

ORDER No. 21/22/23  
of the Rector of Wrocław Business University of Applied Sciences  
of 20th December 2022  
**on establishing the updated Regulations of Dissertation Process at the Wrocław Business  
University of Applied Sciences**

Acting on the basis of Article 23 sec.1 of the Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2018, item 1668, as amended) and in connection with § 15 sec. 1 of Statute of the University, I order the following:

**§ 1**

1. The updated *Regulations of Dissertation Process* is established at the Wrocław Business University of Applied Sciences

2. The description of the *Regulations of Dissertation Process* is included in the attachment to this order.

**§ 2**

*The Diploma Regulations*, established by the Order No. 10/21/22 of the Rector of the University of Business in Wrocław of October 27, 2021 on the establishment of the updated Diploma Regulations, are hereby repealed.

**§ 3**

The order is effective as of December 20, 2022.

**Rektor**  
  
Prof. Roman Fulneczek, PhD  
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# **REGULATIONS OF DISSERTATION PROCESS**

**Wroclaw Business University of Applied Sciences**

**Wroclaw 2022**

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## **§ 1. General conditions of the dissertation process**

1. Regulations of the dissertation process define the dissertation process and the conducting of diploma examination at the Wrocław Business University of Applied Sciences (WAB).
2. The Rector, at the request of the Vice-Rector responsible for education, may appoint the Vice-Rector's Plenipotentiary of dissertation process for all fields of study at the University.
3. The basic documents, regulating the principles and mode of dissertation process are:
  - 1) Study Regulations of the Wrocław Business University of Applied Sciences;
  - 2) Study programs along with study plans;
  - 3) University system of education quality assurance, implemented at the Wrocław Business University of Applied Sciences;
  - 4) System for verification and assessment of learning outcomes;
  - 5) Ordinances of the Vice-Rector responsible for education in the field of dissertation process.
4. The diploma thesis is an independent study 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 draw conclusions.
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, the development of computer program or system as well as a construction and technological work.
6. The diploma thesis is obligatory on second-cycle studies (master's thesis). The diploma thesis is carried out on first-cycle studies, if provided for in the study program.
7. Regardless of the form of the diploma thesis (item 5), the substantive preparation of the diploma thesis shall be in paper form, in accordance with the requirements contained in §4. The student attaches an abstract and a list of keywords to the diploma thesis.
8. The diploma thesis, in particular a thesis of an analytical and diagnostic project nature or construction work, may be prepared by more than one student, as long as it is possible to distinguish parts, prepared by individual students and on this basis determine the workload and its substantive value.

## **§ 2. The supervisor of the diploma thesis and the academic teacher conducting the qualification thesis**

1. A supervisor with a title or academic degree is appointed to supervise diploma theses. The list of academic teachers authorized to conduct a diploma thesis of a given field of study is established by the Vice-Rector responsible for education. When the study program does not require the preparation of a diploma thesis, in order to achieve the learning outcomes related to written works, the student prepares a qualification thesis under the supervision of an academic teacher pursuing the dissertation course.
2. In justified cases, the supervisor of a diploma, engineering or qualification thesis may be a person with Master's degree (or Master's engineer), if they can demonstrate the significant practical experience in the field of specialization within which the diploma thesis or qualification thesis is being prepared.

3. A supervisor with a title or academic degree shall be appointed to supervise the diploma theses of the second-cycle studies.
4. On a duly justified request, the Vice-Rector responsible for education may change the diploma thesis supervisor.
5. The scope of research and didactic interests of the thesis supervisor and the teacher conducting the qualification theses should be substantively related to the field of study that the student is finishing and cover the subject of the thesis.
6. The student shall report to the academic teacher, authorized by the decision of the Vice-Rector responsible for education to conduct the diploma thesis, in order to obtain his/her consent to conduct the diploma thesis as a supervisor. After obtaining aforementioned consent, the student works on the thesis in accordance with the tasks and expectations set by the supervisor.
7. As a rule, the thesis supervisor may direct the implementation of up to 10 diploma theses in a given field of study. Conducting a larger number of diploma theses, but not more than 15, requires the consent of the Vice-Rector responsible for education. This rule does not apply to an academic teacher conducting qualification work within dissertation course.

