

**Order No 2/2024/2025**  
**issued by Vice-Rector for Education**  
**The Wroclaw Business University of Applied Sciences**  
**on 28 November 2024**

*regarding the rules for conducting the diploma examination at the first- degree studies, whose programme does not provide for the submission of a diploma thesis, in the academic year 2024/2025*

On the basis of the Wroclaw Business University of Applied Sciences Study Regulations as well as the Regulation No.40/2023/2024 issued by the Rector of the Wroclaw Business University of Applied Sciences (28<sup>th</sup> May 2024) on the organization of the academic year 2024/2025, I set for the academic year 2024/2025:

§ 1

1. Deadlines for submitting a clearance slip and completed relevant confirmations on the settlement of liabilities towards particular university units:

Terms for submitting works Semester	Main Term	Make –up Term
Winter	01 February 2025	01 March 2025
Summer	14 June 2025	13 September 2025

1. Planned terms of diploma examinations:

Examination dates Semester	Main exam term	Make-up exam term
Winter	From 10 February to 14 February, 2025	From 10 March to 14 March, 2025
Summer	From 07 July to 11 July, 2025	From 23 September to 27 September, 2025

§ 2

1. The condition for taking the diploma examination within the periods specified in § 1 of this Regulation shall be:
  - a) Obtaining a set of positive credits from the entire course of studies;
  - b) Obtaining by the Student appropriate confirmations of payment of obligations to individual university units (on the circulation card), finally approved by the Dean's Office
2. At the diploma exam, the Student submits a portfolio confirming the achievement of learning outcomes in the field of diploma/engineering project, and in particular the qualifying thesis, which is the basis for obtaining credit in the Diploma/Engineering Project course. The qualifying work should meet the formal requirements published as Appendix No.1 and No. 2 of this Regulation.

§ 3

1. The student who obtains credit in the Diploma/Engineering Project course in the make-up exam session, takes the diploma exam also in the make-up terms.
2. The student who fails to obtain a pass in the Diploma/Engineering Project course in the make-up exam session does not fulfil the basic condition for taking the Diploma Examination. Such the Student may be directed to repeat the semester/year if they submit an application for repeating the semester/year or they are expelled from the student list.

§ 4

1. In the case of obtaining an unsatisfactory grade in the diploma examination or unjustified failure to take this examination, the Vice-Rector for Education sets a second, final date for the examination.
2. The second examination may be conducted no earlier than 1 month from the first exam date and not later than 3 months from the first diploma exam date.

§ 5

1. The diploma examination takes place in the stationary form. In justified cases, it can be carried out online. Decisions on the form of the exam are made by the Vice-Rector for Education.

2. The Examination Committee consists of the Chairperson of the Committee, an academic teacher conducting the qualifying thesis, and another lecturer in the field of study, appointed by the Vice-Rector for Education. The final composition of the committee is decided by the Vice-Rector for Education.
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 giving a self-report dedicated to presentation of the qualifying thesis, the Student presents his/her achievements (portfolio), on the basis of which the Examination Committee, in addition to knowledge, determines the level of skills and social competences acquired by the Student during the course of studies, and above all, how these influenced the independent preparation of the qualifying thesis.
5. The set of issues related to the field of study and diploma specialization is determined by a separate Regulation of the Vice-Rector for Education on maintaining/updating the set of diploma examination issues for individual fields of study in the academic year 2023/2024.

§ 6

1. Other issues related to the diploma examination are settled by the Study Regulations.
2. The Regulation comes into force on the day of signing.

Vice-Rector for Education  
Prorektor ds. Kształcenia

PhD. Eng. Halina Węgrzyn, WAB Prof.

To information:

- 1) Rector
- 2) Vice-Rector for Research and International Cooperation
- 3) Vice-Rector for University Development and Cooperation with the Environment
- 4) Student Representative for the Vice-Rector for Education
- 5) Managers of fields of study
- 6) Course Keepers
- 7) Didactics Office
- 8) Dean's Office
- 9) Chairman of the Student Self-Government

## **RULES OF COMPUTER EDITION AND CREATION OF QUALIFYING WORKS**

1. In order to standardize the rules for the preparation and archiving of diploma/qualifying theses at the University, the following formal and editorial requirements are established:
  - a) the thesis should be written using *Microsoft® Word* software,
  - b) page setup: A4 format; portrait 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, charts, descriptions, etc., single spacing is allowed,
  - d) Times New Roman font; font size: chapter titles (14p – capital letters); subsection titles (13p); chapter and subchapter titles – bold; basic text (12p),
  - e) each new chapter (introduction, table of contents, conclusion, bibliography, annexes, etc.) should start on a new page, subchapters may be continued on the current page,
  - f) after the titles of chapters, subchapters, introduction, conclusion, bibliography - do not put period,
  - g) figures and tables placed in the text need to be numbered continuously, ‘ascending’, the source of the material should be given under the figure or table; table titles should be placed above the table and figure titles below the figure; font 12,
  - h) page numbering: bottom of the page, right alignment (external),
  - 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 they might be provided in the form of references, which correspond to the prepared list of cited publications (literature or bibliography at the end of the work).

**COVER PAGE TEMPLATE**



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

**TOPIC**

**QUALIFYING THESIS/ENGINEERING PROJECT**

**ADAM KOWALSKI**

**PROMOTER / LECTURER**

**ALBUM NO. 22222**

**PhD DSc JAN NOWAK**

I accept the work and allow it  
for the diploma exam

.....  
*(date and the Promoter signature)*

**Wroclaw 2025**