



**Regulations for diploma theses and diploma exam
process for fields of study at the
Faculty of Management Engineering at Poznan
University of Technology**

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1 Regulations purpose

The purpose of the regulations for implementation of diploma theses is to unify the rules and procedures in the field of formal aspects of the implementation of Master's and engineering theses at the Faculty Engineering of Management at Poznan University of Technology.

2 General information on diploma theses

Writing an engineering thesis (on first-cycle studies) and Master's (on second-cycle studies) is a prerequisite for the completion of learning process, and after successfully passing the final exam to obtain the professional title of Engineer or Master's degree. Writing a diploma thesis is obligatory for all types and fields of studies. Student prepares a diploma thesis understood as a piece of work in accordance with all the requirements set out in Study regulations of first and second cycle studies adopted by the Academic Senate of Poznan University of Technology, Resolution No. 42/2020-2024 of 31 May, 2021. Requirements for theses are set out in section VI and VII. The study regulation is available on the following website; www.put.poznan.pl and fem.put.poznan.pl in section STUDENT - MANUALS AND DOCUMENTS.

3 Choice of diploma thesis promoter

A diploma thesis may be performed individually or as a team (SR §31). The promoter of Engineering or Master's thesis may be an academic teacher: Professor, Assistant Professor (Habilitation Doctor) or Assistant (Doctor) (SR §31). It is suggested that the Master's thesis should be carried out in the first instance under the supervision of a Professor or Assistant Professor. In the case of prolonged absence of the thesis promoter, which could affect the timely submission of the thesis, the dean is obliged to appoint a person who will take the responsibility of supervising the work (SR §31). At the second degree studies the student chooses a supervisor until the end of the first semester of the studies. In the case of engineering studies the student chooses the promoter of the thesis prior to undergoing student internship (this is necessary for the effective realization of the internship and from the point of view of the diploma process).

An academic teacher can conduct in the academic year specified number of diploma theses in accordance with the limit set by the Dean.

The diploma thesis promoter is selected by an electronic educational platform ekursy.put.poznan.pl in a course dedicated to a specific group of students. Students are informed by e-mail about the start of registration for promoters no later than by the middle of the semester in which the choice of a promoter is to be made. Before enrolling for a given

diploma the student should go on duty to a potential promoter and discuss the details of the work and the scope of cooperation.

4 Establishing and approving diploma thesis subject

Engineering thesis subjects must be related to author's field of studies. In the case of Master's thesis the subject should be in compliance with the chosen area of study (specialization). The thesis subject is determined and verified during student's consultations with the promoter. The thesis subject is approved when the diploma thesis card is issued and the subject should be established no later than before the registration of the student to the last semester of studies (SR §30). Issuing a diploma thesis card is the responsibility of the promoter. In order to do this, the promoter collects the appropriate data for the field and mode of study document; "Diploma thesis subject card ..." from www.fem.put.poznan.pl (under student zone/documents/templates of diploma documents). The promoter fills out the diploma thesis card, determines its details with the student, approves it and then electronically sends to the administrative unit involved in the planning and settlement of the teaching process. The deadline for submitting thesis cards is established by the end of the first month of the last semester of studies (SR §30). The student receives the diploma thesis card approved by the institute's director or vice-dean or dean and confirms the receiving of the diploma thesis card with his/her signature. The card must be collected from the appropriate dean's office (RS §30).

5 Diploma thesis editorship

5.1 Title page

The thesis title page must conform to the accepted standards. The student downloads the title page template from www.fem.put.poznan.pl.

5.2 Thesis arrangement

The thesis should have the following arrangement:

- Title page.
- Table of contents.
- Abstract in Polish.
- Abstract in foreign language.
- List of indications, abbreviations and a glossary (if it is justify to contain it).
- Thesis content as required in point 5.3. of the following Regulations.
- Bibliography (literature list).
- Tables list.
- Drawings list.

- Attachments list (if contained).
- Attachments in accordance with the order from the attachments list and page numbers.

