

## **Principles of submitting thesis topics and assigning students to seminar groups**

### **I.**

1. The dean or vice-dean of the given faculty as authorised by the dean are responsible for correct organisation of collecting topics, assigning them, and execution of theses.
2. Thesis topics are accepted according to the following priorities:
  - I. a) topics resulting from UITM needs (IT bases, administration network, marketing and market research, teaching tools and aids, including academic scripts),  
b) topics resulting from research done by departments/chairs/institutes,  
c) topics commissioned with UITM, grants conducted by UITM and SPP-Innowacje II,
  - II. d) topics commissioned by companies, banks, local and central government bodies,
  - III. e) topics resulting from student apprenticeship; this group includes also topics submitted (suggested) by students which result from their interests or the needs of the workplace, which are not covered by the group specified in II d),
  - IV. f) topics given by teachers conducting seminar classes which are not covered by the group specified in I b).
3. Suggestions for thesis topics resulting from the priorities specified in item 2 are collected by the deans.

### **II.**

Students are assigned to seminar groups according to the following procedure:

1. Stage I – preparing the Virtual University system:
  - 1) Before the semester commences, the deans set a list of supervisors who are assigned groups which start the seminar in the given semester.
  - 2) The deans divide the list of supervisors into the particular modules and specialties (M/S). Each M/S has the names of the supervisors entered who are going to have seminar groups at the given field, cycle and form of studies, with the number of students in each group. The number of supervisors assigned to a given M/S results from the number of students at the given field, cycle and form of studies and from the assumed number of students per seminar group (max. 15).
  - 3) By the 20<sup>th</sup> September for the Fall (Winter) semester and by the 20<sup>th</sup> February for the Spring (Summer) semester :
    - a) The deans prepare information about the particular M/S, and a person appointed by them enters the data into the University XP system.
    - b) Each supervisor must present their thematic range (a short list of areas within which s/he may supervise theses) to the dean. For supervisors who do not present their thematic range in due time, the dean specifies the thematic range based on the topics of theses supervised by the supervisor in the previous academic years.
    - c) Collection of commissions for thesis topics according to the principles set out in point I is continued.
    - d) Knowing the thematic ranges of the supervisors and the list of commissioned topics, the deans and the supervisors agree on the choice of the commissioned topics to execute.
    - e) Persons appointed by the deans enter information about the supervisors' thematic ranges and the specific topics (for supervisors who agreed to execute commissioned topics) into the University XP system.
  - 4) Students with a higher grade average may choose the supervisor in the first round, defined according to the following principles:
    - a) first-cycle students and uniform Master's degree students whose grade average for all completed semesters is at least 4.0,
    - b) second-cycle students whose grade average for their first-cycle studies is at least 4.0.

- 5) The supervisors are chosen:
  - a) in the Fall (Winter) semester:
    - from 1<sup>st</sup> to 6<sup>th</sup> October – by students with a high grade average (as mentioned in item 4 above),
    - from 4<sup>th</sup> to 6<sup>th</sup> October – by all students,
    - from 7<sup>th</sup> to 9<sup>th</sup> October – by administrative assignment to seminar groups by the Dean's Office.
  - b) in the Spring (Summer) semester:
    - from the 1<sup>st</sup> to 6<sup>th</sup> day of the semester – by students with a high grade average (as mentioned in item 4 above),
    - from the 4<sup>th</sup> to 6<sup>th</sup> day of the semester – by all students,
    - from the 7<sup>th</sup> to 9<sup>th</sup> day of the semester – by administrative assignment to seminar groups by the Dean's Office.
2. Stage II – selection of supervisors by students:
  - 1) The supervisor is chosen in “Student\Choose Supervisor” in the Virtual University system.
  - 2) In “Choose Supervisor”, the student sees only supervisors assigned to his/her module.
  - 3) The student chooses a supervisor according to the steps indicated by the system. The student can choose a supervisor only once.
  - 4) If the limit of students per given supervisor is exceeded, the system automatically blocks other students from choosing that supervisor.
  - 5) Within the given student group (of a specified grade average), students are assigned to the given supervisor in the order of submissions, not according to their grade average.
3. Stage III – approving the make-up of seminar groups:
  - 1) Students who do not choose a supervisor within the given time limit are administratively assigned to groups with vacancies.
  - 2) The student can see his/her assignment to a seminar group in the Virtual University under “Student\Teachers” and “Student\Thesis”.
4. Stage IV – approving thesis topics:
  - 1) Thesis topics should agree with the learning outcomes, content and methods for the given field of study.
  - 2) Topics of the supervised theses should agree with the supervisor's research interests.
  - 3) Before the first semester of the seminar ends, the supervisors submit topics of the theses written by the students from their seminar groups with a short justification of the practical character of each thesis to the competent Deans.
  - 4) For studies at the Faculty of Medicine:
    - supervisors are additionally bound to submit the content plans for theses to the chair/department secretary (in due time before the end of semester),
    - chair/department secretaries accept content plans for theses from the supervisors and keep them until the final thesis versions are submitted,
    - the content plans may be accessed by the Dean of the Faculty of Medicine and people indicated by the Dean, including the Vice-Dean for the given field of study and the head of the given chair/department.
  - 5) For theses describing experiments on people which meet the criteria of a “medical experiment” (according to art. 21-29 of the Act on the professions of doctor and dentist), the supervisor must ask for an opinion of an external bioethical commission. The opinion must be asked immediately.
  - 6) Thesis topics are approved by the supervisor on consulting the Dean.

**Conditions for starting and writing theses**  
***(Instructions for Thesis Writing)***

**I.**

1. The thesis is written by the student during the last two semesters of studies, under the guidance of a supervisor with a doctoral or higher academic degree, subject to item 7.
2. The student writes the thesis in the language in which his/her studies are conducted, subject to items 3 and 4.
3. With the dean's consent, the student may write the thesis in a foreign language. To do that, the student should submit an application to that effect to the dean no later than before the last semester of studies commences.
4. At fields of study related to education within foreign language philologies, students write their theses in the language which is the object of the studies.
5. Theses are written individually by the students, subject to point II.
6. A supervisor may supervise no more than 30 theses at the same time.
7. At Nursing, thesis supervisor is a person with at least a Master's degree and the right to practice the profession of a nurse.

**II.**

1. An interdisciplinary thesis, hereinafter called "team thesis", may be prepared by a team consisting of maximum three students.
2. Consent for a team thesis being prepared by students of one faculty is given by the dean of that faculty, not later than before the last semester of studies commences.
3. Consent for a team thesis being prepared by students of various faculties is given by the Rector, not later than before the last semester of studies commences. When issuing the consent mentioned in the previous sentence, the Rector indicates the competent dean for issues concerning the team thesis.
4. Each of the students preparing the team thesis work under a supervisor's direction. Supervisors who manage the preparation of a team thesis should represent disciplines covering the subject matter of the thesis, or related disciplines.
5. The main thesis supervisor is indicated by the competent dean for issues concerning the team thesis.
6. In the team thesis, students and supervisors indicate by means of a statement which chapters (parts) of the thesis have been prepared by particular members of the team (students).

**III.**

1. A thesis at first-cycle studies should be written in accordance with the rules specified in Attachment 2 / A1, subject to items 2-6.
2. A thesis in the form of an artistic project/work should be written in accordance with the rules specified in Attachment 2 / A2.
3. A thesis in the form of an IT project should be written in accordance with the rules specified in Attachment 2 / A3.
4. A thesis in the form of an engineering project at Logistics studies should be written in accordance with the rules specified in Attachment 2 / A4.
5. At Nursing, a thesis should be written in accordance with the rules specified in Attachment 2 / A5.
6. At Philology, a thesis should be written in accordance with the rules specified in Attachment 2 / A6.

#### **IV.**

A thesis at second-cycle studies should be written in accordance with the rules specified in:

- 1) Attachment 2 / B1 – for fields of studies of a practical profile,
- 2) Attachment 2 / B2 – for fields of studies of a practical profile, when the thesis is in the form of an artistic project/work,
- 3) Attachment 2 / B3 – for fields of studies of a practical profile, when the thesis is in the form of a project.

#### **V.**

A thesis at uniform Master's degree studies in Physiotherapy should be written in accordance with the rules specified in Attachment 2 / C.

#### **VI.**

1. In the case of conducting research for the purpose of completing a diploma thesis with the participation of people, the student is obliged to purchase third party liability insurance for the period of conducting the research. It is the supervisor's responsibility to inform students about that.
2. In the case of performing research in health care facilities or other entities, the student is obliged to obtain the consent of the director/owner of the entity to conduct research for the purpose of completing the diploma thesis in the unit. The form of the application for consent is given in Attachment 2 / D.
3. For diploma theses in Nursing, which must be prepared based on the analysis of an individual case, the student is obliged to obtain the consent of the patient (or their caregiver) to anonymously present the particular medical case. The form of the consent is given in Attachment 2 / E.
4. If, in order to complete the diploma thesis, it is necessary to use the image of a person participating in the research recorded in photographic form, the student is obliged to obtain the consent of the said person to use the image. The form of the consent is given in Attachment 2 / F.
5. In the case of conducting research for the purpose of completing a diploma thesis with the participation of minors, the student is obliged to obtain the consent of the minor's parent/legal guardian to participate in the research. The form of the consent is given in Attachment 2 / G.

#### **VII.**

1. Binding thesis structure (subject to item 2):

- Title page (first page).
- List of contents.
- Introduction, including thesis aim.
- Body of the thesis (divided into numbered chapters, subchapters as needed).
- Conclusion.
- Literature.
- Summary.
- Attachments.

Each of the above-listed elements should start at a new page.

2. In a thesis at uniform Master's degree studies in Physiotherapy, the aim of the thesis constitutes a separate part of the thesis.

#### **VIII.**

Technical principles of thesis writing are specified in Attachment 2 / H.

## **THESIS AT FIRST-CYCLE STUDIES** **practical profile**

### **Character of the thesis**

A thesis at first-cycle studies should prove that the student has mastered knowledge and skills necessary to independently solve practical problems within the given field of study (considering the student's chosen specialty). The main aim of a thesis at first-cycle studies is to present the student's skills in: analysing a problem, defining a problem and choosing the methods and procedures to solve it, as well as judging the effectiveness of the actions taken and the degree of attaining the set objective.

The thesis should not be shorter than 30 pages (starting from the title page and ending at the page containing the summary, excluding Attachments).

### **Recommended content of the thesis:**

#### **Introduction**

General analysis of several (2-5) pages introducing the presented issues, giving a rough outline of the subject matter of the thesis and its applicability in practice (justification for the issue discussed). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- aim of the thesis,
- current state of knowledge concerning the issue discussed in the thesis,
- scope of the thesis,
- thesis layout presentation, i.e. brief description of each chapter.

The aim of the thesis at first-cycle studies is not so much problem-solving itself, but the benefits of it (the aim is the future result of the action taken – problem solution – which justifies the action). The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

#### **The main body** (divided into numbered chapter, subchapters as needed)

This part of the thesis should be adjusted to the specific character and subject of the issue being solved and it should include a theoretical and a practical part.

In the theoretical part, the author should present the issues discussed in the thesis, analyse the current state of affairs, specifying the occurring problem, indicate potential solutions and justify the choice of one of them.

In the practical part, the author should present his/her knowledge of problem-solving procedures (methodologies) adequate to the field of study, and the ability to assess the degree to which the set objective has been attained and to draw conclusions on that basis concerning the obtained results and effectiveness of the actions taken.

#### **Conclusion**

The conclusion should contain an assessment of the effectiveness of the actions taken and the obtained results with a view to the degree of attaining the objective set in the thesis.

#### **Literature and references**

The student should list all sources and references used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts.

## **THESIS AT FIRST-CYCLE STUDIES IN THE FORM OF AN ARTISTIC PROJECT/WORK practical profile**

### **Character of the thesis**

A thesis at first-cycle studies should prove that the student has mastered knowledge and skills necessary to independently solve practical problems within the given field of study (considering the student's chosen specialty).

The main aim of a thesis at first-cycle studies is to present the student's skills in: analysing a problem, defining a problem and choosing the methods and procedures to solve it, as well as judging the effectiveness of the actions taken and the degree of attaining the set objective.

Within the thesis, the student prepares an artistic project/work, e.g. a set of graphic works, posters, visual messages, series of illustrations, marketing strategy, series of podcasts, website or mobile application interface, packaging, 3D print, multimedia or audiovisual project, etc.

The thesis should have 20 pages or more (starting with the title page and ending with the Summary page, without Attachments) and constitute documentation for particular stages of creating the artistic project/work, containing among others the description of techniques and documentation of the creative process.

The artistic project/work should consist of works as understood by copyright law which constitute a coherent unity with respect to content and which may be: utilitarian, educational, scientific, informative, experimental or self-expressive in nature. The artistic project/work should prove the student having achieved the learning outcomes as specified for the given field of study. The artistic project/work should be presented adequately to the selected topic, e.g.: as a board, visualisation, multimedia presentation.

The form of the thesis should be settled with and approved by the Supervisor.

### **Recommended content of the thesis:**

#### **Introduction**

Introduction to the presented issue: description of the subject matter of the thesis and its applicability in practice (justification for the issue discussed). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- aim of the thesis,
- current state of knowledge concerning the issue discussed in the thesis (as a general outline),
- scope of the thesis (content of the particular parts and sources used),

The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

#### **Main part of the thesis**

- theoretical introduction (e.g. basic terms and definitions, short historical overview, inspirations, creators, trends, etc.),
- description of the techniques and documentation of the creative process (description of stages of preparing the project).

#### **Conclusion**

The conclusion should contain an assessment of the effectiveness of the actions taken and the obtained results with a view to the degree of attaining the objective set in the thesis.

#### **Literature and references**

The student should list all sources and references used in the thesis (e.g. references to artistic works), including webpage addresses beside monographic publications, continuous publications and legal acts.

## **THESIS AT FIRST-CYCLE STUDIES IN THE FORM OF AN IT PROJECT practical profile**

### **Character of the thesis**

A thesis at first-cycle studies should prove that the student has mastered knowledge and skills necessary to independently solve practical problems within the given field of study (considering the student's chosen specialty). The main aim of a thesis at first-cycle studies is to present the student's skills in: analysing a problem, defining a problem and choosing the methods and procedures to solve it, as well as judging the effectiveness of the actions taken and the degree of attaining the set objective.

Within the thesis, the student prepares an IT project or venture, e.g. IT system, computer programme, game, animation, graphics, mobile application or webpage, topology and configuration of a computer network or IoT network, etc.

The thesis should have 20 pages or more (starting with the title page and ending with the Summary page, without Attachments) and constitute documentation for particular stages of the project, containing among others the specification of the IT solution, the methodology and description of the stages of preparing the project.

