.
7. Schedules of diploma exams for particular years and fields of study are prepared by the Dean's Plenipotentiary, e.g. diploma, and approved by the Dean.
8. The diploma examination should take place not later than one month from the date of submission of the diploma thesis. For justified reasons, the Dean may extend this deadline by another month.
9. The diploma examination may also take place outside the headquarters of the University, in particular in the workplace, from which the data obtained was used to develop innovative solutions or if it is construction or design work based on the production process of this workplace.
10. The diploma examination may also be open.
11. If the didactic classes of a given field (specialization) are carried out in a foreign language, the diploma examination is also carried out in that language. If the implementation of the course is in Polish, and at the student's request the diploma thesis is written in a foreign language, with the Dean's consent, the diploma examination may be carried out in the language in which the thesis was written.
12. The decision to conduct the diploma examination referred to in para. 5 and 6 is undertaken by the Dean at the unanimous request of the thesis advisor and student, submitted 14 days before the exam date and notifies the academic and relevant economic community in electronic form, not later than 7 days before the exam date.

13. The diploma examination should show that the student:
 - 1) identifies problems posed in given questions independently;
 - 2) has the ability to provide answers to questions comprehensively and convincingly, from the thematic area of the engineering project / master's thesis, using the literature, knowledge regarding the field of study and specialization of education, as well as own judgments;
 - 3) Conducts a logical argument;
 - 4) possesses the ability to present research tools used in the empirical process, document the results obtained and interpret them;
 - 5) Uses clear and precise language.
14. The mode of conducting the exam depends on whether the study program included writing the thesis.
 - 1) For the exam with a diploma thesis (the subject of the Seminar being implemented) it consists of two parts. In the first part there is a presentation of the thesis, in which the use of audiovisual techniques is recommended. In the second part, the student answers two questions - one from the thesis advisor and reviewer in the field of topics covering work issues, and the drawn third question related to the scope of the particular field of study, in accordance with the list of issues developed by the heads of organizational units and issued in the relevant order of the Dean for a given academic year.
 - 2) For the exam without writing a diploma thesis (subject Diploma), the exam consists of one-part - the student answers two major questions and one specialty question.
15. The commission assesses the substantive content of the presentation and its quality, answers to the questions of the thesis adviser and reviewer and answers to the drawn question. The final grade for the diploma exam is determined in accordance with the principles set in the Study Regulations.
16. The dean may agree to conduct an open diploma examination upon a written request of a student or thesis advisor. This exam is carried out in the same manner and on the same principles as for closed exams.
17. The application should be submitted by the student at the time of submitting work at the Dean's Office. The application should indicate persons who, at the will of the graduate or thesis advisor, may participate in the diploma examination.
18. Listeners taking part in the open diploma examination are not allowed to ask questions to the graduate.
19. In the case of obtaining an unsatisfactory grade from the diploma examination or an unjustified failure to take this examination, the Dean sets the second, final date of the examination.
20. The second examination may be carried out not earlier than after 1 month from the first examination date and not later than 3 months from the first diploma exam date.
21. Determining the grade for the diploma examination and the final result of studies takes place at a closed session of the commission. The grade from the diploma examination and the final result of studies are given by the chairman of the committee immediately after the examination, after determining the grade.

22. If the student receives an unsatisfactory grade from the diploma exam, the Dean sets the second date for the exam, which is considered to be a retake exam.
23. In the event of a student failing to attend the diploma examination within the prescribed period due to documented health or random reasons, the Dean, at the student's request, sets the next date for the diploma examination, while maintaining the validity of the rigor as appropriate for the basic or retake situation.
24. If the diploma examination is not passed on the second date, the Dean shall issue a decision on striking off the list of students. In this case, the student has the right to resume studies on the principles set in the Study Regulations..

§ 6. Principles of anti-plagiarism control

1. The thesis accepted by the thesis advisor is to be uploaded into the framework of the unified anti-plagiarism system.
2. The result of verification of the diploma thesis by the anti-plagiarism system is the "Similarity report".
3. The promoter gets acquainted with the "Similarity Report" and on this basis makes a decision on admission of thesis to further proceedings (Annex No. 4 - Substantiation of the thesis advisor regarding the student's independent performance of the bachelor's/master's thesis) or about the need to improve the thesis. The thesis advisor informs the student about this fact.
4. During the analysis of the "Similarity Report", the thesis advisor performs an individual assessment of the originality and independence of the work, taking into account, for example, the purpose and nature of the work, the number and type of sources used and the manner and context of their use. If the anti-plagiarism assessment indicates the possibility of excessive borrowings, the thesis advisor responds to the information contained in the similarity report accordingly, either by requesting admission of the thesis to further diploma proceedings, sending the work for re-editing or rejecting it.
5. If it is necessary to improve the thesis, the student introduces the necessary adjustments in the text of the thesis, and after obtaining the approval of the thesis advisor for the introduced corrections, he checks the corrected version of the work with the anti-plagiarism system.
6. After checking the work by the anti-plagiarism system and after obtaining the consent of the thesis advisor for admission of work for further proceedings, the Student submits a set of diploma documents to the Dean's Office.
7. The disc with the full text of the thesis should be:
 - 1) saved in a file in DOC (Microsoft Word) and PDF format
 - 2) up to 10 MB (applies to the DOC format)
 - 3) the title page should not be numbered (i.e. the table of contents starts from page 1).
7. The submitted disc with the text of the thesis should be described with the following information:
 - 1) type of work (BA thesis / MA thesis)
 - 2) title
 - 3) name and surname of the author
 - 4) album number