### **§ 3. Topics of diploma and qualification thesis**

1. The thesis supervisor, in consultation with the student, specifies the topic of the diploma thesis, no later than before the students completes:
  - 1) the fourth semester of studies - in the case of bachelor studies (if provided for in the study program)
  - 2) the fifth semester of studies - in the case of engineering studies (if provided for in the study program) or
  - 3) the second semester of studies - in the case of second-cycle studies.
2. The subject of the qualification thesis is determined by the student, but the teacher's approval is required.
3. When determining the topic of the diploma and qualification thesis, the following factors should be taken into account:
  - 1) field of study and/or specialization,
  - 2) student's interests,
  - 3) realistic possibilities of performing the given work by the student.
4. After completing the seminar, the supervisor submits a collective list of topics of conducted diploma theses to the Vice-Rector responsible for education for their approval.
5. The Vice-Rector responsible for education decides on changing the already approved topic of the diploma thesis at the student's written request, after the supervisor's approval.
6. The academic teacher conducting the qualification thesis decides about changing the topic of the qualification thesis that has already been approved.



## **§ 4. Basic requirements for the diploma and qualification thesis**

### **4.1. Master's thesis**

1. Master's thesis should be characterized by a much higher level, both of substantive development of issues, as well as research methods and techniques used than the diploma/qualification thesis of the first-cycle studies. The master's thesis is undertaken in order to independently solve or develop theoretical or practical issues.
2. The purpose of the master's thesis is to demonstrate 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 units 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, completed 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 master's thesis is 60 to 80 pages of A4 text. However, it depends on the topic taken and the issues contained therein, as well as on the supervisor's arrangements with the graduate student.
4. The graduate student, in consultation with the supervisor, includes elements of research methodology in the study. They can be included in the methodological subchapter in the empirical chapter (containing elements such as the purpose of work, research goals, research problems, assumed hypotheses and research tools used).
5. It is allowed to write the thesis in a team mode, but it is possible if the contributions of team members are clearly defined both in the introduction and in the table of contents.
6. The master's thesis should contain the following elements:
  - 1) title page according to the template contained in the study (Annex 1);
  - 2) table of contents (containing chapter titles and subsection titles up to one level down);
  - 3) summary and keywords;
  - 4) introduction;
  - 5) chapters and subchapters with a clear division into theoretical and empirical parts (with the description of the research object, methodological subchapter and research results);
  - 6) conclusion;
  - 7) list of cited literature, divided into paper items and electronic sources;
  - 8) lists of figures and tables;
  - 9) attachments (if any);
  - 10) statement of the graduate student (Annex 2).

## 4.2. Engineering theses

The engineering diploma thesis completes the specialty of engineering education and should be a confirmation of the practical use of knowledge acquired while studying the professional specialization. The development of an engineering thesis is also intended to demonstrate by the graduate student:

- 1) the ability to use the knowledge acquired during studies;
  - 2) independence in solving simple engineering problems;
  - 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 engineering thesis should contain elements of the engineering workshop, such as: formal assumptions, technical drawings, block (schematic) diagrams, design calculations and estimates, references to patents, standards, catalogues, price lists, legal acts, etc.
3. The recommended volume of the main part of the thesis is 30 to 40 pages of A4 text. However, it depends on the topic taken and the issues it contained therein, as well as on the supervisor's arrangements with the graduate student.
4. The graduate student, in consultation with the supervisor, includes elements of research methodology in the study. They should be included in the introduction (the aim of the work and the research objective, research problems, assumed hypotheses and research tools used).
5. In the case of work carried out in a team mode - the introduction should include the contribution of individual team members into the implementation of the thesis.
6. The diploma thesis should contain the following elements:
- 1) title page according to the template contained in the study (Annex 1);
  - 2) table of contents (containing chapter titles and subchapter titles up to one level down);
  - 3) summary and keywords;
  - 4) introduction, including the objectives of the engineering thesis (to whom it is addressed, what problem it discusses or solves, what does the originator intend to achieve, etc.);
  - 5) theoretical chapter and subchapters as well as practical chapter and subchapters, including a description of how to achieve the objectives (specific actions taken as part of the engineering thesis, their course - calendar, descriptive material containing both analysis and diagnosis (solution projects, models);
  - 6) conclusion;
  - 7) list of cited literature, divided into paper items and electronic sources;
  - 8) lists of figures and tables;
  - 9) attachments (if any);
  - 10) statement of the graduate student (Annex 2).