The project should consist of nontrivial practical IT project which constitutes a coherent unity with respect to content and which may be: functional, educational, scientific, business, informative or experimental in nature. The project tasks should prove the student having achieved the learning outcomes as specified for the given field of study. The project should use current IT solutions, tools and technologies (algorithms, compilers, libraries, simulators, graphic engines, etc.). The work should be presented adequately to the selected topic, e.g.: as a demonstration of the designed tool, visualisation, multimedia presentation.

The form of the thesis should be settled with and approved by the Supervisor.

### **Recommended content of the thesis:**

#### **Introduction**

General analysis introducing the presented issue, giving a rough outline of the subject matter of the thesis and its applicability in practice (justification for the issue discussed based on knowledge from subject literature). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- aim of the thesis,
- current state of knowledge concerning the issue discussed in the thesis (in a general outline),
- scope of the thesis,

The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

#### **Main part of the thesis**

Methodology and description of the stages of preparing the project, considering compliance with the existing norms and standards together with verification of the prepared solution.

#### **Conclusion**

The conclusion should contain an assessment of the effectiveness of the actions taken and the obtained results with a view to the degree of attaining the objective set in the thesis. The result should be compared to existing solutions with regard to the positive and negative aspects of own solution.

#### **Literature and references**

The student should list all sources and references used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts.

## **THESIS AT FIRST-CYCLE STUDIES IN THE FORM OF AN ENGINEERING PROJECT at LOGISTICS studies (practical profile)**

### **Character of the thesis**

A thesis at first-cycle studies should prove that the student has mastered knowledge and skills necessary to independently solve practical problems within logistics (considering the student's chosen specialty). The main aim of a thesis at first-cycle studies is to present the student's skills in:

- analysing a problem,
- defining a problem and choosing the methods and procedures to solve it, as well as
- judging the effectiveness of the actions taken and the degree of attaining the set objective.

The aim of the thesis at first-cycle studies is not so much problem-solving itself, but the benefits of it (the aim is the future result of the action taken – problem solution – which justifies the action). The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

The thesis should not be shorter than 30 pages (starting from the title page and ending at the page containing the summary, excluding Attachments).

The thesis should contain elements which allow to state beyond doubt that the author has gained selected engineering skills (adequate to the chosen topic and subject matter of the thesis) in the course of studies by achieving specific learning outcomes.

### **Engineering learning outcomes may be present in the thesis in the following forms:**

- The author uses methods, techniques and tools for designing, monitoring and improving logistic processes, data transmission and visualisation in the thesis.
- The author correctly interprets technical standards and norms applicable in logistic processes.
- The author can independently design, conduct experiments and interpret results of simulations of computer models of logistic processes.
- The author can apply the main analytical and simulation methods to solve logistic problems considering the criteria of economic rationality, compliance with quality standards and optimisation of value stream flow.
- The author can provide process characteristics of the system and define its parameters.
- The author can apply selected methods of economic logic to perform basic analysis of organisational resources, financial analysis and quality analysis (inspections and audits, cost controlling).
- The author can perform an overview and assessment of the functioning of machines, devices, means of transport and other facilities of the near and farther logistics infrastructure and assign them to individual logistic processes and supply chains in the thesis.
- The author can define and perform analysis of logistics systems functioning, as well as of the services supporting the systems and IT and telematics solutions.
- The author can identify and characterise logistic tasks considering their interactions with other functions.
- The author can plan the process of logistics system design and define the criteria for its optimization as well as document the processes and procedures of organizational systems operation.
- The author has the ability to use the acquired knowledge, including skills acquired in vocational training, to solve practical tasks in TSL sector entities or in operational departments and engineering teams for maintenance in production, as well as in quality assurance teams.
- The author has the ability to analyse the proposed solution to specific problems, proposes appropriate solutions for the problem(s) and has the ability to implement the proposed solutions.

### **An engineering thesis should therefore include:**

- Proper preparation, selection and presentation of numerical data and other technical data (technical drawings, layouts, simulation models, database architecture and architecture of IT and telematic systems, process data, logistic indicators and parameters, technical and operating data of machines and devices, micro-, meso- and macroeconomic data and statistics concerning the TSL sector)
- At least basic analysis and interpretation of the collected data.
- Correct identification of logistic problems and events.
- Development of process diagrams, explanatory drawings, technical drawings, or at least their correct interpretation if they are copied from other sources.



- Calculations of parameters, indicators and other formulas in order to solve the problem or to show possible variants of optimization of the existing state with the use of available tools and software, e.g. MS Excel, Flexsim GP, MS Visio, etc.
- Preparation of tools to investigate a selected logistic phenomenon or problem, e.g. interview questionnaire, survey, data collection, presentation of research results and, above all, their basic analysis and formulation of final conclusions on that basis.

An engineering thesis in Logistics should have the **features of a project**, i.e. an undertaking of the author leading to:

- creating (designing) a completely new thing or concept,
- proposing a change to the existing state of affairs and justifying such change(s).

An **engineering logistics project** is understood as an independent work performed by a student, which has the following features:

- The project has features of its physical implementation, i.e. it is represented by real equipment or its components in which changes have been made or which has or have been designed and produced, electronic record in files of the tools, programs and computer applications used, screenshots from computer application windows depicting a specific design part or stage, print-outs of technical drawings or layouts.
- The project is created with the use of engineering tools, the application of which requires the student to have engineering skills (technical mastery of the tool and the skill to use it). Such tools include machines, devices, mobile applications, Business Intelligence applications, computer programs including spreadsheets, calculation programs, CAD design programs, programs for creating process systems and drawing process maps, VSM map design, simulation modelling and conducting experiments.
- The project contains an original contribution, idea, solution proposed by the student (it does not recreate or copy already known, ready-made problem solutions or calculation methods, although it may use their methodology).

**A thesis in the form of a logistic project** may concern:

- New configuration of a logistics system considering links between resources, infrastructure, means of transport and flow routes, changes to the existing layout and structure of the system or analysis of a selected problem or issue which affects the course, organization, or efficiency of logistic processes.
- New layout of an area or space of the warehouse, production department, container terminal, transshipment terminal (a currently existing one or one planned for construction), changes in the existing spatial layout of the above-mentioned places resulting from the development, organizational improvement thereof or other internal and external factors making it necessary to make the changes and improve their functioning.
- A mobile application associated with a database system or a spreadsheet, and which is a new solution in the area of Business Intelligence.
- A simulation model recreating a real, existing production, warehouse, or transport process, which reflects the logistic flow of materials, products, people, cargo or information, along with a simulation analysis of new variants of the organization of the process or of a solution to some logistic problem present.

All of the above examples should be characterized by a creative approach of the student, manifested in independent, original design and implementation of a completely new solution (a new idea, but related to a real, existing logistic issue, process or organisational system), a justified change of the current state of affairs or a solution to an actual problem.

Logistic projects can be saved on an electronic medium and attached to the work as an attachment, and the thesis should present them in the following manners and forms:

- as technical drawings, explanatory drawings, block diagrams, process systems, value stream maps, flow diagrams, etc.,
- as graphic layouts made with CAD 2D or 3D drawing tools,
- as MS Excel spreadsheet tables or databases with a diagram of connections and configurations with mobile applications,
- as screenshots of simulation models from 3D simulation tools as well as tables and charts with the results of the experiments and analyses performed.

## **Recommended content of the thesis:**

### **Introduction**

General analysis introducing the presented issues, giving a rough outline of the subject matter of the thesis and its applicability in practice (justification for the issue discussed based on knowledge from subject literature). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- aim of the thesis,
- current state of knowledge concerning the issue discussed in the thesis (as a general outline),
- scope of the thesis,

The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

The form of the thesis should be settled with and approved by the Supervisor.

### **Main part of the thesis**

This part of the thesis should be adjusted to the specific character and subject of the issue being solved and it should include a theoretical and a practical part, including a description of the methodology and the stages of preparing the project part, with regard to compliance with the existing norms and standards, along with a verification of the provided solution.

The main part of the thesis consists of a theoretical and a practical (project) part.

In the theoretical part, the author should present the issues discussed in the thesis, analyse the current state of affairs, specifying the occurring problem, indicate potential solutions and justify the choice of one of them.

The practical part comprises of the engineering project. The project part should be a practical logistic solution which constitutes a coherent unity with respect to content and which may be: functional, educational, scientific, business, informative or experimental in nature. This part of the thesis should use the available tools and information technologies as well as other measurement and application devices needed to prepare the project. The practical part should start with presenting project specification and methodology, and description of the stages of preparing the project:

- Specification of the project includes the purpose and scope of the project, all data necessary for its preparation, parameters, calculation formulas, as well as assumptions and simplifications.
- The methodology should contain a synthetic description of all approaches, methods and tools used to prepare the project.
- Description of the stages of project preparation is a factual description of the tasks performed in succession, the performance of which is necessary to complete the project work.

In the practical part, the author should present his/her knowledge of problem-solving procedures (methodologies) adequate to the field of study, and the ability to assess the degree to which the set objective has been attained and to draw conclusions on that basis concerning the obtained results and effectiveness of the actions taken.

In the practical part, it is allowed to conduct own or secondary research based on interviews or electronic surveys, but the student should demonstrate, above all, the ability to reliably and methodically process and analyse their results, and not just present the structure of answers. Moreover, the research should address logistics issues and problems.

An engineering thesis cannot be a solely descriptive study; it should always be based on quantified real data obtained from a selected economic entity or entities, or come from statistical and other studies used by the author of the thesis in order to solve a problem defined in the paper.

### **Conclusion**

In the conclusion, the author should assess the effectiveness of own activities and the results obtained in the research with a view to the degree of attaining the objective set in the thesis. The results should be compared to existing solutions with regard to the positive and negative aspects of own solution.

### **Literature and references**

The student should give all sources and references used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts.

## **THESIS AT FIRST-CYCLE STUDIES at NURSING studies (practical profile)**

### **Character of the thesis**

A thesis at first-cycle Nursing studies should prove that the student has mastered knowledge and skills within the given field of study and the ability to solve practical problems (related to practicing the profession, considering the current knowledge in nursing, medical sciences and health sciences) with the possibility of implementing the information contained in the thesis in nursing practice

The thesis should not be shorter than 30 pages (starting from the title page and ending at the page containing the summary, excluding Attachments).

A thesis at first-cycle Nursing studies is a case study based on the analysis of an individual case. The method consists in the analysis of individual cases of people's lives resulting from a given clinical situation and/or analysis of the psychosocial and cultural situation of a given person resulting from a disease and its consequences, treatment, nursing and rehabilitation. In nursing, a case report aims to identify health problems and develop a model of nursing care.

The thesis supervisor is obliged to provide the student with contact with a patient, directing the student to an academic teacher conducting classes in a given medical entity or to an employee of a medical entity cooperating with the University who supervises the student's contact with the patient. The student is obliged to obtain consent of the director/owner of the medical entity to conduct research for the sake of thesis preparation in the given entity (Attachment 2 / D) and the patient's consent to present the case anonymously (Attachment 2 / E).

### **Recommended content of the thesis:**

#### **Introduction**

General analysis of several (2-5) pages introducing the presented issues, giving a rough outline of the subject matter of the thesis. The introduction should specify the following elements:

- aim of the thesis (future, desired situation to be achieved through the activities undertaken),
- current state of knowledge concerning the issue discussed in the thesis,
- scope of the thesis,
- thesis layout presentation, i.e. brief description of each chapter.

The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

**The main body** (divided into numbered chapter, subchapters as needed)

#### **The theoretical part:**

- should contain information concerning presentation of the current state of knowledge regarding the main disease entity: clinical picture of the disease, epidemiology, aetiology, symptoms, diagnosis, treatment, complications, prophylaxis,
- is an elaboration of the topic on the basis of source materials,
- presents the definitions, concepts and perspectives adopted in the thesis with a reference to the model of nursing care in a given disease entity.

#### **The methodological part should include:**

- the research purpose and problems,
- research methods, techniques and tools,
- organization and course of research.

#### **The practical part provides:**

- an analysis of an individual case, containing information from a comprehensive nursing assessment of the patient's biological, mental, social, cultural and spiritual condition, the results of physical examination and interview, analysis of medical documentation, obtained measurements of vital signs, as well as the treatment applied as relevant to the nursing diagnosis,
- description of the nursing process, which includes the following stages: diagnosis (nursing problem), goal, planning, implementation, evaluation,

- recommendations for the patient and/or recommendations and guidelines for further care of the patient for their family/carers.

**Conclusion**

The conclusion should contain an assessment of the effectiveness of the actions taken and the obtained results with a view to the degree of attaining the objective set in the thesis, as well as possible suggestions on what should be done to improve that state. In this section, results obtained from the analysis of the patient's condition should be confronted with data from subject literature, and that should form the basis for conclusions.

**Literature**

The student should give all sources used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts. The thesis should be based on current scientific literature on the issue discussed.

## **THESIS AT FIRST-CYCLE STUDIES** **At PHILOLOGY (practical profile)**

### **Character of the thesis**

A thesis at first-cycle studies in Philology (specialty: English Philology) should prove that the student has mastered knowledge and skills within the given field of study and scientific disciplines that the field of study is assigned to, i.e. linguistics, literature studies, cultural and religious studies. The thesis should also prove that the student has mastered skills necessary to solve practical problems related to the areas of professional activity which the studies prepare to within the selected specialization, i.e. copywriting, multicultural communication or translation.

The main aim of the thesis is to present the student's skills in: analysing a problem, defining a problem and choosing the methods and procedures to solve it, as well as judging the effectiveness of the actions taken and the degree of attaining the set objective. The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

The thesis should not be shorter than 30 pages (starting from the title page and ending at the page containing the summary, excluding Attachments).

### **Applicative nature of the thesis**

A thesis at Philology should be of an applicative nature, which means that the analysis and developed materials must be linked to practical problems solved within the scope of professional activity in the areas of copywriting, intercultural communication or translation. The thesis must contain a practical component, which may take the form of an applicative project, analysis with practical conclusions, or development of a practical task (e.g. presentation, workshop). The practical component is meant to link the analysis/developed material to a practical application of knowledge from the disciplines of linguistics, literary studies, cultural and religious studies, as well as practice in the areas of professional activity and the labour market relevant to the field of study.

### **Selection of topics**

The topic of the thesis must be consistent with the practical profile of studies and correspond to the actual needs of the labour market. The topic may result from the student's experience gained during cooperation with the economic environment (e.g. within vocational training), from the student's own interests related to the subject of the seminar, or proposals submitted by internal and external stakeholders of the field of study/University.

### **Types of diploma theses** (thesis type is settled by the student with the Supervisor)

#### **Type 1: Project thesis**

The thesis includes a theoretical part (conceptual framework), project part (practical implementation of the task) and analytical part (analysis and conclusions from the implementation of the project). In the theoretical part, the student should present the characteristics of the problem and discuss the current state of research. The project part is the practical implementation of the task, which may be of a utilitarian, business or informational nature. The project may concern the strategy of building relationships with the client, translating materials, creating elements of a promotional campaign or other tasks related to the area of professional activity within the selected specialization. In the analytical part, the student analyses the completed project in the context of the assumed goal, assessing its effectiveness and results.

