

**Order No 3/2024/2025**  
**issued by Vice-Rector for Education**  
**Wroclaw Business University of Applied Sciences**  
**on 28 November 2024**

*regarding the rules for submitting master's theses and conducting the diploma examination  
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 May 2024, Wroclaw) on the organization of the academic year 2024/2025, I set for the academic year 2024/2025:

§ 1

1. Deadlines for submitting diploma theses:

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

2. In case, the Student is long-term ill or unable to complete the work on time for reasons beyond their control, which is supported by an appropriate document, the Student Representative for the Vice-Rector for Education may postpone the deadline for submitting the diploma thesis. In this case, the diploma examination should be held within one month from the date of submission of the diploma thesis.

3. Planned terms of diploma exams:

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

The rules for submitting diploma theses include the following activities:

1. The student logs in to the Diploma Thesis Archive (APD- Polish acr.) (apd.wab.edu.pl) and follows the instructions for students, which describe the stages of diploma thesis registration.
2. Next step is uploading the thesis file, previously approved by the Promotor as a part of the seminar classes. The work should meet the formal requirements published as Appendix No. 1 and No. 2 of this Regulation.
3. The APD system informs the Promoter by e-mail about the thesis being uploaded. The Promoter follows the instructions provided in the system; first, he/she checks the uploaded file and starts the verification procedure in the Uniform Anti-Plagiarism System (JSA- Polish acr.).
4. After generating the anti-plagiarism report in the APD system, the Promoter analyzes and approves it within a maximum of 3 days.
5. The work may be considered independent and be admitted for further evaluation, if the Percentage Similarity Size (PRP – Polish acr.), i.e. the ratio of the text size with fragments of similarity to the entire size of the text under examination, expressed as a percentage, did not exceed the threshold value of 20% and the JSA did not detect activities aimed at concealing plagiarism.
6. If the Percentage Similarity Size (PRP), i.e. the ratio of the text size with fragments of similarity to the entire text size of the thesis, expressed as a percentage, exceeded the threshold of 20%, the thesis Supervisor may decide to:

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- a) admit the thesis for defense, i.e. consider the thesis as self-written/not showing significant similarities detected during the verification, and provide justification in the "Anti-plagiarism test report", and then submit the printed and signed report to the Dean's Office,
  - b) send the thesis back in order to make the necessary corrections, after which the Student re-uploads the thesis to the APD system, whereafter it becomes the subject to subsequent verification by the anti-plagiarism system (the Student has only four ways to check the work by the JSA system),
  - c) reject the work to be defended, i.e. recognizing the work as containing significant similarities detected as part of verification by JSA or stating, that it contains manipulations that hinder the study. .
7. If the thesis is not allowed to be defended, the Student receives an unsatisfactory grade from the Seminar in the main term and proceeds to the make-up term. In the make-up term, the procedure described in points 1-4 applies. However, if the thesis Supervisor refuses to admit the thesis again, the Student is directed to repeat the semester - if he/she submits an application for repeating the semester - or is struck off the list of students.
  8. After obtaining the Promoter's approval in terms of the anti-plagiarism report, the thesis is automatically submitted for review by the APD system.
  9. After accepting the work in the APD system, the thesis Supervisor enters the credit for the Seminar subject, entering the grade into the protocol in USOSweb.
  10. Reviews are submitted by Reviewers (Supervisor and Reviewer) in the APD system.

#### § 3

1. When, after the first semester of Seminar the diploma thesis topic is approved, the title of the thesis is entered by the Dean's Office employee into the USOS system.
2. In order to review the thesis, Vice-Rector for Education appoints a Reviewer.
3. Approval of the review in the APD by the Reviewer is equivalent to signing the review electronically. Reviews should be made no later than 3 business days before the planned defence date.
4. Reviews are carried out in Polish for papers prepared in Polish and in English for papers written in English.
5. Reviews of diploma theses are public.
6. Reviews from the APD system are printed by the Dean's Office and attached to the diploma exam report.
7. In the case of one negative and one positive review, the Vice-Rector for Education directs the thesis for an additional review and appoints a third Reviewer, who is entered into the system by an employee of the Dean's office. After obtaining a positive second review, the thesis is ready to be defended.
8. In the case of another negative review, the Student submits an application for repeating the semester or is removed from the list of students.

#### § 4

1. The condition for taking the diploma examination on the dates specified in § 1 of this Regulation is:
  - 1.1. Obtaining a set of positive credits from the entire course of studies.
  - 1.2. Receiving a positive result of the anti-plagiarism report.
  - 1.3. Obtaining two positive reviews of the diploma thesis.
  - 1.4. Submission by the Student to the Dean's Office of the following documents:
    - a. one copy of the diploma (master's) thesis in the text format reduced to A5 (two-sided photocopy of 2 pages on a sheet of A4 format - for archival purposes) - unbound, only stapled in the upper left corner
    - b. declarations signed by the Student according to the template from Appendix 3,
    - c. 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.

#### § 5

1. The student who fails to submit a diploma thesis within the set main and make-up deadline may submit an application for repeating a semester in the scope of the diploma Seminar.

2. The Student's failure to submit a diploma thesis or failure to obtain permission to repeat the semester in the scope of the diploma Seminar results, in accordance with the Study Regulations, in being struck off the list of students.

§ 6

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, the Supervisor and the Reviewer. The final composition of the Committee is decided by the Vice-Rector for Education.
3. During the defence, the Candidate presents their work and the members of the Examination Committee ask three questions from the set of examination issues.
4. The set of issues in the field of study is determined by a separate Regulation of Vice-Rector for Education, on updating the set of issues in the diploma exam for individual fields of study in the academic year 2024/2025.

§ 7

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

*dr inż. Halina Węgrzyn, prof. WAB*

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**



**WROCŁAWSKA  
AKADEMIA BIZNESU**  
W NAUKACH STOSOWANYCH

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

**TOPIC**

**MASTER THESIS**

**ADAM KOWALSKI**

**ALBUM NO. 22222**

**PROMOTER / LECTURER**

**PhD DSc JAN NOWAK**

I accept the work and allow it  
for the diploma exam

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

**Wroclaw 2025**

## 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 Diploma Theses Archive 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.

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((legible signature of the Student )