- 5) first and last name of thesis advisor
- 6) year of submission.

§ 7. Diploma documents

1. The condition of taking the diploma examination is that the student completes the following documents within the time limits specified by the Rector's order regarding the organization of the academic year:
 - 1) one bound copy of the diploma thesis in A4 format, prepared in accordance with the editing rules in force at the University of Business in Wrocław - this copy is bound by the student himself, at his own expense, and it is returned to the student after the exam;
 - 2) one copy of the diploma thesis (master's or engineering) in the text format reduced to A5 (double-sided photocopy of two pages on A4 format - for archival purposes) - not bound, only stapled with a metal staple;
 - 3) confirmation of acceptance of work by the thesis advisor. Attachment. No. 5 - template
 - 4) 4 photos for the diploma in the format 4.5 × 6.5, without frames, without a headwear; persons who apply for a copy of a diploma in a foreign language are required to provide one (fifth) photo with the application and proof of payment;
 - 5) reviews of the diploma thesis (provided by the supervisor and reviewer to the Dean's Office) - Annex No. 6, printout of the report of the anti-plagiarism program, regarding the text of the diploma thesis submitted with a possible justification of the thesis advisor on the student's independent completion of the bachelor's / master's thesis - template - Annex No. 4 and a copy of the diploma thesis in electronic form (CD, text of the thesis saved in a Microsoft Word DOC file)
 - 6) clearance slip - Annex No. 7 together with relevant confirmations on the payment of obligations towards the Dean's Office, the Library, and the bursar's office (including making a one-off administrative fee for issuing a diploma together with two copies and a supplement in Polish, and optionally an administrative fee for issuing a copy of the diploma in a foreign language), the Office of International Cooperation.

§ 8. Evaluation of work

1. The diploma thesis is evaluated by the thesis advisor and one reviewer.
2. Assessment of the work shall be made in accordance with the template set in Annex 6 by submitting documents (reviews) 7 days before the planned date of diploma exam. The following elements of the diploma thesis are subject to evaluation:
 - 1) compliance of the content of the diploma thesis with the adopted theme;
 - 2) work layout and structure;
 - 3) substantive correctness of work;
 - 4) student's own work contribution;
 - 5) selection and use of literature and other sources;

- 6) language and editorial correctness.
3. 3. The reviewer of the diploma thesis should be an academic teacher who has an academic degree or title and substantive preparation for the evaluation of the reviewed diploma thesis.
4. 4. The reviewer is appointed by the Dean and submits the approved list of reviewers to the Dean's Office. The designated lecturer receives e-mail information (confirmed by phone or in a direct conversation) about entrusting him with the duties of a reviewer. A full-time employee may not refuse to review diploma thesis if the thesis is in their area of scientific work.
5. The dean may appoint a person from outside the university who then fulfills the requirements of item 3 to act as a reviewer.
6. When assessing the diploma thesis, the scale of grades from the WSH Study Regulations in Wroclaw shall apply.
7. In the event of a negative review of the diploma thesis by the reviewer, the Dean appoints an additional reviewer with a degree or academic title, with the reservation that the second reviewer cannot have a lower degree or academic title than the first reviewer. A positive assessment of the diploma thesis by the second reviewer completes the process of assessing the diploma thesis, which is accepted for defense.

§ 9. Final provisions

1. The diploma dissertation is the property of the University with the student's copyright, as specified in the Act of February 4, 1994 on Copyright and Related Rights (i.e., Journal of Laws of 2006 No. 90, item 631, as amended .). An archived copy of the diploma thesis is kept in the Student's File Folder in the University's archives for a period determined in separate regulations. A copy of the diploma thesis is given to the student after defence. The electronic version of the work is stored in the repository of diploma theses in the student service system.
2. The Regulations enter into force on 01.10.2019.

Attachment. NO. 1 - Application form for the title / subject of the thesis -
template

Wrocław,
date

Card for submitting the title / subject of the diploma thesis

individual

collective

bachelor's degree

master's degree

Theme submission (first)

update request (In case of changes regarding the
theme)

Name and surname:

Album number:

The level of education:

Form of study:

Major:

Specialization:

Profile of study:

Thesis advisor:

Names of co-authors (collective work).....