#### **Type 2: Analytical thesis with a practical task**

The thesis includes a theoretical analysis and a practical task. In the theoretical part, the student presents an analysis of the language or communication problem, discusses the current state of research and formulates proposals for its solution. Then, as part of the practical part, the student develops an application task, e.g. indicating good practices, preparing a presentation, training or workshops that aim to put theory into practice (for example, for a thesis on intercultural communication, the student may develop a training module in this field for international companies). The student evaluates the effectiveness of the applied solution in the context of the assumed goal and presents practical conclusions.

## **Recommended content of the thesis:**

### **Introduction**

Introduction to the presented issue: description of the problem area of the thesis and its applicability in practice (justification for the issue discussed). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- aim of the thesis with specification of its practical applicability,
- review of the current state of knowledge concerning the issue discussed in the thesis,
- scope of the thesis and thesis layout presentation, i.e. brief description of each chapter.

### **The main body** (divided into numbered chapter, subchapters as needed)

Depending on the type of the thesis, the main part should include a theoretical background and a practical part. In a project thesis, the practical part should contain a detailed description of the project, its implementation and analysis of results. In an analytical thesis, the main focus is on theoretical analysis and practical application of results. The practical task should be well documented and an effectiveness analysis should be provided to show how the proposed solution can be applied in real professional context.

### **Conclusion**

The conclusion should contain an assessment of the effectiveness of the actions taken, practical conclusions and the possibilities of applying the obtained results in real professional context.

### **Literature and references**

The student should list all sources and references used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts.

## **THESIS AT SECOND-CYCLE STUDIES** **practical profile**

### **Character of the thesis**

The thesis at second-cycle studies should prove that the student has mastered knowledge and skills for the given field of study (with consideration for the chosen specialty), and prove their ability to solve practical problems (concerning specific needs in various areas of human activity, solved with applied research).

The thesis should not be shorter than 50 pages (starting from the title page and ending at the page containing the summary, excluding Attachments).

### **Recommended structure of the thesis**

#### **Introduction**

General analysis of several (2-5) pages introducing the presented issues, giving an outline of the subject matter of the thesis and its applicability in practice (justification for the issue discussed). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- aim of the thesis,
- current state of knowledge concerning the issue discussed in the thesis,
- scope of the thesis,
- thesis layout presentation, i.e. brief description of each chapter.

The aim of the thesis at second-cycle studies is not so much problem-solving itself, but the benefits of it (the aim is the future result of the action taken – problem solution – which justifies the action). The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

#### **The main body** (divided into numbered chapter, subchapters as needed)

The main body of the thesis should be adjusted to the specific character and subject of the problem being solved and it should include a theoretical and a practical research part.

The theoretical part should contain a justification for the need to solve the particular problem and a description of the method adopted to solve it.

In the practical research part, the author should present his/her knowledge of problem-solving procedures using elements of applied research methodologies, the ability to assess the degree to which the set objective has been attained and to draw conclusions on that basis concerning the obtained results and effectiveness of the actions taken.

#### **Conclusion**

In the conclusion, the author should discuss the results obtained in the research with a view to the degree of attaining the objective set in the thesis.

#### **Literature and references**

The student should list all sources and references used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts.

## **THESIS AT SECOND-CYCLE STUDIES IN THE FORM OF AN ARTISTIC PROJECT/WORK practical profile**

### **Character of the thesis**

A thesis at second-cycle studies should prove that the student has mastered the knowledge and skills for the given field of study (with consideration for the chosen specialty), and prove their ability to solve practical problems.

Within the thesis, the student prepares an artistic project/work, e.g. a series of posters, illustrations, photographs, a design for a website, game, book, musical album, animation, series of infographic, series of advertising/social graphics, marketing strategy concept, etc.

The thesis should have 30 pages or more (starting with the title page and ending with the Summary page, without Attachments) and constitute documentation for particular stages of creating the project/work, containing among others the description of techniques and documentation of the creative process.

The project/work should consist of works as understood by copyright law which constitute a coherent unity with respect to content and which may be: utilitarian, educational, scientific, informative, experimental or self-expressive in nature. A project should be characterised by high creativity, aesthetical value and correctly applied principles of social/visual communication. An artistic work should be characterised by correctly applied technical principles of graphic design (correct composition, colours, typography, structure, clearly defined visual communication, etc.).

The form of the thesis should be settled with and approved by the Supervisor

The project/work should be presented during the diploma defence as a catalogue, according to the following principles:

- A catalogue presenting a project should contain:
  - a title page (full name of the student, title of the thesis, date),
  - abbreviated description of project methodology,
  - project presentation,
  - description of the techniques and tools used to create the project.
- A catalogue presenting an artistic work should contain:
  - a title page (full name of the student, title of the work, year of creation of the work),
  - abbreviated self-commentary to the work of art (min. 3500 characters without spaces),
  - reproduction(s) of the artistic work,
  - description of the techniques and tools used to create the artwork.

### **Recommended content of the thesis:**

#### **Introduction**

Introduction to the presented issue: description of the subject matter of the thesis and its applicability in practice (justification for the issue discussed). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- presentation of the author's profile,
- aim of the thesis,
- current state of knowledge concerning the issue discussed in the thesis (as a general outline),
- scope of the thesis (content of the particular parts and sources used),

The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained. The thesis should present the ways of achieving the assumed goal along with the justification of the design decisions made in the context of the chosen topic.

#### **Main part of the thesis**

- Methodology and description of the stages of preparing the project.
- Description of the techniques and documentation of the creative process (description of stages of preparing the project).

#### **Conclusion**



The conclusion should contain an assessment of the effectiveness of the actions taken and the obtained results with a view to the degree of attaining the objective set in the thesis.

### **Literature and references**

The student should list all sources and references used in the thesis (e.g. references to artistic works), including webpage addresses beside monographic publications, continuous publications and legal acts.

## **THESIS AT SECOND-CYCLE STUDIES IN THE FORM OF A PROJECT practical profile**

### **Character of the thesis**

A thesis at second-cycle studies should prove that the student has mastered knowledge and skills for the given field of study (with consideration for the chosen specialty), and prove their ability to solve practical problems (concerning specific needs in various areas of human activity), using applied research.

A thesis in the form of a project should consist of a theoretical and a practical (project) part which constitutes a complex project for a specific solution, idea for the practical application of some area of knowledge in an existing or hypothetical organisation (without the need to actually implement it). It may be e.g. a solution for a specific recipient, or for a clearly defined situation, implementation of an idea, process or system fulfilling specific utilitarian functions resulting from analysis of the environment or user's needs.

The thesis should not be shorter than 50 pages (starting from the title page and ending at the page containing the summary, including Attachments).

The character of the thesis should be settled with and approved by the Supervisor.

### **Recommended content of the thesis:**

#### **Introduction**

General analysis of several (2-5) pages introducing the presented issue, giving an outline of the subject matter of the thesis and its applicability in practice (justification for the issue discussed). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- current state of knowledge concerning the issue discussed in the thesis,
- aim of the thesis,
- research problem,
- selected research method,
- scope of the thesis,
- thesis layout presentation, i.e. brief description of each chapter.

The aim of the thesis at second-cycle studies is not so much problem-solving itself, but the benefits of it (the aim is the future result of the action taken – problem solution – which justifies the action). The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained.

#### **Main part of the thesis**

The main body of the thesis should be adjusted to the specific character and subject of the problem being solved and it should include a theoretical part and a practical (project) part.

The theoretical part should contain a justification for the need to solve the particular problem, analysis of the current state of knowledge with identification of the problem occurring, and indication of potential directions of solving the issue with justification for the choice of one of them.

The project should consist of a practical solution, which constitutes an original, coherent unity with respect to content and which may be: functional, educational, scientific, business, informative or experimental in nature. The project should use the available methods, tools and technologies as needed for the project work.

In the practical part, the author should present his/her knowledge of field-adequate problem-solving procedures, and the ability to draw conclusions from the obtained results. The practical part of the thesis should address the research/analysis method specified in the Introduction and respond to the character of the practical problem or research issues as specified in the Introduction. Inference should be preceded by an analysis (quantitative, qualitative or statistical one).

In the practical part, the student may use own research or secondary research, e.g. based on interviews, surveys or case studies.

The practical part of the thesis should offer proposals of specific solutions and recommendations.

**Conclusion**

The conclusion should contain the author's assessment of the obtained results with a view to the degree of attaining the objective set in the thesis, and present the conclusions drawn and suggested recommendations.

**Literature and references**

The student should list all sources and references used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts.

## THESIS AT UNIFORM MASTER'S DEGREE STUDIES At PHYSIOTHERAPY (practical profile)

### **Character of the thesis**

A thesis at uniform Master's degree studies in Physiotherapy should prove that the student has mastered knowledge and skills for the said field of study and the ability to solve practical problems (concerning specific needs in various areas of human activity, solved with applied research).

The thesis should not be shorter than 50 pages (starting from the title page and ending at the page containing the summary, excluding Attachments).

### **Recommended structure of the thesis<sup>1</sup>**

#### **Introduction**

General analysis of several (at least 3-4) pages introducing the presented issues, giving an outline of the subject matter of the thesis and its applicability in practice (justification for the issue discussed). The introduction should specify the following elements:

- justification of the choice of issue/topic of thesis,
- current state of knowledge concerning the issue discussed in the thesis.

The introduction should begin with the most general information, gradually narrowing down the area to focus on the research problem. The introduction justifies the need to undertake research, and the purpose of the work. If there is much information to present, the introduction may take a structured form of consecutively numbered subchapters.

#### **Aim of the thesis**

The aim of the thesis at uniform Master's degree studies in Physiotherapy is not so much problem-solving itself, but the benefits of it (the aim is the future result of the action taken – problem solution – which justifies the action). The aim of the thesis should be worded in such a way that it is possible to assess the effectiveness of the actions taken to solve the problem and the degree to which the set objective was attained. This section should also include research hypotheses and questions.

#### **The main body** (divided into numbered chapter, subchapters as needed)

##### **Research material and methodology**

It includes the necessary information on conducting the experiment or research, including the characteristics of the study and control groups, including clearly defined, applicable inclusion and exclusion criteria (e.g. age, gender), randomization and methods of randomization and masking ("blank test") and the methods of statistical analysis used. The author should justify the use of any new, unknown methods and evaluate them, with particular emphasis on limitations. The accuracy/error of the measurement tools used should be provided. The statistical methods used should be described in detail in order to verify the results.

Information on the patients' informed consent to participate in the study should be provided in the text of the thesis. Data analysed for the purposes of the thesis must be anonymized. Information contained in photographs, images and figures which may reveal the identity of the examined person must be carefully erased or masked. The faces of people shown in the photos should be masked or covered with a black stripe, unless it is impossible for substantive reasons. You must obtain permission to use the image from the person concerned.

For surveys, there should be information about the surveyed group, the place of the survey, time and other necessary information. The survey template should be placed in the Attachments section. If commercial diagnostic tests are performed, they should be described in this part of the work.

##### **Results**

They provide a concise, understandable summary of what has been found in the research and are presented in a logical and consistent manner in the text as well as in tables and figures. The number of tables and figures should be limited to the minimum as necessary to confirm or reject the thesis. Data contained in graphs and tables should not be repeated in the text. The number of observations should be clearly stated as well as the number and reason

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<sup>1</sup> Literature on the methodology and writing of theses within natural sciences:

January Weiner, *Technika pisanja i prezentovanja przyrodniczych prac naukowych*, PWN, Warszawa, 2009, ISBN 978-83-01-16027-2  
Jarosław Zieliński, *Metodologia pracy naukowej*, ASPRA-JR, Warszawa, 2012, ISBN 978-83-7545-364-5

for exclusions and/or losses from the study. This chapter should not analyse and interpret the results obtained, nor should any literature be cited.

### Discussion

It presents only new and/or important aspects of the obtained results, omitting unnecessary repetition of data and materials already presented in the Introduction or Results. The importance and effects of the regularities found in the Results are discussed, including postulates for further research. The results obtained by the author should be compared with the findings of other researchers cited in the text. The (possibly) latest literature on the topic should be used (preferably from the most recent 5 years). Please note that all obtained results should be analysed and interpreted. A correctly presented discussion contains information which can both confirm and refute the adopted hypothesis, and constitutes a reliable analysis of the obtained results.

### Conclusions

They must be related to the research objectives. New hypotheses, with recommendations for new research, can only be put forward after a methodologically correct justification. Overly generalized statements or statements not derived from the results obtained in own research should be avoided. The obtained, previously described results should not be repeated here. Literature should not be cited in this section. It is justified to provide in points the conclusions of the conducted research.

### **Conclusion**

In the conclusion, the author should discuss the results obtained in the research with a view to the degree of attaining the objective set in the thesis. The practical nature of the thesis should be stressed. As in the previous section (Conclusions), literature should not be cited here.

### **Literature**

The student should give all sources used in the thesis, including webpage addresses beside monographic publications, continuous publications and legal acts. The supervisor of the diploma thesis decides what is the minimum amount of literature.

### **Thesis summary**

### **Attachments**

## CONSENT for RESEARCH

for the needs of thesis preparation  
by a student of the University of Information Technology and Management in Rzeszów

.....  
(data of the Director/Owner of the Entity)

.....  
.....  
(name and address of the entity)

I hereby certify that Mr/Ms ....., student ID number ....., is a student of ..... (field of study) at the University of Information Technology and Management in Rzeszów and is preparing a diploma thesis, the purpose of which is .....

.....  
We would like to ask for your consent to conduct research and provide data necessary for the preparation of the thesis. The research is voluntary, free of charge, and its results will only be used for scientific purposes. The information obtained will be subject to the provisions of the Personal Data Protection Act.

.....  
full name of the student (legible signature)

.....  
full name of the supervisor (legible signature)

.....  
University seal

.....  
Entity's seal

I AGREE / I DO NOT AGREE \*

.....  
(date, signature and seal  
of the Director/Owner of the Entity)

\* delete as appropriate

## STATEMENT OF THE PATIENT / PATIENT'S CAREGIVER

for the needs of thesis preparation  
by a student of the University of Information Technology and Management in Rzeszów

I, the undersigned, ..... (*Patient's/Caregiver's full name*) consent to giving access to the medical documentation of (*Patient's full name*) ..... and to using the obtained information in an anonymous manner as part of a thesis prepared on the basis of the analysis of an individual case, prepared by ..... (*Student's full name*), student ID No. ...., student of ..... (*field of study*) at the University of Information Technology and Management in Rzeszów.