5.3 Thesis content

A diploma thesis is an independent elaboration of a specific scientific or artistic issue, practical or technical achievement or artistic achievement performance presenting the student's general knowledge and skills related to a given field of study, the level and profile of education and the ability to analyze and draw conclusions (SR § 30). The diploma thesis may include, in particular, written paper or a project paper (SR §30).

The content of a diploma thesis comprises three main parts:

- Introduction.
- Substantive presentation of the problem of work and its solution.
- Summary.

Introduction must contain justification of the subject choice, objectives, identification of the theoretical and/or empirical problems and the scope of work. The introduction should also include general concept and methodology of thesis development and the assumptions.

The paper should include a description of the potential for implementation/commercialization of the proposed solutions and the level of innovation of the developed concepts against the background of technology/practice of enterprises.

Substantive presentation of the problem should include analysis of the problem theory. This analysis needs to contain references to literature (books, monographs, magazines, standards, newsletters, yearbooks, legal acts etc.). The use of web pages linked to the subject matter of the title may be permitted, provided that the author of the content in question is identified and referred to (e. g. associations, organizations, companies).

In each case, theoretical analysis is an independent study of the student on the basis of well selected source literature (with reference to a given source). It is also necessary to include in this part of the diploma paper a description of the applied research or design methods, an analysis of the problem studied, a programme of analysis of research results, as well as developed concepts, projects and other achievements, carried out on the basis of conducted research, observations and analyses.

Summary should contain a clear determination of the level of achieved objectives and conclusions of research and conceptual-design work. Summary should refer to the entire content of the work, both in its theoretical and research area.

The diploma thesis is subject to copyright. The University shall have priority in the publication of the student's diploma paper. If a higher education institution has not published a diploma thesis within 6 months of its final exams, the student who prepared it may publish it, unless the diploma thesis is part of a collective work (RS §30).

5.4 Technical rules for writing diploma thesis

5.4.1 General rules

An Engineering or Master thesis must be developed as a compact text with the number of pages adequate for a proper development of the subject. It is recommended that its volume is not less than three publishing sheets (120,000 typographic characters - including spaces).

While writing the thesis the following rules should be taken into account:

- Times New Roman or Arial font (consistently used throughout the work).
- Font size: sections titles 14, subsections titles and text 12.
- Margins: internal 3,5 cm, external 2,5 cm, top and bottom 2,5 cm.
- Line spacing 1,5 (without additional spacing between paragraphs),
- Automatic page numbering in the bottom right corner of the page, without a number on the first page of the work (the first page of the work is the title page).
- Centre-justified text.
- Automatic hyphenation.
- A consistent use or non-use of text indentation throughout the work.

5.4.2 Numeration, language and style

Use a non-personal mold, e.g. "the research has been done", " analysis has been carried out and it has been stated that..." or the form of a third person of a singular or multiple numbers, e.g. "one has been performed ". Author (s) of the work developed (a)/developed....'. Do not write a work in the first person as a singular or multiple number, e. g. "I wrote", „we think", etc.

In the thesis the numbering of sections and subsections should be in Arabic numerals, e.g. 1, 1.1, 1.2, 1.2.1, 1.2.2, 1.3, 2, 2.1., 2.2. etc. It is important to note that there can be no point 1.2.1 if there is no point 1.2.2, i.e. you cannot use a single subsection.

In order to emphasize a part of the thesis you can use bold or italic uniformly throughout the work.

After the title of a chapter or a subchapter there are no dots and the titles of thesis parts are not placed in quotation marks.

Between the title of higher order and the title of lower order (subtitle) there should be no text whatsoever.

A subsection should not start with a drawing, formula or table. It should not be composed merely of drawings, formulas and/or tables. To each of these elements, add a brief introduction, which should be mentioned in the content.

Main sections should start on a new page (e.g. 1., 2.).