### **4.3. Bachelor's theses**

1. The bachelor' thesis should be a confirmation of the use of knowledge acquired while studying a given field of study. The development of a bachelor's thesis is also intended to demonstrate by the graduate student:

- 1) the ability to use the knowledge acquired during studies;
- 2) the ability to select literature and source materials and the scope of their use;
- 3) specialist knowledge acquired during studies;
- 4) 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 40 to 50 pages of A4 text. However, it depends on the topic taken and the issues contained therein, as well as on the supervisor's arrangements with the graduate student.

3. The graduate student, in consultation with the supervisor, includes elements of research methodology in the study. They should be included in the introduction (the aim of the work and the research objective, research problems, assumed hypotheses and research tools used). However, a methodological subchapter/chapter is allowed as a more complete presentation of the methodological assumptions.

4. In the case of work carried out in a team mode - the introduction should include the contribution of individual team members into the implementation of the thesis.

5. The diploma thesis should contain the following elements:

- 1) title page according to the template contained in the study (Annex 1);
- 2) table of contents (containing chapter titles and subchapter titles up to one level down);
- 3) summary and keywords;
- 4) introduction, including the objectives of the diploma thesis (to whom it is addressed, what problem it discusses or solves, what does the originator intend to achieve, etc.);
- 5) theoretical chapter and subchapters as well as empirical chapter and subchapters, including a description of how to achieve the goals (specific actions taken as part of the diploma thesis, their course – calendar, descriptive material containing both analysis and diagnosis;
- 6) conclusion;
- 7) list of cited literature, divided into paper items and electronic sources;
- 8) lists of figures and tables;
- 9) attachments (if any);
- 10) statement of the graduate student (Annex 2).

### **4.4. Diploma thesis as a published article**

1. The purpose of the diploma thesis in the form of an article is to demonstrate by the graduate 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 regard, completed 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 theoretical part of the diploma thesis is from 10 to 15 pages of A4 text, with an attached article, affiliated with the University.
  3. The graduate student, in consultation with the supervisor, includes elements of research methodology in the study. They should be included in the introduction (the aim of the work and the research objective, research problems, assumed hypotheses and research tools used).
  4. In the case of a thesis as an article, the diploma thesis is not to be carried out in a team mode. However, this requirement does not apply to the case when the article is the work of a team - team members may write a joint diploma thesis.
  5. Upon individual application of the student, supported by the supervisor's opinion, it is possible to complete the diploma thesis in the form of another scientific publication.
  6. The diploma thesis should contain the following elements:
    - 1) title page according to the template contained in the study (Annex 1);
    - 2) table of contents (containing chapter titles and subchapter titles up to one level down);
    - 3) summary and keywords;
    - 4) introduction;
    - 5) chapters and subchapters relating to the content of the article - being a supplement or explanation of the theses contained in the article;
    - 6) conclusion;
    - 7) list of cited literature, divided into paper items and electronic sources;
    - 8) lists of figures and tables;
    - 9) attachments (primarily an affiliated article and, if available, a review of the article);
    - 10) statement of the graduate student (Annex 2).

#### **4.5 Diploma thesis as a computer program or construction work**

1. The development of a technical diploma thesis - as a computer program or construction work - 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) the ability to select scientific literature and source materials and the scope of their use;
  - 4) specialist knowledge acquired during studies;
  - 5) in-depth ability to implement knowledge for practical applications.
2. The recommended volume of the theoretical part of the diploma thesis is from 10 to 15 pages of A4 text, to which a computer program or construction work is attached.
3. The graduate student, in consultation with the supervisor, includes elements of the research methodology in the study. They should be included in the introduction (the aim of the work and the research objective, research problems, assumed hypotheses and research tools used).