.....  
*Date and legible signature of the Patient / Caregiver*

### Information obligation

Pursuant to art. 13 items 1 and 2 of Directive 2016/679 of 27 April 2016 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter "GDPR"), we would like to inform you that:

- 1) The administrator of your personal data is the University of Information Technology and Management in Rzeszów, ul. Sucharskiego 2, 35-225 Rzeszów (hereinafter referred to as "UITM").
- 2) In all matters relating to data protection, you can contact the Data Protection Inspector at: [iod@wsiz.rzeszow.pl](mailto:iod@wsiz.rzeszow.pl).
- 3) Your personal data will not be transferred to other recipients.
- 4) Your personal data will not be transferred to a third country/international organization.
- 5) Your data will not be subject to profiling.
- 6) Your personal data will be stored for a period of 10 years.
- 7) You have the right to access your data and the right to rectify, delete or limit processing, as well as the right to object, demand cessation of processing and transfer of data, as well as the right to withdraw consent at any time and the right to lodge a complaint with the supervisory body, the President of the Personal Data Protection Office.

## CONSENT FOR USING THE IMAGE

for the needs of thesis preparation  
by a student of the University of Information Technology and Management in Rzeszów

1. I, the undersigned, ..... (*Patient's full name*), resident of ....., ul....., hereby consent to using my image as recorded in a photographic session by the University of Information Technology and Management in Rzeszów, for the needs of preparing a thesis by ..... (*Student's full name*), student ID No. ...., student of ..... (*field of study*) and potential further publication purposes.
2. I declare that I give this consent voluntarily and free of charge.
3. I declare that I have been informed that I have the right to access my data and correct it.

.....  
(*date and legible signature of the Patient*)

### Information obligation

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- 3) Your personal data will not be transferred to other recipients.
- 4) Your personal data will not be transferred to a third country/international organization.
- 5) Your data will not be subject to profiling.
- 6) Your personal data will be stored for a period of 10 years.
- 7) You have the right to access your data and the right to rectify, delete or limit processing, as well as the right to object, demand cessation of processing and transfer of data, as well as the right to withdraw consent at any time and the right to lodge a complaint with the supervisory body, the President of the Personal Data Protection Office.



## CONSENT FOR RESEARCH FOR A DIPLOMA THESIS WITHOUT THE PRESENCE OF THE PARENT OR LEGAL GUARDIAN OF A MINOR PATIENT

for the needs of thesis preparation  
by a student of the University of Information Technology and Management in Rzeszów

1. I, the undersigned, ..... (*full name of the Parent / Guardian*) acting as the legal representative/guardian\* of a minor patient ..... (*Child's full name*), born ..... (*Child's date of birth*), declare that I consent to the minor undergoing ..... without the presence of the parent/ legal or actual guardian, for the needs of preparing a thesis by ..... (*Student's full name*), student ID No. ...., student of ..... (*field of study*) at the University of Information Technology and Management in Rzeszów.
2. The consent covers ..... between ..... and ..... (*dates*).
3. I am aware that the duty to supervise and ensure the safety of a minor rests with the medical entity/educational facility\* only while providing services.
4. This consent is valid until revoked in writing.

.....  
(*date and legible signature of the Patient / Legal Guardian*)

\* delete as necessary

### Information obligation

Pursuant to art. 13 items 1 and 2 of Directive 2016/679 of 27 April 2016 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter "GDPR"), we would like to inform you that:

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- 2) In all matters relating to data protection, you can contact the Data Protection Inspector at: [iod@wsiz.rzeszow.pl](mailto:iod@wsiz.rzeszow.pl).
- 3) Your personal data will not be transferred to other recipients.
- 4) Your personal data will not be transferred to a third country/international organization.
- 5) Your data will not be subject to profiling.
- 6) Your personal data will be stored for a period of 10 years.
- 7) You have the right to access your data and the right to rectify, delete or limit processing, as well as the right to object, demand cessation of processing and transfer of data, as well as the right to withdraw consent at any time and the right to lodge a complaint with the supervisory body, the President of the Personal Data Protection Office.

## TECHNICAL RULES FOR WRITING THE THESIS

### I. RULES OF FORMATTING THE TEXT

- The file with the thesis should be saved in one of the following formats: .doc, .docx, or .pdf. The size of the file cannot exceed 15 MB.
- Every chapter of the thesis should begin on a new page.
- Chapter titles should be in Times New Roman 14, **bolded**.
- Subchapter titles should be in Times New Roman 12, **bolded**.
- Do not put full stops after thesis title and after chapter/subchapter titles.
- Font for the text (body) of the thesis – Times New Roman, size 12.
- Page numbers should obligatorily be put in automatically (in the footer, centred, Font Times New Roman, size 12). The first page of the thesis is the title page and numbering should begin from this very page, but the number should not show on that page.
- The second page of the thesis should be left empty (so that in double-sided print the back of the title page bears no text).
- The table of contents should be automatic. It should be placed in the third page of the thesis.
- Standard space between characters (0 points).
- Not more than one space between words.
- 1.15 space between lines.
- Text justified.
- Automatic hyphenation of words.
- If a paragraph should begin on a new page, choose the function of page break (*Ctrl + Enter*).
- Use standard indentation for each paragraph.
- Do not leave single letters or conjunctions at the end of the line. To transfer the conjunction to the next line, press hard space (*Ctrl + Shift + Space bar*). Hard space should be inserted directly after the conjunction and before the following word (this causes the conjunction to be “attached” to the word).
- Do not use the *Enter* key or soft enter at the end of the line (within a sentence).
- Do not put a space between a word and a punctuation mark following it (comma, full stop, semicolon, colon).
- Words (sentences) written in brackets cannot be separated from the brackets with spaces.
- Enumerations in the text should be done with automatic bulleting or numbering.
- The thesis must be printed on both sides – in the *File/Page Layout/Margins* menu choose “mirror margins” (inside margin – 2cm, outside, top and bottom margins – 1.5cm each).

### II. TITLE PAGE OF THE THESIS

The title page of the thesis should contain:

- a) the logo (in colour) and name of the school as given in the specimen,
- b) name of the faculty, field of study and specialty (font Times New Roman, **bold**, size 16),
- c) full name of the author(s) of the thesis, No. of student's record book, i.e. the student ID No. (font: Times New Roman, size 14) and the title of the thesis (font: Times New Roman, *italics*, **bold**, size 20),
- d) academic degree/title and full name of the supervisor (font: Times New Roman, size 14),
- e) the inscription DIPLOMA THESIS AT FIRST-CYCLE/SECOND-CYCLE/UNIFORM MASTER'S DEGREE/ENGINEER'S DEGREE STUDIES (font: Times New Roman, **bold**, size 18),
- f) the name of the city (Rzeszów) and the year of submitting the thesis, e.g. Rzeszów 2025 (font: Times New Roman, **bold**, size 14).

The following pages present the specimens for title page of a thesis: a version for theses written in Polish (using IT as an example) and a version for theses written in English (using Philology as an example).



**WYŻSZA SZKOŁA  
INFORMATYKI i ZARZĄDZANIA**  
z siedzibą w Rzeszowie

## **KOLEGIUM INFORMATYKI STOSOWANEJ**

**Kierunek:           INFORMATYKA**  
**Specjalność:       Programowanie**

Jan Kowalski  
Nr albumu studenta: 12345

### ***Temat pracy dyplomowej***

Promotor: tytuł/stopień naukowy, Imię i Nazwisko Promotora

## **PRACA DYPLOMOWA MAGISTERSKA**

**Rzeszów 2025**



**UNIVERSITY of INFORMATION  
TECHNOLOGY and MANAGEMENT**  
in Rzeszow, POLAND

**FACULTY OF MEDIA AND SOCIAL COMMUNICATION**

**Field of Study: PHILOLOGY**  
**Specialty: English Philology**

Jan Kowalski  
No. of student's record book: 12345

***Title of the thesis***

Supervisor: academic degree, full name of the Supervisor

**DIPLOMA THESIS AT FIRST-CYCLE STUDIES**

**Rzeszów 2025**

### III. FIGURES, GRAPHS, PICTURES, CHARTS

Graphics included in the thesis should be described as Fig. for figures, maps, graphs, diagrams or pictures, and Tab. for tables. They should be numbered sequentially with Arabic numerals (Fig. 1, Tab. 1, etc.).

The number and caption should be placed above the object (figure, table), and information about the source below the object (see examples below).

Fig. 1. PolskiBus coach



Source: <http://podroze.se.pl/>, as of 13.06.2017

Tab. 1. Remuneration in insurance sector at different management levels in 2014 (gross in PLN)

| levels            | Sample size | 25% earned below | median | 25% earned above |
|-------------------|-------------|------------------|--------|------------------|
| director/mangt    | 110         | 9 000            | 14 500 | 25 000           |
| manager           | 274         | 5 700            | 8 500  | 12 800           |
| specialist        | 964         | 3 400            | 4 960  | 7 700            |
| ordinary employee | 292         | 2 060            | 2 600  | 3 600            |

Source: All-Polish Research on Remuneration (ARR) conducted by Sedlak & Sedlak in 2014

For captions and source information use font Times New Roman, size 10, no bolding or italics.

Graphic objects (Fig. and Tab.), their captions and source information should be placed centrally with respect to the inside and outside margins (when placing the graphic object with its description and information about the source, the indentation established for paragraphs in the text is not applied).

Figures in the thesis have to be legible (they cannot be too small to be read). The size of a figure should be set in such a way that potential descriptions within the figure are minimally size 10 Times New Roman.

All bitmap or raster graphic objects should be in .jpg format, and vector graphs in .wmf format, which will allow to reduce the size of the thesis file so that it does not exceed 15 MB.

Figures, diagrams, graphs should be created with appropriate applications meant for that purpose, e.g. Paint, PowerPoint. If the figures, diagrams or graphs are created in MS Word, they have to be grouped together.

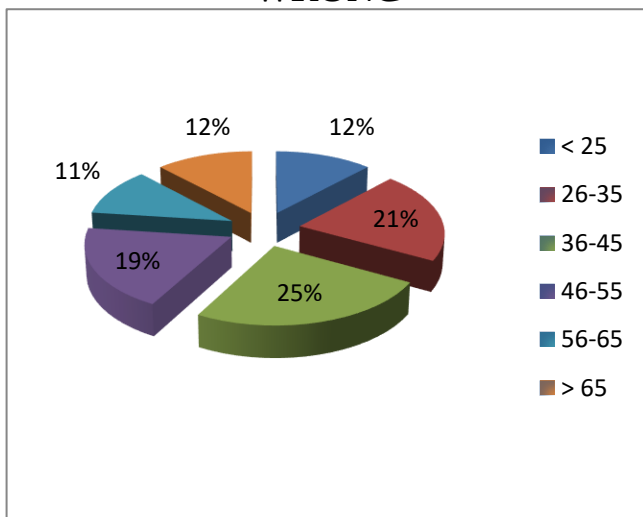
## The basic principles of creating graphs

1. Graphs are created in justified cases, e.g. it is not a justified case to present graphically two values. The same results cannot be presented both in a table and in a graph.
2. A graph absolutely must be legible. That concerns all its elements, including descriptions or labels for axes, the legend, background, font, points, lines, etc.
3. Standard graph types are to be used: bar charts, line graphs (to show trends), pie charts (to show percentages of a whole) or scatter plots.
4. 3D effects should not be used in graphs. Using them in pie charts or bar charts, which is frequently done, makes reading data in the graph more difficult (see Fig. 1 and 2 below). One exception is using the third dimension to present an additional variable.
5. If the labels can be placed on the axis rather than in the legend, the legend is not needed (see Fig. 1 below). It should be checked whether sorting the data on the axis helps to make the graph clear.
6. Do not use texture, gradient, shading or any similar elements.
7. Keep the amount of digits in values presented in the graph to a reasonable minimum: they may be rounded (e.g. 86% instead of 85.78% is often enough) or different units can be used (e.g. 11.2 in thousands instead of 11200).
8. Graphs should have legible descriptions with source of the data. If a graph was created using data from another source, the source of the data should be given, too, otherwise it may be understood that the graph was copied from the first source.

Exceptions to the above rules are possible only in justified cases and with the supervisor's consent.

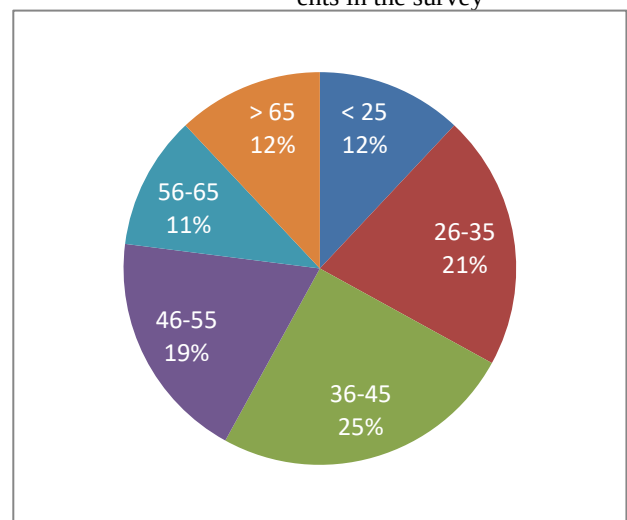
Below see examples of wrongly done graphs and their corrected counterparts.