Additional information

.....

**Theme / title of the diploma thesis in the language in which it is written (please complete in block
letters)**

.....

.....

.....

Theme / title of thesis in Polish, if the thesis is written in English (please complete in block letters):

.....
.....
.....

Theme / title of the defended diploma thesis at the first degree studies - to be completed only by second-cycle students *(please complete in block letters):*

.....
.....
.....

I submit:

I accept:

.....
(date and signature of the student)

.....
(date and signature of the tennis advisor)

<p>I accept the theme/title of the thesis and as a reviewer I suggest:</p> <p>.....</p> <p>.....</p> <p><i>(date and signature of the head of the relevant organizational unit)</i></p>	<p>I approve:</p> <p>.....</p> <p><i>(date and the Dean's signature)</i></p>
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Seminar leaders are required to submit this card to the dean's office by:

- 1) for the seminar starting in the winter semester - November 15
- 2) for the seminar starting in the summer semester - April 15

.....
(date and signature of the dean)

Attachment. NO 2 - Title page of the thesis - template



**UNIVERSITY OF BUSINESS IN WROCLAW
FACULTY OF ECONOMICS AND MANAGEMENT**

**MAJOR: ENTER THE APPROPRIATE
SPECIALTY: ENTER THE APPROPRIATE**

THEME OF THE THESIS

ENGINEERING / MASTER'S THESIS

ADAM KOWALSKI

THESIS ADVISOR

ALBUM NUMBER 222222

DR HAB. JAN NOWAK

I approve and accept the thesis and grant
the admission for the diploma exam

.....
(date and thesis advisor signature)

Wroclaw 2019

Statement

1. I declare that:

1. This piece of work was written by myself and does not contain content obtained in a manner inconsistent with applicable regulations.
2. The work presented has not previously been the subject of procedures related to obtaining a bachelor's or master's degree in another university.
3. Electronic version of the BA / MA thesis¹

Thesis' theme:

.....

is the final version presented for defense at the University.

4. I grant the University gratuitous license to place my work in the electronic Archive of Diploma Theses system and to multiply and share this work to the extent necessary to protect my right to authorship or the rights of third parties.
5. I agree / I do not agree to share my work in the reading room of the University of Business in Wroclaw.
6. I agree / I do not agree to share my work on the Internet.

.....
(transparent signature of the student)

¹ Delete where inapplicable

Attachment. NO 4 - Substantiation of the thesis advisor regarding the student's independent performance of the bachelor's/master's thesis

Substantiation of the thesis advisor regarding the student's independent performance of the bachelor's/master's thesis

First and last name of the student (author / bachelor / master thesis)		
Album number		
First and last name and academic title of the Bachelor / Master thesis supervisor		
Does the value of the similarity coefficient of the BA / MA thesis (according to the "Similarity Report") exceed 50%?	[] Yes	[] No
Does the value of the similarity coefficient of the bachelor's thesis (according to the 'Similarity report') exceed 5%?	[] Yes	[] No
Substantiation regarding the independence of the bachelor's / master's thesis(Why, despite exceeding the aforementioned similarity coefficients, the work text can be considered as independent work?)		
..... (Locality) (Date) (thesis advisor signature)

Attachment. NO.5 - Approval of the diploma thesis by the thesis advisor -
template

Approval of the diploma thesis by the thesis advisor

Thesis advisor:

.....

ACCEPTANCE OF THE DIPLOMA THESIS

HEREBY I CONFIRM THE ACCEPTANCE OF THE BACHELOR'S / MASTER'S THESIS
SUBMITTED TO ME, WRITTEN WITHIN THE DIPLOMA SEMINAR I CONDUCTED. I
CONSIDER THE WORK AS COMPLETE, PREPARED INDEPENDENTLY, AND I AGREE TO
SUBMIT IT TO FURTHER PROCEEDINGS AND GRANT A PERMIT TO THE STUDENT TO
TAKE ON THE DIPLOMA EXAM.

Name and surname:Album number:

Major

Specialization:

Theme of the thesis:

.....

.....

.....

.....

Wroclaw, date

Thesis advisor signature

Attachment. NO 6 – Thesis advisor / reviewer review - template - PRINTOUT
FROM SYSTEM

Attachment. NO 7 – A clearance slip-template

Wroclaw, date

Clearance slip

Name and surname:

Album

number:.....

Declaration on student's no obligations towards the University

Obligation	Signature	Data	Information
Obligation towards Dean's Office room 1/1			
Obligation towards Financial Department room 3/12			
Obligation towards library room 0/19			
Obligations arising from foreign trips organized by the University room 1/2			