4. In the case of carrying out work in a team mode - the theoretical part should specify the contribution of individual team members into the completion of the diploma thesis.
5. The diploma thesis should contain the following elements:
  - 1) title page according to the template contained in the study (Annex 1);
  - 2) table of contents (containing chapter titles and subchapter titles up to one level down);
  - 3) summary and keywords;
  - 4) introduction
  - 5) chapters and subchapters relating to practical solutions, e.g. structural ones;
  - 6) conclusion;
  - 7) list of cited literature, divided into paper items and electronic sources;
  - 8) lists of figures and tables;
  - 9) attachments (primarily developed documentation of a computer program in the form of a resulting file or a developed construction model);
  - 10) statement of the graduate student (Annex 2).

#### **4.6 Engineering project qualification thesis**

1. A qualification thesis in the form of an engineering project is developed when the study program does not provide for a diploma thesis. This work completes engineering education and should be a confirmation of the practical use of the knowledge acquired while studying professional specialization. The purpose of developing a project thesis is also aimed at demonstrating by the student:
  - 1) the ability to use the knowledge acquired during studies;
  - 2) independence in solving simple engineering problems;
  - 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 engineering nature of the work is best reflected in the title, e.g. "Project ...", "Designing ...", "Diagnostics ...", "Identification ...", "Analysis ...", "Assessment ...", "Modeling. ...", "Problem solving method...", "Calculation methods...", "Modification...", "Construction...", "Development...", etc.
3. The engineering thesis should contain elements of the engineering workshop, such as: formal assumptions, technical drawings, block (schematic) diagrams, design calculations and estimates, references to patents, standards, catalogues, price lists, legal acts, etc.
4. The recommended volume of the main part of the qualification thesis is 15 to 20 pages of A4 text.
5. In the case of work carried out in a team mode - the introduction should include the contribution of individual team members into the implementation of the qualification work.
6. The qualification thesis as an engineering project should contain the following elements:
  - 1) title page according to the template contained in the study (Annex 1);

- 2) table of contents (containing chapter titles and subsection titles up to one level down);
- 3) introduction, including the objectives of the project work (to whom it is addressed, what problem it discusses or solves, what does the originator intend to achieve - social change, practical, educational result, etc.)
- 4) a short theoretical chapter and subchapters as well as a practical chapter and subchapters, 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 (projects of solutions, models);
- 5) conclusion;
- 6) list of cited literature, divided into paper items and electronic sources;
- 7) lists of figures and tables;
- 8) attachments (if any).

#### **4.7. Qualification thesis – essay**

1. The qualification thesis as an essay is prepared within the subject of "Dissertation" when the study program does not provide for a diploma thesis. A scientific essay is a short scientific dissertation presenting the subject in a subjective way, popularizing the subject matter in a specific field of knowledge.
2. The preparation of the essay is also intended to demonstrate by the student:
  - 1) the ability to use the knowledge acquired during studies;
  - 2) in-depth knowledge of the specialties covered by the study program;
  - 3) the ability to select literature and source materials and the scope of their use;
  - 4) 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 essay as a qualification thesis is from 15 to 20 pages of A4 text.
4. In the case of work carried out in a team mode - the introduction should include the contribution of individual team members into the implementation of the topic.
5. The qualification thesis as an essay should contain the following elements:
  - 1) title page according to the template contained in the study (Annex I);
  - 2) table of contents (containing chapter titles and subsection titles up to one level down);
  - 3) introduction, an indication of the relevant aspect of the question, definitions of the main terms and an outline of the issues to be discussed;
  - 4) development - a theoretical chapter and subchapters as well as a practical chapter and subchapters, including a discussion of subsequent issues based on the collected material, reference to selected works, theories and concepts, presentation of arguments confirming the author's opinion. Two lines of argument (pros and cons) can also be discussed;
  - 5) conclusion - summary of the main arguments of the essay, defining whether the thesis was considered to be true or false, indicating the practical consequences;
  - 6) list of cited literature, divided into paper items and electronic sources;
  - 7) lists of figures and tables;

8) attachments (if any).

