

**Order No. 2/2021/2022 of the
Dean of the Faculty of Economics and Management at the
University of Business in Wrocław
of 4 November 2021.**

on the rules of conducting the diploma exam at the first cycle of studies, for which the program of studies does not provide for a diploma thesis, in the academic year 2021/2022

On the basis of the Rector's Order No. 40/20/21 of May 13, 2021 on the organization of the academic year 2021/2022, the Diploma Regulations and the Study Regulations of the University of Business in Wrocław, I set for the academic year 2021/2022 the following:

§ 1

1. Planowane terminy egzaminów dyplomowych:

Exam dates	Regular date	Resit exam date
Semester		
Summer	From June 27 to July 1, 2022	From September 26 to October 7, 2022

§ 2

1. The conditions for taking the diploma exam on the dates specified in § 1 of this order are:

1.1. Obtaining a complete set of positive credits for the entire course of studies.

1.2. Submitting of the circulation card to the Dean's Office along with the completed, relevant confirmations on the settlement of obligations towards individual university units.

1. At the diploma exam, the Student presents a portfolio confirming the achievement of learning outcomes in the scope of diploma, in particular the qualification thesis, which is the basis for obtaining credit in the Diploma course. The qualification work should meet the formal requirements published as Annex 1 and 2 to this order.

§ 3

1. A student who obtains a credit in the Diploma subject during the re-sit session shall take the diploma exam on the re-sit date.
2. If the Student fails the diploma exam, the student shall submit an application to repeat the semester.

§ 4

1. The diploma exam takes place at the University headquarters. In justified cases, it can be carried out online. The decision on the form of the examination is made by the Dean.
2. The Examination Committee consists of the Chairman of the Board, an academic teacher who conducts the qualification work and another lecturer working in the field, appointed by the Dean. The Dean decides about the final composition of the commission.
3. During the defense, the Student presents the portfolio, in particular the qualification thesis, and answers three questions asked by the members of the Examination Committee.
4. After delivering the paper, in which the Student presents the qualification thesis, the Student presents their achievements (portfolio), on the basis of which the Examination Committee, in addition to knowledge obtained by student, determines the level of skills and social competences that the Student has absorbed during the course of studies, and, above all, how has it affected the independent development of the qualification work.
5. The set of issues in the field of study and diploma specialization is determined by a separate Dean's Order, regarding the conduct / update of the set of issues of the diploma exam for individual majors in the academic year 2021/2022.

§ 5

1. Other issues related to the diploma exam are determined by the Study Regulations of the University of Business in Wrocław.
2. The order comes into force on the day of its signing.

The Dean of
The Faculty of Economics and
Management

Anna Kasperowicz, PhD

For the attention of:

- Rector
- Vice-rectors
- Vice-Dean for Student Affairs
- Heads of departments
- Thesis advisors
- Didactic Office
- Dean's office
- Chairman of the Student Government of the University of Business.

**RULES OF COMPUTER EDITING AND COMPLETING OF
QUALIFICATION WORKS**

1. In order to unify the rules for the execution and archiving of diploma / qualification theses at the University, the following formal and editorial requirements are established:
 - a) the thesis should be written in Microsoft® Word software
 - b) page setup: A4 format; vertical orientation; margins: left 3.5 cm, right 2.5 cm, top 2.5 cm and bottom 3 cm
 - c) spacing (line spacing) of 1.5 lines; in tables, diagrams, descriptions, etc., a single space is allowed
 - d) Times New Roman font; font size: chapter titles (14 - capital letters); subsection titles (13); titles of chapters and subsections - bold; basic text (12)
 - e) each new chapter (introduction, table of contents, ending, bibliography, appendices, etc.) should start on a new page, subsections may be continued on the current page
 - f) after the titles of chapters, sub-chapters, introduction, ending, bibliography - no dots are to be placed
 - g) figures and tables included in the text of the work must be numbered continuously, increasingly " below the figure or table, the source of the material should be provided; Place the titles of the tables above the table and the titles of figures below the drawing, font 12
 - h) page numbering: bottom of the page, right aligned (outer)
 - i) text columns (paragraphs) justified, hyphenation enabled
 - j) footnotes or at the end of the chapter, font size 10, continuous numbering throughout the work or we provide them in the form of references, which correspond to the list of cited publications (literature or bibliography at the end of the work).





UNIVERSITY OF BUSINESS IN WROCLAW
FACULTY OF ECONOMICS AND MANAGEMENT

MAJOR: ENTER APPROPRIATE

**SPECIALIZATION: ENTER
APPROPRIATE**

THESIS TOPIC

QUALIFICATION WORK

ADAM KOWALSKI
REGISTER NO. 222222

LECTURER
JAN NOWAK, PhD

I accept the thesis and admit it
for the diploma examination

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...
*(date and the signature of the thesis
advisor)*

Wroclaw 2022