If calculations are used, bullets and numbering should be uniformly adopted throughout the work. Punctuation should be properly taken care of, i.e. if the item starts with a capital letter it should end with a dot (exclamation mark, question mark), and when it starts with a small letter it should end with commas or semicolons.

5.4.3 Drawings

Drawings presented in the thesis should be grouped. Scans of drawings, tables, etc. should not be used. The drawings should be legible, understandable and described with reference to the source, for example:

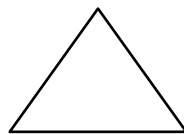


Fig. 2.1. Isosceles triangle (without dot) Source:
Majchrzak A., 2007, s. 123., Nowacki J., 2009, s. 22.

NOTE: When signing the drawings, it is permissible to sign 10 points or 11 points equally for the whole thesis.

When numbering drawings a two-piece rule should be adopted, where the first piece is the section number and the second piece is the drawing number in the given section.

Sources should be listed in accordance with the principles described in section 5.5. of these Regulations. Drawings as well as their descriptions below should be placed at the centre of the page.

5.4.4 Tables and formulas

When placing tables in the thesis the author should adopt a consistent style throughout the work. The table should be described above the table and always specify its source, for example:

Table 2.1. Analysis of employment volume. Source: own work

Column 1	Column 2	Column 3	Column 4

Source: Own elaboration.

NOTE: When signing tables, it is allowed to sign 10 points or 11 points equally for the whole Thesis. The principle for numbering tables is the same as for drawings.

Formulas are placed in the next line centrally and their numbers are given on the right side in parentheses.

$$(a + b)^2 = a^2 + 2ab + b^2 \quad (5.1)$$

The principle for numbering formulas is the same as for drawings and tables.

Table or formula sources should be given in accordance with the principle described in section 5.5. of these Regulations.

Every drawing and table included in the thesis requires a source and redrawing does not constitute original work.

Photographs taken by the author/authors should be provided with information "own photography".

5.5 Literature references

When writing the thesis the author is obliged to rely on the appropriate references.

Thus, in the text where appropriate the author refers to the source uniformly using the principle of referring to literature in accordance with the Harvard system.

According to this system author's name, year of publication and number of pages should be given in parentheses, for example: (Smith, 2001, p. 22)¹

If a given publication has two authors, both names should be given, combined with the conjunction "and", for example: (Antczak and Bartkowiak, 1994, p. 13). In the case of three authors the conjunction "and" is placed before the last name, e.g. (Malinowski, Janiak and Nowak, 1999, p. 145). If there are more than three authors you place only the first of them with the note et al., e.g. (Marczak et al., 2005, p.12). Where the author of a thesis uses a variety of publications, whose authors have the same names and year of publication, the first letters of authors' names are given, for example (Nowak, A., 2004, p. 33; W. Nowak, 2003, p.44). It is also a common principle that a few publications cited at the same time (in one

¹ It is also allowed to add in square brackets the position number from the literature list along with the page number, for example [15, p.123]. Such principles shall be determined with the promoter of the thesis.

parenthesis) are arranged in a chronological order, rather than in alphabetical order, e.g. (Smith, 1973, p. 22; Malinowski, 1980, p. 55; Adamski, 1999, p. 47). Relying on studies and reports prepared by organizations, institutions, etc., which do not have authors (or editors), the author gives the name of these organizations, for example (GUS, 2009), (PKN, 2009), (Journal of Laws No. 44, item. 123 dated 24.02.2011).

When you use a direct quote from someone else's work, carefully mark the passage quoted using quotation marks and italics, for example (...) even rapidly growing enterprises should *"you analyze the risk of business processes"* (Nedbała et al., 2010 p.306).

At the end the author places bibliography, in alphabetical order as follows:

[22] Kowalski A., Nowak J., Zarządzanie przez cele, PWN, Warszawa, 2011.

[23] Król A., Audyt wewnętrzny w organizacji, Problemy Jakości no. 11/2009, p. 13-21.