#### **4.8 General requirements**

1. A diploma thesis or a qualification thesis should be written in the language in which classes in a given field of study are conducted in accordance with the study program.
  2. The use of literature should be indicated in the references and bibliography, but it should be literature going beyond the basic textbook items.
  3. The use of literature should consist in rethinking and processing the positions and views of various authors in accordance with the needs of the topic of the work, indicating the student's own visible contribution.
  4. Placing a quote in the thesis is to have an auxiliary function and must be justified 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, too extensive and unjustified use of quotes may constitute a copyright infringement.
  6. The quotes used in the work should be recognizable and clearly marked, regarding the author and the source. Failure to distinguish the quotation from the rest of the text is a copyright infringement (plagiarism).
  7. The titles and content of the chapters of the diploma thesis should successively stem from each other, creating a whole that is internally coherent and devoid of randomness.
  8. The introduction of the diploma thesis should include: highlighting the problem and justifying the choice of topic, indicating the purpose of the thesis, characteristics of the thesis structure.
  9. The conclusion of the 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 outcomes.
  10. The text of the work should be linguistically correct (in terms of style and grammar), in compliance with the editorial rules applicable at the University.
  11. The qualification thesis may be credited in the form of an electronic file, if so specified by the course teacher. However, the work should be a compact text that meets the requirements of point 10.
10. The following formal and editorial requirements apply:
- 1) the thesis should be written using Microsoft® Word software;
  - 2) page settings: A4 format; vertical orientation; margins: left 3.5 cm, right 2.5 cm, top 2.5 cm and bottom 3 cm;
  - 3) spacing 1.5 line. In tables, graphs, descriptions, etc., single spacing is allowed;
  - 4) Times New Roman font; font size: chapter titles (14p – capital letters); subsection titles (13p); chapter and subchapter titles – bold; basic text (12p), in tables - reduced font (11p);
  - 5) each new chapter (introduction, table of contents, conclusion, bibliography, annexes, etc.) should start from a new page, subsections may be continued on the current page;
  - 6) Figures and tables placed in the text of the thesis must be numbered continuously, ascending. The source of the material should be indicated below the figure or table. Table titles should be placed above the table and figure titles below the figure, font 12;



- 7) numbered pages (without title page numbering), page numbering: bottom of page, right alignment (external);
- 8) text columns (paragraphs) justified, hyphenation enabled;
- 9) footnotes or at the end of the chapter, font size 10, continuous numbering throughout the whole work, or provided in the form of references to which the list of cited publications corresponds (literature or bibliography at the end of the work).

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

### **5.1. Passing the subject "Seminar"**

1. The subject of the "Seminar" is conducted by the thesis supervisor, on dates set by him/her. It is based on the independent work of the student, supervised by the thesis advisor during consultation meetings.
2. The thesis supervisor is obliged to set the dates of the seminar meetings for his graduate students at the beginning of the "diploma" semester, forwarded for information to the Dean's Office.
3. The grade for the subject "Seminar" is determined by the thesis supervisor in accordance with the guidelines included in the course syllabus. In order to pass the course, two deadlines apply - basic and retake ones, included in the schedule of the academic year.
4. The seminar ensures the achievement of learning outcomes specified for a given field of study. The learning outcomes should be consolidated during the completion of the diploma thesis.
5. The diploma seminar is treated as a verification of the assumed learning outcomes, during which students confirm their ability to apply the knowledge and skills acquired during their studies and demonstrate the acquired social competences.
6. The effects to be verified during the seminar and the preparation of the diploma thesis should be provided by the teachers in the seminar syllabi.
7. Submitting a diploma thesis is a prerequisite for passing the diploma seminar.
8. A student who does not fail to submit the diploma thesis within the retake deadline, submits an application for repetition of the semester in the scope of the diploma seminar.
9. The student's failure to submit a diploma thesis or failure to obtain permission to repeat a semester in the field of the diploma seminar results in, in accordance with the Study Regulations, removal from the list of students.
10. A student who has met all the conditions set out in this procedure shall take the diploma examination.

### **5.2. Passing the "Dissertation" and "Engineering project" subjects and conducting a diploma examination**

1. The subject "Dissertation" is conducted in the first-cycle undergraduate studies, and the subject "Engineering project" in the first-cycle engineering studies.
2. The condition for passing the subjects from sec. 1 is the development of qualification theses, respectively an essay for bachelor's studies, an engineering project for engineering studies, when the study program does not provide for diploma theses. In this case, for the diploma exam, the



student prepares a portfolio with achievements confirming the achievement of learning outcomes in the scope of dissertation (in particular, qualification works to be presented during the diploma exam).