### WRONG



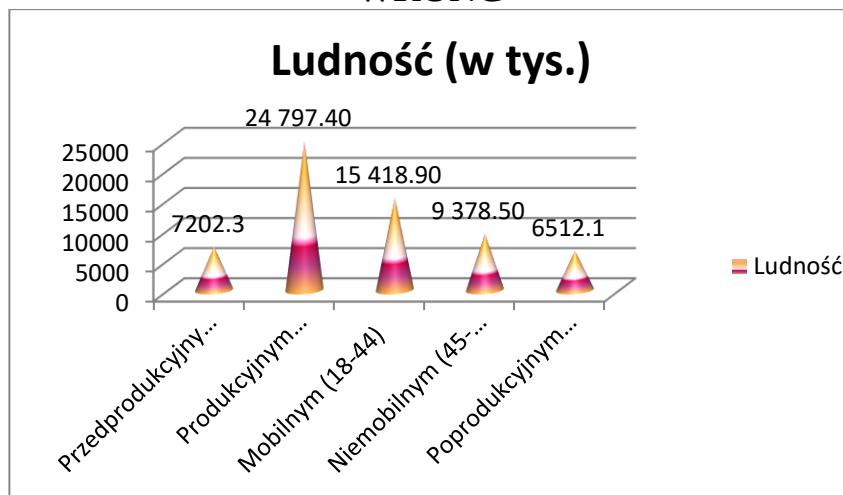
### RIGHT

Fig. 1. Participation of particular age groups of respondents in the survey



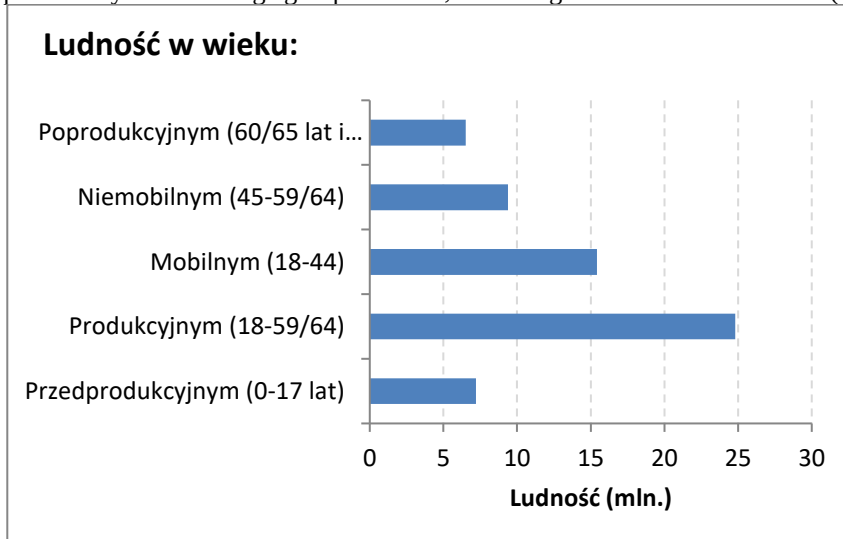
Source: own study

## WRONG



## RIGHT

Fig. 2. Population by economic age groups in 2011, according to National Census data (GUS 2011)



Source: own study

## IV. FORMULAE

Formulae should be placed centrally, in separate lines, labelled with Arabic numerals in parentheses placed close to the outer margin.

$$f(x) = \alpha \cdot \frac{\sqrt{x+1}}{|x-1|} \quad (1)$$

If references to some formulae are used in the text, the number of the formula in parentheses (1) should be used.



## V. LITERATURE (REFERENCING and QUOTING)

### Basic rules of using someone else's work

1. Each manifestation of creative activity of an individual nature preserved in any form, i.e. an author's work, is protected by copyright.  
To consider a work an author's work and protect it with copyright, it is not important what its purpose, scientific value, or other value is. It must be indicated, however, that intellectual work of a creative nature is different than work of a technical nature, understood as work requiring only specific knowledge and skills and the use of suitable tools, materials and technology.  
Applicable to protection of results of scientific work (research results) are not only provisions of the act of 4<sup>th</sup> February 1994 on copyright and related rights, but also provisions of the Civil Code act of 23<sup>rd</sup> April 1963, and more precisely art. 23, which explicitly lists scientific and artistic work among personal rights. It means that using just research results (not protected by copyright), the author of the research still needs to be indicated in order to secure his/her personal rights to the said results. If it is not done, such an author can make claims as mentioned in art. 24 of the Civil Code, i.e. claims related to protection of personal rights.
2. Descriptions of research results, scientific discoveries or their interpretations can be used either with the author's consent, or as allowed by legal provisions.
3. For use of legally released work (i.e. released with the author's consent), the right to quote is applicable as regulated in art. 29 of the act on copyright and related rights. According to that provision, in works which are independent wholes it is allowed to quote fragments of other published works or short works in their entirety to an extent justified with explanation, polemics, critical analysis, teaching, or rights resulting from the work's genre.
4. Rules of quoting (providing source data) are given further in this chapter. Failure to indicate bibliographical data (sources) is an instance of plagiarism, i.e. appropriation of someone else's work. When paraphrasing, i.e. expressing someone else's thoughts in your own words without quoting a fragment of someone's work literally, the source should also be given.
5. The concept of plagiarism has not been defined in legal provisions, but it is generally understood as:
  - appropriation of the authorship of someone else's work (overt plagiarism), or
  - taking fragments of someone else's work without providing the data on the author and source (covert plagiarism).
6. If exercising the right to quote only serves to save on the writer's effort (i.e. it is not justified with an explanation or critical analysis), it violates the copyright, although it is not plagiarism.

### Principles of placing quotations in the thesis

If the thesis contains quotations – specific fragments of other authors' work – the whole quoted text should be placed within standard quotation marks ("quoted text"). Also:

- quotations up to 40 words are placed within quotation marks within the particular paragraph,
- quotations longer than 40 words are placed within quotation marks in a separate paragraph.

### Foreign literature

Titles of foreign publications should be given in the original language, unless a translation is available. It is possible to transliterate the Cyrillic alphabet into the Latin one, according to norm PN-ISO 9:2000 binding in Poland.

## Referencing methods

The below-listed methods of referencing are recommended. The choice of one particular method (from the ones listed here or other such as are typical for a given discipline) is made by the supervisor of the thesis. At Philology studies, it is possible to also use other methods typical of English-language academic writing.

### Method 1

Automatic foot-/endnotes are obligatory (choose *Insert Footnote* or *Insert Endnote* from the menu or press Alt + j). Footnotes are placed at the bottom of the relevant page and endnotes at the end of the relevant chapter. The foot- or endnotes should end with full stops.

The quoted publications are placed in the reference list at the end of the thesis in alphabetical order by name of the author.

Foot- or endnotes to literature – last name and initials(s) of the first (or first and middle) name (or in reversed order: initials and last name), title of the work, publisher (optional), place and year of issue, page numbers for the text used if applicable. Punctuation and font (upright or *italics*) presented below. The chosen version should be consequently used throughout the thesis.

#### Monographic publication, quoted as a whole, e.g.:

D. Romer, *Makroekonomia dla zaawansowanych*, PWN, Warszawa 2000.

#### Monographic publication, indicating a specific issue, e.g.:

D. Romer, *Makroekonomia dla zaawansowanych*, PWN, Warszawa 2000, pp. 68-72.

#### Article in press<sup>2</sup>, e.g.:

Wierchoń S. T., *Systemy rozpoznawania*, "Informatyka", 1999 (12), pp. 33-39.

Wierchoń S. T., *Systemy rozpoznawania*, "Informatyka", 1999 (38, No. 12), pp. 33-39.

Wierchoń S. T., *Systemy rozpoznawania*, "Informatyka", No. 12/1999, pp. 33-39.

Wierchoń S. T., *Systemy rozpoznawania*, "Informatyka" 1999, No. 12, pp. 33-39.

#### Article in a joint publication, e.g.:

Pucek Z., *Kultura w refleksji socjologicznej*, [in:] Krawczyk Z., Sowa Z.K. (eds.), *Socjologia w Polsce*, Wyd. WSP, Rzeszów 1998, pp. 33-39.

#### Quoting the same reference several times one after the other, e.g.:

<sup>1</sup> Romer D., *Makroekonomia dla zaawansowanych*, PWN, Warszawa 2000, pp. 68-76.

<sup>2</sup> Ibid., pp. 70-71.

or:

<sup>2</sup> Ibidem, pp. 70-71.

<sup>3</sup> Ibid./Ibidem.<sup>3</sup>

#### If quotes are separated with other references, e.g.:

<sup>1</sup> Romer D., *Makroekonomia dla zaawansowanych*, PWN, Warszawa 2000, pp. 68-76.

<sup>2</sup> Wierchoń S.T., *Systemy rozpoznawania*, "Informatyka", No. 12/1999, pp. 33-39.

<sup>3</sup> Romer D., *Makroekonomia dla...*, op. cit., pp. 70-72.

#### If different works of the same author are quoted one after the other (see footnote 3), e.g.:

<sup>1</sup> Sztompka P., *Socjologia. Analiza społeczeństwa*, Znak, Kraków 2002.

<sup>2</sup> Id., *Socjologia wizualna: fotografia jako metoda badawcza*, WN PWN, Warszawa 2005.

or:

<sup>2</sup> Idem, *Socjologia wizualna: fotografia jako metoda badawcza*, WN PWN, Warszawa 2005.

<sup>1</sup> Marody M., *Jednostka po nowoczesności: perspektywa socjologiczna*, Wydawnictwo Naukowe Scholar, Warszawa 2014.

<sup>2</sup> Eadem<sup>4</sup> (ed.), *Wymiary życia społecznego: Polska na przełomie XX i XXI wieku*, Wydawnictwo Naukowe Scholar, Warszawa 2007.

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<sup>2</sup> it is also possible to use the name of the periodical without inverted commas (here: Informatyka) - the chosen version should be consequently used throughout the thesis

<sup>3</sup> if two options of the Latin word are available (full and abbreviated), one version should be chosen and used consequently throughout the thesis

<sup>4</sup> Idem – masculine form; eadem – feminine form.

### Quoting another thesis (own or someone else's)

Kowalski J., *System ochrony konkurencji i konsumentów w Polsce*, Master thesis, UITM Faculty of Administration, Rzeszów 2020, pp. 25-26.

### Quoting legal acts

Acts issued until 2011 inclusively, e.g.:

Election Code act of 5<sup>th</sup> January 2011 (Dz. U. No. 21, item 112 as amended)

act of 4<sup>th</sup> February 1994 on copyright and related rights (unified text: Dz. U. of 2000 No. 80, item 904 as amended)

Regulation of the Council of Ministers of 23<sup>rd</sup> December 1996 on execution of the act on administrative enforcement proceedings (Dz. U. of 1997 No. 1, item 1)

Acts issued from 2012 onwards (without the number of the Journal of Laws (Dz.U.)), e.g.:

Regulation of the Council of Ministers of 11<sup>th</sup> February 2013 on requirements for commissioning and operation of nuclear installation (Dz. U., item 28)

Regulation of the Minister of Agriculture and Rural Development of 15<sup>th</sup> December 2011 on the manner and forms of collaboration of district sea fisheries inspectors and the Agricultural and Food Quality Inspection when controlling fishery products (Dz. U. of 2012, item 2)

### Quoting case law

Published case law, e.g.:

Supreme Court ruling of 25<sup>th</sup> November 2011, III CZP 76/11, OSNC 2012, No. 6, item 71

Case law published electronically, e.g.:

Supreme Court ruling of 15<sup>th</sup> June 2012, II CSK666/11, LEX No. 1212809

If the quoted decision is not published, write “unpubl.” (for “unpublished”), e.g.:

Supreme Administrative Court ruling of 5<sup>th</sup> April 2002, III SA 3190/99, unpubl.

### Foot-/endnotes for webpages:

For online sources, always give the title of the webpage and/or author (if available). A link alone is not an acceptable reference.

Simple foot-/endnotes (it is necessary to provide the date of visiting the webpage), e.g.:

*Game of Thrones Wiki*, [https://gameofthrones.fandom.com/wiki/Game\\_of\\_Thrones\\_Wiki](https://gameofthrones.fandom.com/wiki/Game_of_Thrones_Wiki), from 15.05.04

or

*Game of Thrones Wiki*, [https://gameofthrones.fandom.com/wiki/Game\\_of\\_Thrones\\_Wiki](https://gameofthrones.fandom.com/wiki/Game_of_Thrones_Wiki), as of 15.05.04

or

*Game of Thrones Wiki*, [https://gameofthrones.fandom.com/wiki/Game\\_of\\_Thrones\\_Wiki](https://gameofthrones.fandom.com/wiki/Game_of_Thrones_Wiki), accessed 15.05.04

or

*Game of Thrones Wiki*, [https://gameofthrones.fandom.com/wiki/Game\\_of\\_Thrones\\_Wiki](https://gameofthrones.fandom.com/wiki/Game_of_Thrones_Wiki), 15.05.04

or

*Game of Thrones Wiki*, [https://gameofthrones.fandom.com/wiki/Game\\_of\\_Thrones\\_Wiki](https://gameofthrones.fandom.com/wiki/Game_of_Thrones_Wiki) (15.05.04)

Foot-/endnotes to a document (pdf, doc, docx, other), e.g.:

J. West, Palacios S., *Mae and the Dragon*, [from:] <https://aws.cricketmedia.com/media/MaeDragon-booklet.pdf>, 15.05.04, p. 15.

Foot-/endnote to audio/video materials:

Fox M., *Uczniowie Gastera*, <https://www.youtube.com/watch?v=fd2PMRMskHk>, 15.05.04.

## **Method 2**

References are placed after the quoted text as the author's name with the year of issue of the quoted position in square brackets, as a reference to a literature position given in the list at the end of the thesis, e.g.:

*The system for generating belief networks and belief rules, BeliefSEEKER®, has been developed at the University of Information Technology and Management in Rzeszów, Poland, in cooperation with the University of Kansas in Lawrence (KS), USA. The first use of the system concerned classification of melanocytic lesions [Hippe and Mroczek, 2003]. Other applications of the system have been described in [Grzymała-Busse, Hippe, Knap et al., 2003; Varmuza, Grzymała-Busse, Hippe et al., 2003; Błajdo, Grzymała-Busse, Hippe et al., 2003; Błajdo, Grzymała-Busse, Hippe et al., 2004; Mroczek, Grzymała-Busse and Hippe, 2004; Grzymała-Busse, Hippe and Mroczek, 2005; Grzymała-Busse and Hippe, 2005]. Recently, new approaches to generating belief networks have been described by Heckerman [Heckerman, 1995] and Spiehler [Spiehler, 2006].*

The quoted publications are placed in the reference list at the end of the thesis in alphabetical order by name of the author.

References in bibliography – last name and initials(s) of the first (or first and middle) name, title of the work, publisher, place and year of issue, page numbers for the text used if applicable.

Reference to a monographic publication, quoted as a whole:

[Cichosz, 2000]

Cichosz P.: *Systemy uczące się*

Wydawnictwa Naukowo-Techniczne, Warszawa 2000.

Reference to a monographic publication, indicating a specific issue:

[Cichosz, 2000]

Cichosz P.: *Systemy uczące się*

Wydawnictwa Naukowo-Techniczne, Warszawa 2000, pp. 267-270.

Reference to a publication (one author) in a scientific periodical:

[Grzymała-Busse, 1997]

Grzymała-Busse J.W.: *A New Version of the Rule Induction System LERS*

Fundamenta Informaticae 31(1997)27-39.

Reference to a publication (three authors at the most) in a scientific periodical:

[Grzymała-Busse, Hippe and Mroczek, 1998]

Grzymała-Busse J.W., Hippe Z.S., Mroczek T.:

*Belief rules vs. decision rules: A preliminary appraisal to the problem*

Fundamenta Informaticae 32(1998)112-119.

Reference to a publication (more than three authors) in a scientific periodical:

[Błajdo, Grzymała-Busse, Hippe et al., 2003]

Błajdo P., Grzymała-Busse J.W., Hippe Z.S., Knap M., Marek T., Mroczek T., Wrzesień M.:

*A suite of machine learning tools for machine learning and extraction of information and knowledge from data*

Pattern Recognition 46(2005)36-49.