[24] Król J., Organizacje procesowe, [in:] Nowoczesne zarządzanie organizacjami, Nowak J. (Ed.), Wydawnictwo Politechniki Łódzkiej, Łódź, 2011, p. 123-145.

It should also be noted that the titles of works in the literature list are given without quotation marks.

Dated internet sources used in work should be given after the literature list as follows: Internet sources:

www.audyt.pl, 17.06.2014

www.sejm.gov.pl, 14.07.2014

www.wizjatwojejfirmy.pl, 14.07.2014

The list of references and websites should only contain the items used in the thesis.

5.6 Footnotes

Footnotes are used to supplement, interpret and comment on ideas discussed in the text. Footnotes should be used for an expanded analysis of the discussed questions that require explanation or comparison with other questions, e.g. The Deming rule is used in many enterprises²².

6 Submitting diploma thesis and final examination

6.1 Conditions for admission to diploma exam

In accordance with § 32 of the Studies Regulations the conditions for admission to the final exam are as follows:

² More about Deming rule and its applications in Kowalski A.2010, Nowak B., 2011

1. Obtaining the required number of credits (ECTS points), achieving all the learning outcomes required by the program and completing all required informational trainings (OHS, student apprenticeship, etc.).
2. Submission of the thesis in accordance with the requirements specified in §30 SR.
3. A positive opinion about the thesis issued by the supervisor issued by the promoter after reviewing the results of the Uniform Antiplagiarism System check.
4. A positive opinion at least one reviewer. In the case of Master's theses, when the promoter is a Doctor, the reviewer must be a Professor or Assistant Professor (SR §31).
5. Submitting a set of required documents at the Dean's office of the relevant department or in the case of part-time studies at the Integrated Service Centre a minimum of five days before the planned date of defense of the Engineering or Master's thesis.

6.2 Rules for submitting diploma theses electronically and documents for diploma exams.

The deadlines for submitting theses electronically have been specified in §30 of Study Regulations and are as follows:

Studies ending with	full-time		part-time
	first-cycle	second-cycle	first and second-cycle
winter semester	January 31	31 March	31 March
summer semester	June 30	June 30	30 September

NOTE:

The following conditions are considered to be met for successful submission of the diploma paper:

- uploading the diploma paper to the university's repository of written diploma papers,
- submitting a statement on independent performance of the diploma thesis,
- approval of the thesis by the promoter.

The Dean, at the request of the promoter or the student, may postpone the deadline for submission of the thesis, not more than 2 months in the case of:

- Student's prolonged illness, confirmed by relevant documents.
- The inability to write the thesis in due time for reasons beyond student's control (SR §30).

If the person requesting to postpone thesis submission is the student, he/she must submit 'an application for extension of the thesis submission deadline'. The application must be reviewed by the promoter (form available at <http://fem.put.poznan.pl>). The application must be

submitted to the Dean's Office or the Integrated Service Centre before the deadline for submitting the diploma thesis.

A student who has not submitted a thesis within the specified deadlines or has not obtained the number of ECTS credits provided for in the study programme shall be struck from the list of students. Completion of a degree programme is then possible pursuant to the specified in § 28 SR.

The procedure for submitting diploma papers and documents for the diploma examination is as follows:

1. The Student checks in the eStudent's system whether he or she has all the grades confirming achievement of learning outcomes and whether a thesis card has been introduced into the system thesis, which is a condition for defining the diploma examination.
2. The Student agrees with the Promoter the final version of the diploma thesis. This is the final approval of the thesis by the Promoter with the indication of the last amendments.
3. The Student improves the work according to the Promoter's final remarks.
4. The Student uploads the work to the eStudent system, and then prints from eStudent system declaration of independent performance of work.
5. The work is automatically transferred to the Uniform Anti-Plagiarism System (APS) in which the work is analyzed. The operating time of the system depends on the server load and may take several days. After generating a report from the uniform Anti-Plagiarism System, the Promoter is informed about it by e-mail.
6. When analyzing the APS report, the Promoter makes one of the following decisions:
 - the Promoter accepts the work when the results of the analysis of the APS report do not raise any objections,
 - the Promoter does not accept the work, when the results of the analysis of the APS report require improvement of the work, then he informs the Diplomatic about the need to introduce a replacement and the Graduate returns to section 3 of this procedure.