3. The qualification thesis is not a document of the course of studies and therefore is not subject to the rules of conduct provided for documents listed in § 15 of the Regulation of the Ministry of Science and Higher Education of September 27, 2018 on studies.

4. If the program of study provides for a diploma thesis, the student shall take the diploma examination after obtaining credits for the subject "Seminar" and a positive assessment of the submitted diploma thesis, and after meeting other requirements specified in the Study Regulations determining the admission to the diploma examination.

5. The diploma examination is an oral exam and takes place before the Diploma Examination Board. The Diploma Examination Board is appointed by the Vice-Rector responsible for education and is composed of at least three members. The Vice-Rector appoints a chairman and two members of the Board. When the study program provides for a diploma thesis, the supervisor and the reviewer are members of the Board. If the study program does not provide for a diploma thesis, a member of the Board is an academic teacher conducting the qualification thesis and another teacher in the field of study.

6. In justified cases, the Vice-Rector responsible for education may appoint additional persons to the Board. If a member of the committee cannot participate in the diploma examination, the Vice-Rector responsible for education shall appoint another person instead.

7. In the case of a diploma thesis in the field of interdisciplinary or practical knowledge (e.g. construction work), the Vice-Rector responsible for education may additionally appoint persons representing relevant fields of knowledge or experts-practitioners as members of the Diploma Examination Board.

8. The diploma exam may also take place outside the premises of the University, in particular in the workplace, from which the data obtained was used to develop innovative solutions, or it is a construction or design work based on the production process of this particular workplace.

9. If courses of a given field of study are conducted in a foreign language, the diploma examination shall also be carried out in that language. If courses are conducted in Polish and, at the student's request, the diploma thesis is written in a foreign language, then with the consent of the Vice-Rector responsible for education, the diploma examination may be held in the language in which the thesis was written.

10. The decision to conduct the diploma examination specified in sec. 8 and 9 is taken by the Vice-Rector responsible for education at the joint request of the thesis supervisor and student, submitted 14 days before the exam date. The Vice-Rector responsible for education notifies about exam the academic and relevant business community in electronic form, not later than 7 days before the exam date.

**11. The diploma examination should prove that the student:**

- 1) independently identifies the problems posed in the questions asked;

- 2) is able to comprehensively and convincingly provide answers to questions from the thematic area of the diploma thesis/master's thesis/qualification thesis, using the information from the literature, knowledge of the field of study and specialization of education, as well as own judgments;
  - 3) conducts a logical argument;
  - 4) is able to present the research tools used in the empirical process, as well as to document the obtained results and interpret them;
  - 5) Uses clear and precise language.
12. The mode of conducting the diploma examination, due to the need to verify the degree of achievement of learning outcomes in the field of dissertation process, provides that:
- 1) The exam with a presentation of diploma thesis (the subject of the Seminar) consists of two parts. In the first part, the diploma thesis is presented, to which questions are asked, and the assessment of the answers is a component of the diploma exam grade. This question is recorded in the examination record. In the second part, the graduate student answers two questions - one from the thesis Supervisor and one from the reviewer in the 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 Vice-Rector responsible for education for a given academic year.
  - 2) the exam without writing a diploma thesis (the subject "Dissertation"/"Engineering project") is also a two-part exam. In the first part, the student briefly presents the portfolio, including the qualification thesis, indicating the most important achievements, and receives from the Commission one field question related to the qualification thesis. Then, the Student answers two questions, one in the field of study and one in the field of specialization, in accordance with the list of issues developed by the heads of organizational units and issued in the relevant order of the Vice-Rector responsible for education for a given academic year.
13. The committee assesses the substantive content of the presentation (diploma thesis/qualification thesis) and its quality, the answers to the questions of the thesis supervisor and reviewer and answers to the randomly selected question. The final grade for the diploma exam is determined in accordance with the principles set out in the Study Regulations.
14. In the case of obtaining an unsatisfactory grade from the diploma examination or an unjustified failure to take the examination, the Vice-Rector responsible for education sets the second, final date of the examination.
15. The re-examination may be conducted not earlier than after 1 month from the first examination date and not later than 3 months from the first examination date.
16. Determining the grade for the diploma examination and the final result of studies takes place at a closed session of the board. The grade from the diploma examination and the final result of studies is forwarded for information to the students by the chairman of the committee immediately after the examination, after determining the grade.