Reference to a publication in conference proceedings:

[Grzymała-Busse, Hippe, Knap et al., 2003]

Grzymała-Busse J.W., Hippe Z.S., Knap M., Mroczek T.:

*Nowe narzędzia informatyczne inżynierii wiedzy i uczenia maszynowego II. Porównanie wybranych modeli wiedzy ukrytej oraz niepewnej*

In: Bubnicki Z., Grzech A. (eds.) *Inżynieria wiedzy i systemy ekspertowe*

Wydawnictwo Politechniki Wrocławskiej, Wrocław 2003, Vol. 1, pp. 239-247.

Reference to another thesis (own or someone else's)

[Cyrek, 2011]

Cyrek G.: *Architektura i funkcjonalność rozproszonych katalogów bibliotecznych na przykładzie KaRo*

Master thesis, UITM Faculty of Applied IT, Rzeszów 2011.

References to websites:

Reference to a website with author and title available:

[Heckerman, 1995]  
Heckerman D.: *A Tutorial on Learning Bayesian Networks*  
<http://research.microsoft.com/research/pubs/>, from 15.12.2006.

Reference to a website without title available:

[Spiehler, 2006]  
<http://www.ics.uci.edu/mlearn/MLRepository.html>, from 15.12.2006.

Reference to a website without author and title available:

[WWW-1, 2009]  
<http://www.kardiolo.pl/>, from 12.09.2009.

### **Method 3**

References are placed after the quoted text only as numbers in square brackets referring to the number of the item in the bibliography at the end of the thesis, e.g.:

*Comparing the commitment of enterprises active in Poland with enterprises operating in the EU, one can draw the conclusion that entrepreneurs in Poland show relatively low commitment in training employees [12].*

Numbers are given to the references in the order in which the particular titles appear in the thesis, and this is the order in which particular references should be listed in the bibliography at the end of the thesis.

If a given reference is quoted more than once, it should be referred to with the same number, given at the first instance of quoting it, each time it is quoted in the thesis.

If the author uses several titles for one paragraph, the numbers of all quoted titles should be written in square brackets, e.g.:

*Comparing the commitment of enterprises active in Poland with enterprises operating in the EU, one can draw the conclusion that entrepreneurs in Poland show relatively low commitment in training employees [3, 7, 12-19].*

Literature positions in the bibliography at the end of the thesis should begin with the surname and the initial of the first (first and middle) name; they are followed by the title of the work, publisher's name, place and year of issue, page numbers (if applicable) for the text used. The entries should end with full stops.

Monographic publication, e.g.:

3. Romer D., *Makroekonomia dla zaawansowanych*, PWN, Warszawa 2000, pp. 68-72.

Monographic publication, quoted as a whole, e.g.:

7. Romer D., *Makroekonomia dla zaawansowanych*, PWN, Warszawa 2000.

Article in press, e.g.:

17. Wierzchoń S.T., *Systemy rozpoznawania*, Informatyka, 1999 (38, No. 12), pp. 33-39.

Article in a joint publication, e.g.:

19. Pucek Z., *Kultura w refleksji socjologicznej*, [in:] Krawczyk Z., Sowa Z.K. (eds.), *Socjologia w Polsce*, Wyd. WSP, Rzeszów 1998, pp. 33-39.

References to webpages:

Like in Method 1.

## **VI. SUMMARY**

The summary should be written according to the specimen below, using Times New Roman, size 10. None of the elements from the specimen should be omitted.

Keywords required in the summary should be understood as 2-3 characteristic names, expressions, reflecting the subject and content of the thesis. There may be max. 5 keywords, divided with commas, and the total number of characters cannot exceed 200.

The summary should be put at the end of the thesis, after bibliography.

In their theses, students of **first-cycle studies** give a summary of the thesis in the language in which the thesis is written (Polish or English).

In their theses, students of **second-cycle studies** and **uniform Master's degree studies** give a summary of the thesis in Polish and in English. This does not apply to students studying in English, who give a summary of the thesis only in English.

## SUMMARY SPECIMEN – in Polish

**Wyższa Szkoła Informatyki i Zarządzania z siedzibą w Rzeszowie**  
**Kolegium Zarządzania / Kolegium Mediów i Komunikacji Społecznej**  
**Kolegium Informatyki Stosowanej / Kolegium Medyczne**

### **Streszczenie pracy dyplomowej**

Thesis title in Polish

**Autor:**

**Promotor:**

**Słowa kluczowe:** *(no more than 200 characters)*

Content – a few sentences concerning thesis content in Polish.

## SUMMARY SPECIMEN – in English

**The University of Information Technology and Management in Rzeszów**  
**Faculty of Management / Faculty of Media and Social Communication**  
**Faculty of Applied Information Technology / Faculty of Medicine**

### **Diploma Thesis Summary**

Thesis title in English

**Author:**

**Supervisor:**

**Key words:**

Content – a few sentences concerning thesis content in English..

## **VII. ATTACHMENTS**

Attachments to the thesis (if applicable) should form a separate chapter of the thesis, placed at the end of it (after the list of references) and considered in the list of contents.

Attachments should be written in font Times New Roman, size 10, and formatted according to the principles of formatting the text of the thesis, margins, formulae, figures, diagrams, pictures, tables, as specified in this regulation.

If the attachments are extensive or electronic in form, they should be recorded on a data carrier (CD, pendrive) and thus attached (in an envelope pasted in at the end of the thesis).

This part of the thesis also contains the collected consent forms (Attachments 2 / D, E, F, G) and original copy of a positive opinion of the bioethical commission, as applicable.

Original copies of the collected consents (Attachments 2 / D, E, F, G) should be submitted to the Dean's Office together with the printed thesis, bound together as a separate document.

**Conditions for admitting a student to a diploma examination  
and principles of conducting a diploma examination  
(Defence Principles)**

**I.**

1. Defences are conducted at the following times:
  - a) in July and September - for students finishing their studies in June,
  - b) in March - for students finishing their studies in February.  
subject to point II item 5.
2. The date of a defence examination is established by the dean after consulting the supervisor(s) of the theses.
3. Students writing a team thesis take their defence exam at the same time. In justified cases and with the dean's consent, it is possible for the team to take the defence exam without one or more members (even if only one student takes the exam).

**II.**

1. The student submits his/her thesis in paper and electronic form, after fulfilling the conditions specified in point III.
2. The thesis and documents referred to in item 3 below must be submitted not later than:
  - a) 15<sup>th</sup> July – for defences conducted in July,
  - b) 15<sup>th</sup> September – for defences conducted in September,
  - c) 15<sup>th</sup> March – for defences conducted in March,  
but no later than 14 days before the date set for the defence exam.
3. By the time specified in item 2, the student submits to UITM Dean's Office the following:
  - a) 1 copy of a printed and bound thesis (in a soft navy blue cover; the top cover of the binding must be transparent; the thesis can be printed and bound for a fee in the Copy Room in the University's main premises – room RA15; to have the thesis printed in the Copy Room, it must be saved as a .pdf file),
  - b) student declaration concerning the thesis (specimen given in Attachment 3 / 0),
  - c) the thesis in electronic form in accordance with the rules specified in Attachment 3 / A,
  - d) clearance slip with signatures,
  - e) declaration of choosing diploma and supplement copies' options (as provided in Attachment 3 / B),
  - f) proofs of other payments according to the *Payment Policy for studies and other forms of education*,
  - g) application to have a copy of the diploma issued in a foreign language (English, German, French, Spanish or Russian) – for students who would like to receive such a copy (against additional payment),
  - h) application to have a supplement to the diploma issued in English – for students who would like to receive such a supplement (against additional payment).
4. The student fills in the electronic surveys at the Moodle platform (<https://moodle.wsiz.edu.pl>) – at *Dashboard/Courses/Graduates survey*.
5. If it is impossible for the student to submit the thesis for justified reasons, the dean may, after asking the supervisor's opinion, prolong the time for submitting the thesis, but for not longer than two months. In such cases, the student should submit a suitable application to the dean of the faculty not later than by the date specified in item 2. Defences for students who have obtained the dean's permission to have their time thesis submission prolonged may be conducted:
  - a) until the end of November – for students finishing their studies in June,
  - b) until the end of May – for students finishing their studies in February.



6. A student who does not submit the thesis in the specified time may apply for a permission to repeat the semester. To do that, s/he should submit a suitable application to the dean of the faculty within 7 days from the specified date for submitting theses.

### III.

1. The student is admitted to the defence after fulfilling the following conditions:
  - a) passing all exams and receiving all credits required by the plan of studies for the particular field of study,
  - b) receiving at least “satisfactory” (“dostateczny”) grade for the thesis,
  - c) satisfying financial requirements specified in the *Payment Policy for studies and other forms of education at the University of Information Technology and Management in Rzeszów*,
  - d) submitting the thesis with all documents specified in point II items 3 and 4,
  - e) the thesis being accepted by the supervisor and checked in the Uniform Antiplagiarism System.
2. In the case of instituting disciplinary proceedings against a student suspected of plagiarism of the thesis, including usage of GenAI technology contrary to principles adopted at the University, that student may not defend the thesis until valid completion of the proceedings.

### IV.

1. Theses prepared by students are checked before their defence with the Uniform Antiplagiarism System.
2. The Uniform Antiplagiarism System establishes the Similarity Percentage which indicates the similarity rate of the thesis as compared to:
  - a) other theses within the ministerial repository of written theses,
  - b) documents from other reference sources (Internet resources, legal acts, university reference bases).
3. Similarity is understood as every cluster of at least 20 words which can be found in another source.
4. The student cannot be allowed a defence if the Similarity Percentage for their thesis exceeds 30%.
5. The supervisor is responsible for checking a thesis with the Uniform Antiplagiarism System.
6. The instruction for operating the Uniform Antiplagiarism System is available in electronic version on the network drive:

**O:\ Dziekanat \_Studiów \_Polskojęzycznych\Egzamin dyplomowy \_Prace dyplomowe\JSA Instrukcja dla Promotora\_od 2019**

7. Dean’s Office employees accepting the theses in electronic version are obliged to:
  - a) print out the report from the antiplagiarism system analysis, accepted by the supervisor, and include in the personal files of a student taking the defence
  - b) send information on theses in the case of which the Similarity Percentage is over 30%, to the Vice-Deans responsible for the particular fields of study,
8. Vice-Deans responsible for the particular fields of study are obliged:
  - a) not to accept theses not checked by the Uniform Antiplagiarism System for the defence,
  - b) to withhold the defence of a student whose thesis has a Similarity Percentage of over 30%.
9. Supervisors are obliged to again carefully analyse the content of a thesis whose Similarity Percentage is over 30%.

### V.

1. The thesis is graded by the supervisor and by one reviewer appointed by the dean. The grade for the thesis is the arithmetic mean of both above-mentioned grades. Thesis reviewer can be an academic teacher with at least a doctoral degree, subject to item 8.
2. If the thesis is graded “unsatisfactory” (“niedostateczny”) by the reviewer, the dean sends the thesis back for correction or asks for its assessment by an additional reviewer.
3. After receiving notification to their University email address, the supervisor and the reviewer are obliged to fill in their reviews for the thesis electronically in Polish in the University’s teleinformation system *e-usługi* (e-services) without delay.

4. Specimen for thesis grading by the supervisor is given in Attachment 3 / C1.
5. Specimen for thesis review and grading by the reviewer is given in Attachment 3 / C2.
6. The thesis should be reviewed meticulously, i.e. the review should not simply be a description of the thesis, but contain critical comments, assess the student's substantive and technical qualifications and the value of the thesis.
7. Thesis reviews are openly available except for theses whose subject is confidential by the law.
8. At first-cycle Nursing studies, the supervisor and reviewer of the diploma thesis is a person who has at least a Master's degree and the right to practice as a nurse.
9. At Philology studies, the supervisor reviews and grades the thesis. Specimen for thesis review and grading by the supervisor at Philology is given in Attachment 3 / C3.

## VI.

1. The diploma examination (defence) consists of the following:
  - a) the student presenting the thesis for no longer than 15 minutes,
  - b) the reviewer presenting a short opinion on the thesis,
  - c) the student answering:
    - a question from the material covered by the thesis,
    - a problem-solving question concerning the learning outcomes from within his/her field of study (it is recommended to have a list of sample questions for particular fields and cycles of study prepared and presented to students in advance).
2. The defence is in the form of an oral exam and is conducted in the language of the student's studies, and for studies related to education within foreign language philologies – in the language which is the object of studies.
3. The defence takes place in front of a committee composed of:
  - a) the dean, vice-dean or a person with at least a doctoral degree authorized by the dean – as the chairperson;
  - b) the supervisor of the thesis;
  - c) the reviewer of the thesis, subject to items 4 and 5.
4. In justified cases, the dean may grant consent for the supervisor or reviewer of the thesis to be absent from the defence. In such cases, the dean appoints another person to complete the committee's composition. The appointed person should represent the scientific discipline covering the issues of the particular thesis, or a related discipline.
5. For interdisciplinary (team) theses, the committee is composed of the supervisors and reviewers for the particular team member(s).
6. The course of the defence is minuted. The minutes form is given in Attachment 3 / D.
7. The grade from the defence is a weighted mean of the grades obtained by the student for presenting the thesis (with a weight of 0.2), answering the question from the material covered by the thesis (with a weight of 0.3) and the problem-solving question concerning the learning outcomes from within the student's field of study (with a weight of 0.5), rounded to a full or half-grade, i.e.:
  - a) if the weighted mean is between 3.0 and 3.49, the grade is written as 3.0,
  - b) if the weighted mean is between 3.50 and 3.74, the grade is written as 3.5,
  - c) if the weighted mean is between 3.75 and 4.24, the grade is written as 4.0,
  - d) if the weighted mean is between 4.25 and 4.50, the grade is written as 4.5,
  - e) if the weighted mean is between 4.51 and 5.00, the grade is written as 5.0,
 with the reservation that in order to receive a positive grade for the diploma examination, the student must obtain at least satisfactory (3.0) grades for presenting the thesis and for answering each of the questions referred to in item 1c).
8. At the request of the student or the supervisor, the defence may be open to the public. In order to do so, the student or the supervisor should submit a written application to that effect to the dean 7 days before the date set for the defence, at the latest.

9. The principles in items 1-8 do not apply to the diploma examination for Nursing. The principles of conducting the diploma examination at Nursing studies are set out in a separate regulation of the Rector on introducing the regulations of the diploma examination for students of Nursing.

## VII.

1. If the student receives an “unsatisfactory” (“niedostateczny”) grade at his/her defence or does not defend his/her thesis, the dean determines a second date for the defence. The repeated defence cannot take place earlier than after one month from the first defence.
2. If the student again receives an “unsatisfactory” (“niedostateczny”) grade at his/her defence or does not defend his/her thesis at the second date, the dean decides to have the student expelled.
3. Within a year from the date of the first defence, a student expelled pursuant to item 2 can apply to reenrol and have another date set for the defence.
4. The principles in items 1-3 do not apply to the diploma examination for Nursing. The principles concerning Nursing studies are set out in a separate regulation of the Rector on introducing the regulations of the diploma examination for students of Nursing.