NOTE: The Graduate has the possibility to correct the files of the diploma paper up to two times.

- the Promoter does not accept the thesis when the results of the analysis of the APS report provide a reasonable basis to conclude that the thesis is plagiarism. Then the Promoter directs the work to the Rector in order to initiate an investigation procedure. If, as a result of the investigation procedure, the work is considered plagiarism, then

the Rector shall suspend the diploma procedure, refer the case for consideration by The Disciplinary Board and shall notify the relevant authorities of the commission of crimes (in accordance with Ordinance No. 20 of the Rector of the Poznan University of Technology of 21 April, 2020).

7. If the work has been accepted Promoter proposes in the eDziekanat system composition of the Commission and the date of Diploma Examination in the statutory date, i.e. 3 months from the date of submitting the work, and in the case of postponement of the date of submitting the work within one month from the date of its submission.
8. The Graduate provides the Diploma Work to the Reviewer.
9. The Graduate delivers to the Dean's Office:
 - statement on the independent performance of the diploma thesis (downloaded after the work has been uploaded to the system),
 - completed clearance slip,
 - additional information about the achievements during the studies in order to enter them into the a supplement (in Polish and English if the student applies for a diploma in English),
 - abridged marriage certificate (if married and changing your name during your studies),
 - proof of payment - as a fee for the issuance of the diploma of graduation, number the account is visible in the eStudent system (information available at <http://fem.put.poznan.pl>).
 - division of engagement (the diploma thesis may be carried out individually or in a team. If the work is done in a team, the authorship of its individual parts or the contribution of individual co-authors must be indicated).

In the event of loss or theft of a student ID card, the student shall submit a relevant statement to the Dean's Office or forward it to the examination board during the diploma examination. The statement shall be attached to the student's file.

NOTE: templates of all documents are available at www.fem.put.poznan.pl and in the case of part-time studies at www.zco.put.poznan.pl.

The prepared set of documents containing the above mentioned elements should be submitted **at least five working days before the planned date of the diploma examination. In order to meet this deadline, it is necessary to upload the work into the system in advance.**

All the conditions for admission and conducting the diploma examination are described in Chapter VII of the Study regulations of first and second cycle studies adopted by the

Academic Senate of Poznan University of Technology, Resolution No. 42/2020-2024 of 31 May, 2021.

7 Diploma exam

7.1 Diploma exam and exam commission

The diploma exam must take place no later than three months after the admissible deadline for submitting a diploma paper, or in the case of postponement of the deadline for submitting a diploma paper within one month of its submission (SR §32).

The exam takes place before a committee appointed by the Dean, which consists of at least three persons: the chairman, the promoter and the reviewer (SR §32).

As a rule, defences are held in full-time mode with the presence of a full commission and the graduate or graduates.

The diploma examination committee is chaired by the Dean, Vice-Dean or Professor Associate Professor, University Professor or Assistant Professor or docent employed at Poznan University of Technology (SR § 32).

The chairman of the examination committee shall supervise the completion of the promoter's and reviewer's grade and the records of the diploma examination in the Woody system, and then the delivery of the documentation to the Dean's Office after the defence.

The diploma examination is an oral examination; with the consent of the dean it may include a written part. At the request of the student or the promoter, the diploma examination may be public. A decision about the public character of the examination is taken by the chairperson of the diploma examination commission, who at the same time defines the scope and conditions of the public's participation in this examination (RS §32).

In exceptional situations, in particular when remote learning is ordered, the diploma examination may be conducted by videoconference in accordance with the Ordinance No. 36 of the Rector of PUT of 01.09.2021 and with the Ordinance No. 29 of the Rector of PUT of 29.05.2020.