17. If the diploma student receives an unsatisfactory grade from the diploma exam, the Vice-Rector responsible for education sets a second date for the exam, which is considered to be a resit exam.
18. If the student fails to appear for the diploma examination on the set date for documented health or random reasons, the Vice-Rector responsible for education, at the request of the student, sets the next date for the diploma examination, maintaining the validity of the rigor as appropriate for the basic or retake term.
19. If the diploma examination is not passed on the second date, the Vice-Rector responsible for education shall issue a decision on removal from the list of students. In this case, the student has the right to resume studies on the principles set out in the Study Regulations.

### **§ 6. Principles of anti-plagiarism control**

1. The diploma thesis, initially accepted by the thesis supervisor, is uploaded by the student to the Archives of Diploma Theses of the University (ADT).
2. The supervisor receives an e-mail notification about the work uploaded to APD and starts the anti-plagiarism check procedure.
3. The result of verification of the diploma thesis by the anti-plagiarism system is the "Similarity report".
4. The supervisor gets acquainted with the "Similarity Report" and on this basis decides whether to accept the thesis for further proceedings or states the need to correct the thesis. The thesis supervisor informs the student about this fact.
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 thesis supervisor's approval for the introduced corrections, the student repeats the procedure of entering the corrected version of the thesis into ADT.
6. After the thesis is approved by the thesis supervisor at ADT, the student prints the thesis and submits it along with a complete set of dissertation process documents to the Dean's Office.
7. Details regarding the rules for submitting dissertation process documents for a given academic year are regulated by an appropriate order of the Vice-Rector responsible for education.

### **§ 7. Dissertation process documents**

1. In order to take the diploma examination, the student must complete the following documents within the deadlines specified in the Rector's order regarding the organization of the academic year:
  - 1) one copy of the diploma thesis in the text format reduced to A5 (two-sided photocopy of 2 pages on A4 format - for archival purposes) – not bound, only stapled in the upper left corner;
  - 2) reviews of the diploma thesis (made in ADT by the thesis supervisor and reviewer - Attachment No. 3), printout of the anti-plagiarism program report regarding the text of the diploma thesis;
  - 3) clearance slip - Annex No. 4 along with the relevant confirmations about the settlement of liabilities 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 diploma and qualification theses**

1. The diploma thesis is evaluated by the thesis supervisor and one reviewer.
2. The diploma thesis is assessed in ADT 7 days before the planned diploma exam date.  
The following elements of the diploma thesis are subject to evaluation:
  - 1) compliance of the content of the diploma thesis with the accepted topic;
  - 2) work layout and structure;
  - 3) substantive correctness of work;
  - 4) the contribution of the student's own work;
  - 5) selection and use of literature and other sources materials;
  - 6) linguistic and editorial correctness.
3. The reviewer of the diploma thesis should be an academic teacher who has an academic degree or title and substantive preparation to evaluate the reviewed diploma thesis.
4. The thesis reviewer is appointed by the Vice-Rector responsible for education after approving the collective list of thesis topics and submits the approved list of reviewers to the Dean's Office.
5. The Vice-Rector for education may appoint a person from outside the university who meets the requirements set out in section 3 to act as a reviewer.
6. When assessing the diploma thesis, the grading scale of Study Regulations of Wrocław Business University of Applied Sciences shall apply.
7. In case of a negative assessment of the diploma thesis by the reviewer, the Vice-Rector for education appoints an additional reviewer with a degree or academic title, with the proviso that the second reviewer may not 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.
8. The evaluation of the qualification thesis is made by the teacher of the subject "Dissertation"/"Engineering project". The assessment of the qualification thesis is a component of the course evaluation. The qualification thesis, as a document confirming the achievement of learning outcomes for a subject, is stored in the course documentation, in accordance with the rules of the learning outcomes verification system.

### **§ 9. Final provisions**

1. The diploma thesis the property of the University with the preservation of the student's copyrights, as defined 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.).
2. An archived copy of the diploma thesis is stored in the Student's File Folder in the University's archives for the period set out in the Regulation of the Ministry of Science and Higher Education of September 27, 2018.