## VIII.

1. The student finishes studies after passing the defence/diploma exam with a grade of at least “satisfactory” (“dostateczny”). The graduate receives a diploma.
2. The basis for the final grade from studies is as follows:
  - a) grade average from the studies counting as 60% of the final grade,
  - b) the grade from the thesis counting as 20% of the final grade,
  - c) the grade from the defence/diploma exam counting as 20% of the final grade.subject to item 3.
3. At first-cycle Nursing studies, the basis for the final grade is as follows:
  - a) grade average from the studies counting as 60% of the final grade,
  - b) grade average from the theoretical and practical parts of the diploma exam counting as 20% of the final grade,
  - c) the grade from the thesis counting as 10% of the final grade,
  - d) the grade from thesis defence counting as 10% of the final grade.
4. The final grade is written in the diploma according to the rules below, subject to item 5:
  - a) if the final grade from the studies is 3.49 or less, the grade is written as *satisfactory* (3.0);
  - b) if the final grade from the studies is between 3.50 and 3.74, the grade is written as *satisfactory plus* (3.5),
  - c) if the final grade from the studies is between 3.75 and 4.24, the grade is written as *good* (4.0);
  - d) if the final grade from the studies is between 4.25 and 4.50, the grade is written as *good plus* (4.5),
  - e) if the final grade from the studies is between 4.51 and 5.0, the grade is written as *very good* (5.0).
5. If the grade average from the studies is lower than 3.0, the final grade written in the diploma cannot be higher than *satisfactory*.

## IX.

1. One copy of the thesis is stored in paper version in the student’s files.
2. Theses in electronic versions are stored in specially dedicated servers in the University’s teleinformation system.

## X.

On passing the defence, the electronic form of the thesis is included in the ministerial repository of written theses (in accordance with Art. 347 item 4 of the Law on Higher Education and Science act), subject to point XI item 4.

## XI.

1. Against the student's request, supported by the supervisor's opinion, and due to important reasons, the Dean may grant a "Confidential" status to the thesis for a defined period of time. The application form is included in Attachment 3 / E.
2. If the thesis contains information protected under provisions of the law *on protection of classified information*, the Dean may – against the student's request, supported by the supervisor's opinion – grant a "Classified" status to the thesis and attach the clause indicated in the act. The application form is included in Attachment 3 / F.
3. Contents of a thesis with a "Confidential"/"Classified" status is not available to third parties.
4. A thesis with a "Classified" status is not uploaded to the ministerial repository of written theses.
5. A Dean's Office employee writes the information of the thesis's status on its title page in red.
6. A thesis with a "Confidential"/"Classified" status is defended without the presence of third parties.
7. After the defence, a copy of a thesis with a "Confidential"/"Classified" status is kept in a sealed envelope (with the following information on the envelope: diploma thesis, "Confidential"/"Classified" status, student's full name, student ID No., end date of the confidentiality period), in a manner which makes access to it by unauthorised people impossible. The manner of securing the thesis is decided by the Dean.
8. Authorised people who have access to the contents of a thesis with a "Confidential"/"Classified" status sign a confidentiality statement. The statement form is included in Attachment 3 / G.
9. Copies of the thesis owned by the student/graduate are not protected by the University.
10. The Dean's Office keeps an inventory of theses with a "Confidential"/"Classified" status.

## STUDENT DECLARATION CONCERNING THE THESIS

### For theses prepared in Polish

Ja niżej podpisany/a oświadczam, że składana przeze mnie praca dyplomowa pt. „.....”:

- została przygotowana samodzielnie,
  - nie była wcześniej przedmiotem procedur związanych z uzyskaniem tytułu zawodowego w wyższej uczelni.
- Oświadczam również, że niniejsza wersja pracy jest identyczna ze złożoną wersją elektroniczną.

Jednocześnie oświadczam, że przygotowując pracę dyplomową:

- ☐ Nie wykorzystywałem/łam technologii GenAI.
- ☐ Wykorzystałem/łam technologii GenAI, ale wyłącznie w zakresie dozwolonym przez promotora pracy, zgodnie z określonymi przez promotora i zaakceptowanymi przeze mnie ograniczeniami. Rozumiem, że treść pracy dyplomowej musi być wynikiem mojej własnej pracy intelektualnej. W treści pracy wskazałem/łam wszystkie części, które zostały przygotowane przy pomocy technologii GenAI lub z jej wsparciem, podając szczegółowe informacje na temat zakresu jej wykorzystania oraz uzasadniając celowość takich działań. Wykorzystanie GenAI w mojej pracy dyplomowej jest zgodne z obowiązującymi zasadami etyki akademickiej, w tym unikaniem plagiatu i niewłaściwego przypisywania autorstwa. Rozumiem, że odpowiedzialność za weryfikację autentyczności i oryginalności pracy dyplomowej spoczywa na mnie i zobowiązuję się do udostępnienia wszelkich wymaganych przez promotora lub Uczelnię materiałów pozwalających na sprawdzenie zakresu wykorzystania przeze mnie technologii GenAI.

Akceptuję, że złożenie oświadczenia niezgodnego z prawdą lub naruszenie którejkolwiek z ww. zasad korzystania z technologii GenAI może skutkować podjęciem przez Uczelnię kroków dyscyplinarnych, w tym wstrzymaniem postępowania o nadanie tytułu zawodowego lub stwierdzeniem nieważności dyplomu.

.....  
*data                      czytelny podpis autora                      numer albumu*

### For theses prepared in English

I, the undersigned, hereby state that the thesis entitled “.....” submitted by me:

- has been prepared without any help,
- has not been subject to procedures connected with acquiring an academic degree at a higher education institution at any earlier time.

I also state that this version of the thesis is identical with the submitted electronic version.

I also state that when preparing my diploma thesis

- ☐ I did not use GenAI technology.
- ☐ I used GenAI technology, but only to the extent permitted by the thesis supervisor, in accordance with the limitations specified by the supervisor and accepted by me. I understand that the content of the diploma thesis must be the result of my own intellectual work. In the thesis, I have indicated all parts which were prepared with the use or support of GenAI technology, providing detailed information on the scope of its use and justifying the purposefulness of such activities. The use of GenAI in my thesis complies with applicable academic ethics, including avoiding plagiarism and improper attribution of authorship. I understand that the responsibility for verifying the authenticity and originality of the thesis rests with me and I undertake to provide all materials required by the supervisor or the University allowing to check the scope of my use of GenAI technology.

I accept that submitting an untrue statement or violating any of the above-mentioned rules for the use of GenAI technology may result in the University taking disciplinary measures, including suspending the proceedings for awarding a professional title or declaring the diploma invalid.

.....  
*date                      author's legible signature                      ID number*

**Note: for team theses (as described in point II of Attachment 2 to the Regulation), the statement is as follows:**

For theses prepared in Polish

Ja niżej podpisany/a oświadczam, że składana przeze mnie praca dyplomowa pt. „.....”:  
- została przygotowana wspólnie z ..... (wymienić imiona, nazwiska i numery albumów współautorów),  
- nie była wcześniej przedmiotem procedur związanych z uzyskaniem tytułu zawodowego w wyższej uczelni.  
Oświadczam również, że niniejsza wersja pracy jest identyczna ze złożoną wersją elektroniczną.

Jednocześnie oświadczam, że przygotowując pracę dyplomową:

- ☐ Nie wykorzystywałem/łam technologii GenAI.
- ☐ Wykorzystywałem/łam technologii GenAI, ale wyłącznie w zakresie dozwolonym przez promotora pracy, zgodnie z określonymi przez promotora i zaakceptowanymi przeze mnie ograniczeniami. Rozumiem, że treść pracy dyplomowej musi być wynikiem mojej własnej pracy intelektualnej. W treści pracy wskazałem/łam wszystkie części, które zostały przygotowane przy pomocy technologii GenAI lub z jej wsparciem, podając szczegółowe informacje na temat zakresu jej wykorzystania oraz uzasadniając celowość takich działań. Wykorzystanie GenAI w mojej pracy dyplomowej jest zgodne z obowiązującymi zasadami etyki akademickiej, w tym unikaniem plagiatu i niewłaściwego przypisywania autorstwa. Rozumiem, że odpowiedzialność za weryfikację autentyczności i oryginalności pracy dyplomowej spoczywa na mnie i zobowiązuję się do udostępnienia wszelkich wymaganych przez promotora lub Uczelnię materiałów pozwalających na sprawdzenie zakresu wykorzystania przeze mnie technologii GenAI.

Akceptuję, że złożenie oświadczenia niezgodnego z prawdą lub naruszenie którejkolwiek z ww. zasad korzystania z technologii GenAI może skutkować podjęciem przez Uczelnię kroków dyscyplinarnych, w tym wstrzymaniem postępowania o nadanie tytułu zawodowego lub stwierdzeniem nieważności dyplomu.

.....  
*data                      czytelny podpis autora                      numer albumu*

For theses prepared in English

I, the undersigned, hereby state that the thesis entitled “.....” submitted by me:  
- has been prepared together with ..... (full names and ID numbers of co-authors),  
- has not been subject to procedures connected with acquiring an academic degree at a higher education institution at any earlier time.

I also state that this version of the thesis is identical with the submitted electronic version.

I also state that when preparing my diploma thesis

- ☐ I did not use GenAI technology.
- ☐ I used GenAI technology, but only to the extent permitted by the thesis supervisor, in accordance with the limitations specified by the supervisor and accepted by me. I understand that the content of the diploma thesis must be the result of my own intellectual work. In the thesis, I have indicated all parts which were prepared with the use or support of GenAI technology, providing detailed information on the scope of its use and justifying the purposefulness of such activities. The use of GenAI in my thesis complies with applicable academic ethics, including avoiding plagiarism and improper attribution of authorship. I understand that the responsibility for verifying the authenticity and originality of the thesis rests with me and I undertake to provide all materials required by the supervisor or the University allowing to check the scope of my use of GenAI technology.

I accept that submitting an untrue statement or violating any of the above-mentioned rules for the use of GenAI technology may result in the University taking disciplinary measures, including suspending the proceedings for awarding a professional title or declaring the diploma invalid.

.....  
*date                      author's legible signature                      ID number*

## I. ELECTRONIC VERSION OF THE THESIS

The electronic version of the thesis should be prepared as follows:

- 1) The file with the thesis should be saved as .doc, .docx or .pdf.  
The size of the file cannot exceed 19 MB.  
 The thesis may not be protected with a password (this applies also to write-protection).  
 The file with the thesis should contain all the required elements of a thesis.
- 2) If there is an attachment to the thesis as a separate file, or if there is more than one file attached to the thesis, they should be compressed with an archiving program to the ZIP format.  
The size of the attachment(s) file cannot exceed 19 MB in total.
- 3) The name of the thesis/attachment file must be written in Latin alphabet without any special characters or diacritics (e.g. in the Polish alphabet, diacritics are used to make letters such as: ą, ć, ę, ł, ń, ó, ś, ź, ż). When attaching/sending the thesis/attachment file through the Virtual University system, the target file names are generated automatically.

## II. SUBMITTING THE ELECTRONIC VERSION OF THE THESIS

The electronic version of the thesis is submitted through the Virtual University. After logging in to the Virtual University, you should choose “Your studies” in the menu on the left side of the screen. In order to submit the thesis, choose “Thesis”. In that tab you will see information concerning the thesis, such as the supervisor’s data and the status of the thesis. In the example below, the status is “None”, because the thesis has not been submitted yet. After the thesis is sent, the status changes to “Sent”, and after the thesis is checked by the supervisor, the status changes to “Accepted” or “Rejected” (if the thesis does not comply with these *Instructions for writing a thesis* or if the Similarity Percentage shown by the antiplagiarism system exceeds the established level). If the thesis is sent back for correction, the student should contact their supervisor about the causes of rejection. On correcting the thesis, the student resends the thesis.

To send the thesis, first you have to enter a description of it, which you can do by clicking “Enter description”.

| Student - Thesis                     |                 |
|--------------------------------------|-----------------|
| Title                                |                 |
| Supervisor                           | prof. Jan Nowak |
| Reviewer                             |                 |
| Date of submitting the thesis        |                 |
| Thesis evaluation                    | 0.0             |
| Date of final university examination |                 |
| Status                               | None            |
| (Studies) Final mark                 | 0.0             |
| Estimate of promoter of work         | 0.0             |
| Estimate of reviewer of work         | 0.0             |
| Date of diploma issue                |                 |
| Diploma no.                          |                 |
| Notes                                |                 |

Enter description

A window opens in which you have to enter the following data: thesis title, abstract (summary) and keywords.

To enter the data, click “Change” and write the necessary information. The entry is accepted by clicking “Save”. After entering and saving all data, click “Back”.

**Note: Students who do not enter all required information (thesis title, abstract and keywords) cannot pass on to the next stage of submitting their thesis.**

After clicking “Back” you return to the window showing information concerning the thesis.

To pass on to the next stage of submitting the thesis, please click the button “Send thesis file(s)”.

Thesis - Change data

| Field                     | Value | Action |
|---------------------------|-------|--------|
| Thesis title (polish) *   |       | Change |
| Abstract (polish) *       |       | Change |
| Keywords (polish) *       |       | Change |
| Thesis title (english) ** |       | Change |
| Abstract (english) **     |       | Change |
| Keywords (english) **     |       | Change |
| Thesis title (german) **  |       | Change |
| Abstract (german) **      |       | Change |
| Keywords (german) **      |       | Change |

\* - obligatory field

\*\* -only for full master's or graduate master's studies - enter full data in chosen language

Back

A window appears in which you choose the type of file you want to send (*Thesis file* or *Attachment to thesis*) and then click “Send file”.

