

**Order No 3/2025/2026**  
**issued by Dean of Faculty of**  
**Wrocław Business University**  
**on 17 November 2025**

*regarding the rules for submitting master's theses and conducting the diploma examination  
in the academic year 2025/2026*

Pursuant to § 5 and § 3 point 14 of Order No. 41/2025 of the Rector of the University of Technology and Arts in Applied Sciences in Warsaw of 6 October 2025 on the Regulations for awarding degrees at the University of Technology and Arts in Applied Sciences in Warsaw and Order No. 46/24/ 25 of the Rector of the Wrocław Academy of Business in Applied Sciences of 28 May 2025 on the organisation of the 2025/2026 academic year, taking into account Resolution No. 3/08/2025 of the Senate of the University of Technology and Arts in Applied Sciences in Warsaw of 29 August 2025 on the adjustment period at the ATA Branch in Wrocław in the academic year 2025/2026, I hereby establish for the academic year 2025/2026:

§ 1

1. Deadlines for submitting diploma theses:

| <div>Terms for submitting works</div> <div>Semester</div> | Main Term        | Make –up Term     |
|---|------------------|-------------------|
| Winter  | 02 February 2026 | 31 March 2026     |
| Summer  | 15 June 2026     | 30 September 2026 |

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 Vice-Dean for Student Affairs 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:

| <div>Examination dates</div> <div>Semester</div> | Main exam term                        | Make-up exam term                   |
|--|---------------------------------------|-------------------------------------|
| Winter   | From 16 February to 20 February, 2026 | From 13 April to 17 April, 2026     |
| Summer   | From 06 July to 10 July, 2026         | From 12 October to 16 October, 2026 |

§ 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](http://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,

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 Dean.
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 Dean. The final composition of the committee is decided by the Dean.
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 Dean 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.

Dean of the faculty of WAB

PhD. Eng. Halina Węgrzyn, ATA Prof.

To information:

- 1) Vice-Rector for General Affairs
- 2) Vice-Dean
- 3) Vice-Dean for Student Affairs
- 4) Managers of fields of study
- 5) Course Keepers
- 6) Didactics Office
- 7) Dean's Office
- 8) 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**

**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 2026**