**FIELD OF STUDY: ENTER THE CORRECT  
SPECIALIZATION: ENTER THE CORRECT**

**TOPIC**

**MASTER'S/DIPLOMA/QUALIFICATION THESIS**

**ADAM KOWALSKI**

**ALBUM NO. 22222**

**SUPERVISOR/TEACHER**

**PhD DSc JAN NOWAK**

I accept the work and allow it  
for the diploma exam

.....  
*(date and the Supervisor's signature)*

**Wroclaw 20..**



Attachment. NO 2 – Student's statement – template in ADT

Wroclaw, .....

**Statement**

1. I declare that:

1. This work was written by me myself and does not contain content obtained in any manner inconsistent with applicable regulations.
2. The presented thesis has not previously been the subject of procedures related to obtaining a bachelor's/engineer's or master's degree at another university.
3. Electronic version of the bachelor's/engineer's/master's thesis<sup>1</sup>

Master thesis title:

.....

is the final version, presented for defense at the University.

4. I grant the University a free license to place my thesis in the electronic system of the Archive of Diploma Theses and to multiply and make this work available to the extent necessary to protect my authorship rights, or the rights of third parties.
5. I consent/I do not consent to my work being made available in the WAB reading room.
6. I consent/I do not consent to making my work available on the Internet.

.....

...

((legible signature of the Student )

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1 Delete inappropriate

Attachment. NO 3 – Review of Supervisor/Reviewer - template in ADT

Wroclaw, on .....20.....

Wroclaw Business University of Applied Sciences  
Surname and First Name, Title of the Supervisor /Reviewer

Please evaluate the attached diploma thesis.  
The diploma exam is scheduled for .....20.....  
Head of the Didactic Unit

Author: Name and Surname  
Student's id number: .....

ASSESSMENT OF THE DIPLOMA THESIS

Title of the diploma thesis:  
.....

Thesis Supervisor: Title, Name and Surname of the Supervisor  
Place of writing the thesis: Wroclaw Business University of Applied Sciences  
Diploma seminar: Seminar 3  
Keywords:  
.....

Assessment: ..... (assessment in words)

1. Does the content of the thesis correspond to the topic specified in the title?  
.....
2. Evaluation of the diploma thesis layout: content division structure, completeness of chapters, completeness of theses, etc.: .....

Substantive evaluation of work:

3.(a) were the issues of the thesis correctly defined?  
.....

4.(b) was the purpose of the thesis defined correctly?  
.....

5.(c) has the purpose of the work been achieved?  
.....

6.(d) is the content of the considerations in the work subordinated to the assumed objective?  
.....

7.(e) have the various research methods been defined?  
.....

8.(f) were the research methods chosen correctly?  
.....

9.(g) do the observations, conclusions, outcomes result from the content of the work?  
.....

10.(h) does the work meet the requirements set at the Faculty?  
.....

11. Other remarks: topicality of the issue, is the work a new approach to the problem? etc...:  
.....

Characteristics of the selection and use of the subject literature and other sources:

12.(a) is the literature of the subject properly selected?  
.....

13.(b) is the reference to literature and source materials correct?  
.....

14. Other remarks:  
.....

Evaluation of the formal side of thesis:

15.(a) language and writing technique used  
.....

16.(b) edition of tables and figures  
.....

17.(c) preparation of lists (contents, figures, tables, attachments)  
.....

18. other remarks:  
.....

Usage of work:

19.(a) access in the surveyed enterprise  
.....

20.(b) source material for teaching and/or other research  
.....

21.(c) another way, what?  
.....

22. Justification of the assessment  
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.....

Wroclaw, on .....20.....

(reviewer's signature approved electronically)

# Attachment. NO 4 – A clearance slip-template

Wroclaw, date .....

## CLEARANCE SLIP

Student

Name and surname:

Album number:

Declaration on student's no obligations towards the University:

Obligation	Signature	Data	Information
1) Obligation towards Dean's Office room 1/1			
2) Obligation towards Financial Department room 3/11 or 1/6			
3) Obligation towards library room 0/19			
4) Settlement of the parking card reception			
5) Obligations arising from foreign trips organized by the University room 2/2			
<u>Applies only to foreigners:</u> 6) Settlement of the language course room 1/2 and 1/3			