Thesis - Files

Thesis status:None

Send thesis file

File type:

☒ Thesis file

☐ Attachment to thesis

Send file

Back

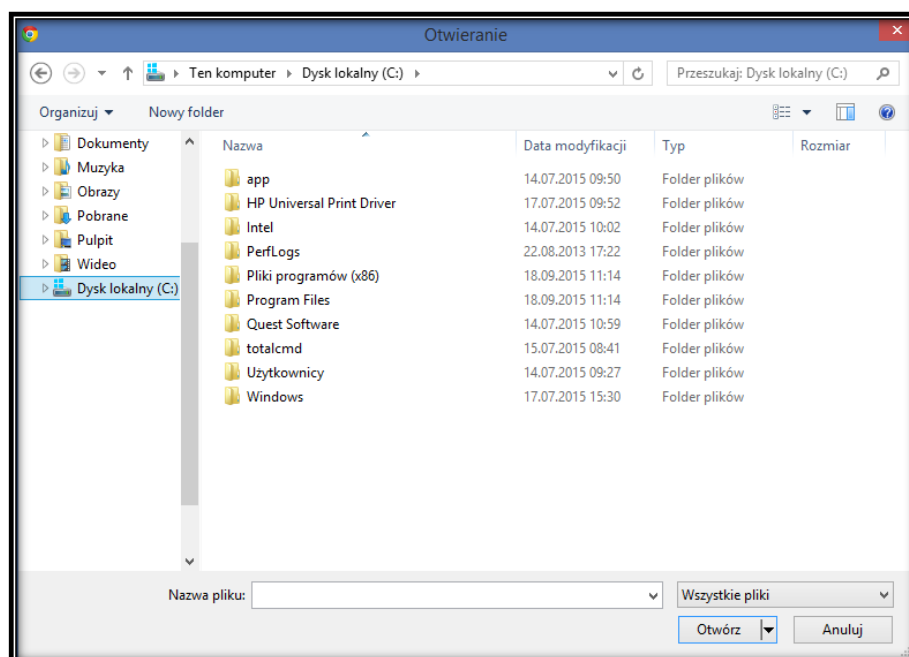
A window appears in which you should click the active button “Wybierz plik do wysłania”. That window and several following ones are in Polish, which is necessary for technical reasons.



### Praca dyplomowa - Pliki

Wybierz plik do wysłania

After clicking “Wybierz plik do przesłania”, find on the disc your previously prepared file with the thesis which you want to submit. After choosing the right file, accept it by clicking “Otwórz”, and then send it by choosing “Wyślij plik”.



If the thesis has an attachment, it has to be sent as well. You should then choose *Attachment to thesis* as your file type and repeat the procedure for sending the file.

### Thesis - Files

Tadeusz Koral - student ID 29042

| Filename               | File type | Download |
|------------------------|-----------|----------|
| 2015_LAZR_29042_p.docx | Thesis    |          |

Thesis status: Sent

Send thesis file

File type:

☒ Thesis file    ☐ Attachment to thesis

On finishing the procedure of sending the thesis, click “Back” to come back to the window “Student – Thesis”.

To check whether the thesis sent in its electronic form has been accepted, choose the tab “Your studies” and then “Thesis” at the Virtual University.

**NOTE: the confirmation that the electronic version of the thesis has been accepted by the supervisor can appear one day after the thesis is sent, at the earliest.**

If the thesis has been accepted, you will see a date and the message “Thesis has been accepted” in the field “Date of submitting the thesis”, and the message “Accepted” will appear in the “Status” field. This is shown below on an example.

|                                             |                 |
|---------------------------------------------|-----------------|
| <b>Title</b>                                | Example         |
| <b>Supervisor</b>                           | prof. Jan Nowak |
| <b>Reviewer</b>                             |                 |
| <b>Date of submitting the thesis</b>        | 21.09.2015      |
| <b>Thesis evaluation</b>                    | 0.0             |
| <b>Date of final university examination</b> |                 |
| <b>Status</b>                               | Accepted        |
| <b>(Studies) Final mark</b>                 | 0.0             |
| <b>Estimate of promoter of work</b>         | 0.0             |
| <b>Estimate of reviewer of work</b>         | 0.0             |
| <b>Date of diploma issue</b>                |                 |
| <b>Diploma no.</b>                          |                 |
| <b>Notes</b>                                |                 |

If the thesis is found not to be in compliance with these *Instructions for writing a thesis* or if the established Similarity Percentage in the antiplagiarism system is exceeded, the message “Requires changes” will appear in the “Status” field, and “Notes” will say “contact the thesis supervisor”.

|                                             |                        |
|---------------------------------------------|------------------------|
| <b>Title</b>                                | Example                |
| <b>Supervisor</b>                           | prof. Jan Nowak        |
| <b>Reviewer</b>                             |                        |
| <b>Date of submitting the thesis</b>        |                        |
| <b>Thesis evaluation</b>                    | 0.0                    |
| <b>Date of final university examination</b> |                        |
| <b>Status</b>                               | Requires changes       |
| <b>(Studies) Final mark</b>                 | 0.0                    |
| <b>Estimate of promoter of work</b>         | 0.0                    |
| <b>Estimate of reviewer of work</b>         | 0.0                    |
| <b>Date of diploma issue</b>                |                        |
| <b>Diploma no.</b>                          |                        |
| <b>Notes</b>                                | comments to the thesis |

In such cases, the student needs to contact the thesis supervisor about what needs to be corrected in the thesis. After corrections, the thesis must be sent again.

## DECLARATION

I choose the following option (one) of the document set:

### Diploma – choice of copies

- ☐ Diploma + 2 copies of the diploma in Polish
- ☐ Diploma + 1 copy of the diploma in Polish + 1 copy of the diploma in English
- ☐ Diploma + 1 copy of the diploma in Polish + 1 copy of the diploma in German
- ☐ Diploma + 1 copy of the diploma in Polish + 1 copy of the diploma in French
- ☐ Diploma + 1 copy of the diploma in Polish + 1 copy of the diploma in Spanish
- ☐ Diploma + 1 copy of the diploma in Polish + 1 copy of the diploma in Russian

### Supplement to the diploma – choice of copies

- ☐ Supplement + 2 copies of the supplement in Polish
- ☐ Supplement + 1 copy of the supplement in Polish + 1 copy of the supplement in English

.....  
(student's legible signature / student ID No. / field of study (abbr.))

The University of Information Technology and Management in Rzeszów  
ul. Sucharskiego 2, 35-225 Rzeszów

### Evaluation of Bachelor's/Engineer's/Master's Thesis - SUPERVISOR

|                             |                                        |
|-----------------------------|----------------------------------------|
| Field of study              |                                        |
| Cycle of studies            |                                        |
| Profile                     |                                        |
| Thesis for the degree of    | <i>licencjat / inżynier / magister</i> |
| Thesis topic                |                                        |
| Full name of the student    |                                        |
| Student's ID No.            |                                        |
| Full name of the supervisor |                                        |

|                                  |  |
|----------------------------------|--|
| <b>I evaluate the thesis as:</b> |  |
|----------------------------------|--|

(Scale: very good, good plus, good, satisfactory plus, satisfactory, unsatisfactory)

|                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I declare that this thesis has been prepared under my direction, and I state that it fulfils the conditions for presenting it in proceedings for acquiring an academic degree</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

.....  
Date

.....  
Supervisor's signature

### Review and Evaluation of Diploma Thesis - REVIEWER

|                             |                                        |
|-----------------------------|----------------------------------------|
| Field of study              |                                        |
| Cycle                       |                                        |
| Profile                     |                                        |
| Thesis for the degree of    | <i>licencjat / inżynier / magister</i> |
| Thesis topic                |                                        |
| Full name of the student    |                                        |
| Student's ID No.            |                                        |
| Full name of the Supervisor |                                        |
| Full name of the Reviewer   |                                        |

**1. Does the content of the thesis correspond to the subject specified in the title?**

**2. Assessment of the practical character of the thesis.\***

**3. Substantive assessment of the thesis content.\***

*In this point, please assess the correctness of the following aspects of the thesis:*

- *formulating the problem and aim of the thesis,*
- *the procedure used to solve the problem/the research procedure,*
- *inference*

**4. Evaluation of the correctness of the structure, technique of writing, and stylistic and linguistic correctness of the thesis.**

**5. Assessment of the selection and use of sources in the thesis.**

|  |
|--|
|  |
|--|

**6. Final grade for the thesis.**

|                                  |  |
|----------------------------------|--|
| <b>I evaluate the thesis as:</b> |  |
|----------------------------------|--|

*(Scale: very good, good plus, good, satisfactory plus, satisfactory, unsatisfactory/fail)*

*\* Asterisks indicate critical elements of the review. It means that a negative assessment of any of the indicated aspects of the thesis results in a finally negative review of the thesis (a negative 'unsatisfactory/fail' grade given in point 6 of the review form).*

.....  
*Date*

.....  
*Reviewer's signature*

## Review and Evaluation of Bachelor's Thesis - SUPERVISOR

|                             |                  |
|-----------------------------|------------------|
| Field of study              | Philology        |
| Cycle                       | First-cycle      |
| Profile                     | practical        |
| Thesis for the degree of    | <i>licencjat</i> |
| Thesis topic                |                  |
| Full name of the student    |                  |
| Student's ID No.            |                  |
| Full name of the Supervisor |                  |

**1. Does the content of the thesis correspond to the subject specified in the title?**

**2. Assessment of the practical character of the thesis.\***

**3. Substantive assessment of the thesis content.\***

*In this point, please assess the correctness of the following aspects of the thesis:*

- *formulating the problem and aim of the thesis,*
- *the procedure used to solve the problem/the research procedure,*
- *inference*

**4. Evaluation of the correctness of the structure, technique of writing, and stylistic and linguistic correctness of the thesis.**

**5. Assessment of the selection and use of sources in the thesis.**

|  |
|--|
|  |
|--|

6. Final grade for the thesis.

|                           |  |
|---------------------------|--|
| I evaluate the thesis as: |  |
|---------------------------|--|

(Scale: very good, good plus, good, satisfactory plus, satisfactory, unsatisfactory/fail)

\* Asterisks indicate critical elements of the review. It means that a negative assessment of any of the indicated aspects of the thesis results in a finally negative review of the thesis (a negative 'unsatisfactory/fail' grade given in point 6 of the review form).

|                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I hereby declare that this thesis has been prepared under my supervision and that it meets the conditions for presenting it in the proceedings for awarding a professional title. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

.....  
Date

.....  
Supervisor's signature



University of Information Technology and Management in Rzeszów  
ul. Sucharskiego 2, 35-225 Rzeszów

## P R O T O C O L

### of the Diploma Examination Committee for the degree of *licencjat/inżynier/magister* of .....

Mr/Ms (**Full name**)      father's name .....

date of birth .....

place of birth .....

student of the **Faculty of** ..... student ID No. ....

field of study ..... (**form: full-time/part-time**)  
**(cycle: first-cycle – *licencjat* (Bachelor)/*inżynier* (Engineer) / second-cycle – *magister* (Master) /**  
**uniform Master's degree studies – *magister*)**  
**(profile: practical/general academic)**  
 main specialty .....

has taken a diploma examination for the degree of *licencjat/ inżynier/magister*  
 on (**date**) before the Examination Committee comprising:

Chair: .....

Supervisor/Person substituting the supervisor: .....

Reviewer/ Person substituting the reviewer: .....

Topic: .....

Grades obtained by the student in the diploma examination:

- |                                                                                                    |                     |
|----------------------------------------------------------------------------------------------------|---------------------|
| 1) presenting the thesis                                                                           | ..... * 0.2 = ..... |
| 2) question from the material covered by the thesis                                                | ..... * 0.3 = ..... |
| 3) problem-solving question concerning the learning outcomes within the relevant field of study .. | ..... * 0.5 = ..... |

---

|                                     |       |
|-------------------------------------|-------|
| Grade from the diploma examination: | ..... |
|-------------------------------------|-------|

Considering the course of studies, thesis grade, and the diploma examination grade:

- |                              |       |                |  |
|------------------------------|-------|----------------|--|
| 1. Grade average for studies | ..... | * 0.60 = ..... |  |
| 2. Thesis grade              | ..... | * 0.20 = ..... |  |
| 3. Diploma examination grade | ..... | * 0.20 = ..... |  |

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|                    |       |
|--------------------|-------|
| Final study result | ..... |
|--------------------|-------|

The Committee agrees that

Mr/Ms (**student's full name**)

has taken a diploma examination for the degree of *licencjat/ inżynier/magister*

and is granted the degree of: *licencjat/ inżynier/ magister*

**Grade on the diploma:** .....

(scale: very good, good plus, good, satisfactory plus, satisfactory)

Committee members' signatures:

.....  
 .....

Committee Chair signature:

.....

Thesis topic: .....

Full name: ..... student ID No.: .....

Seminar (supervisor): .....

**The thesis qualifies for:**

*(please mark with an X)*

|                                                                                                           |  |
|-----------------------------------------------------------------------------------------------------------|--|
| distinction (diploma for an outstanding thesis)                                                           |  |
| placement in the University's repository of theses as didactic material for students                      |  |
| participation in the University competition for the best thesis concerning sustainable development issues |  |

.....  
(Committee Chair signature)

.....  
/full name /

Rzeszów, .....

.....  
/semester, symbol of studies, ID No. /

.....

.....

.....  
/ address for correspondence, e-mail, phone /

## Dean of the Faculty of

.....  
University of IT and Management in Rzeszów

### APPLICATION FOR GRANTING A “CONFIDENTIAL” STATUS TO THE THESIS

I kindly request for my thesis titled .....

.....

to be granted a “Confidential” status.

Justification:

.....

.....

.....

Your consideration is greatly appreciated.

.....  
/ student’s legible signature /

### Supervisor’s opinion:

.....

.....

.....

.....  
/ date and supervisor’s signature/

### Decision of the Dean of the Faculty of .....

#### Acting on the basis of:

§ 29 item 3 of the UITM Statute,

**I grant a “Confidential” status to the thesis titled**

..... **until** .....

For the above stated period, the thesis is to be kept in a sealed envelope.

.....  
/ date and Dean’s signature /

.....  
/ full name /

Rzeszów, .....

.....  
/semester, symbol of studies, ID No. /

.....

.....

.....  
/ address for correspondence, e-mail, phone /

## Dean of the Faculty of

.....  
University of IT and Management in Rzeszów

### APPLICATION FOR GRANTING A “CLASSIFIED” STATUS TO THE THESIS

I kindly request for my thesis titled .....

.....  
to be granted a “Classified” status, as it contains classified information according to the law on protection of  
classified information.

Justification:

.....  
.....  
.....

Your consideration is greatly appreciated.

.....  
/ student’s legible signature /

### Supervisor’s opinion:

.....  
.....  
.....

.....  
/ date and supervisor’s signature /

### Decision of the Dean of the Faculty of .....

#### Acting on the basis of:

art. 5-6 of the Law on protection of classified information of 05.08.2010 (Dz.U. 2019, item 742),

**I grant a “Classified” status to the thesis titled .....**  
**..... and attach the clause of\*: ..... until .....**

For the above stated period, the thesis is to be kept in a sealed envelope.

\* enter accordingly: top secret, secret, confidential, restricted

.....  
/ date and Dean’s signature /

**FORM**

**STATEMENT**

I, the undersigned, hereby state that I have been informed that the thesis by:

Student's full name .....

Student ID No. ....

Field of study .....

Cycle, profile, form of studies .....

is written under conditions of confidentiality/secrecy\* and I agree to keep any information obtained while the thesis is prepared/filed secret until .....

.....  
*Date, legible signature*

\* *delete as necessary*