7.2 Diploma exam procedures

The diploma examination consists of two oral parts: discussing the defending thesis and checking the learning outcomes provided in a given field of study. The first part of the final exam consists of discussing the topic of work and the effects of its realization as well as presenting the review and discussing issues included in the thesis. In the case of a negative assessment by the reviewer, the decision to admit the student to the final exam is taken by the Dean, after consultation with an additional reviewer (SR §35). In the second part the student

answers at least three questions connected with the learning outcomes in a given field of study. The questions are formulated on the basis of the list before the beginning of the diploma semester available to the student at www.fem.put.poznan.pl.

Before the beginning of the diploma semester, the dean announces the list of topics applicable to the diploma examination (RS §32). The topics for the diploma examination are reviewed by the Faculty Commission for the Fields of Study.

Questions are formulated by the chairman of the examination committee, taking into account the proposals of the committee members.

The evaluation of the final exam shall be the arithmetic mean (rounded to two decimal places) of a mark for thesis discussion and the marks received for answering the questions. The diploma exam is considered to be passed when thesis discussion and most answers involving knowledge of a given field of study were evaluated positively (SR §36).

7.3 Special cases

A student who justifies **not taking** the diploma examination or obtains a negative grade in that examination, the Dean shall set a second date for the diploma examination within three months of the first date of the examination (SR §35).

A student who has not submitted the thesis within due time or not justified not taking the final exam may resume studies at the last semester and complete them in accordance with the rules laid down by the Dean (SR §35).

7.4 Studies overall grade

The average grade of the studies is a weighted average. The given subject grade is assigned with a weight equal to the number of ECTS credits allocated to that class:

$$\text{average grade} = \frac{\sum(\text{class grade} \times \text{points})}{\sum \text{points}}$$

The grade for classes is the arithmetic mean of all grades for each form of classes (SR §36).

7.5 Studies final result

Studies final result is determined by the final exam committee, calculating it accurately to two decimal places based on the sum of:

- 0,6 the weighted average of the courses grades,
- 0,2 diploma grade,
- 0,2 diploma exam grade.

The grade entered in words in the diploma is determined as follows: (SR §36)

4,76 – 5,00	Very good with distinction	A (A+)
4,51 – 4,75	Very good	A
4,21 – 4,50	Good plus	B
3,81 – 4,20	Good	C
3,41 – 3,80	Satisfactory plus	D
Up to – 3,40	Satisfactory	E

The grade in number and in words of diploma thesis, final exam and studies final result is entered in the final exam protocol (SR §36). The verbal assessment of the final result of the studies shall be included in the diploma (SR §36).

8 Attachments

- *Attachment no. 1* – Engineering thesis title page
- *Attachment no. 2* – Master thesis title page

9 Associated document

- Study regulations of first and second cycle studies adopted by the Academic Senate of Poznan University of Technology, Resolution No. 42/2020-2024 of 31 May, 2021 - published on the website www.fem.put.poznan.pl
- Ordinance No. 36 of the Rector of PUT of 01 September, 2021 on the organisation of activities of Poznan University of Technology in the winter semester of the academic year 2021/2022.
- Ordinance No. 29 of the Rector of PUT of 29 May, 2020 on the principles of conducting credits and examinations using electronic means of communication.
- Ordinance No. 20 of the Rector of Poznan University of Technology of 21 April, 2020 on the obligation to check written diploma theses using the Uniform Anti-Plagiarism System (APS)

10 Superseded documents

10.1. Rules for Diploma Exam at the Faculty Engineering of Management approved by the Faculty Engineering of Management Council - published at www.fem.put.poznan.pl.

10.2. Regulations for theses realization and diploma exam procedures for fields of study at Poznan University of Technology Faculty Engineering of Management Issue 1 dated 15.10.2011.

- 10.3.Regulations for theses realization and diploma exam procedures for fields of study at Poznan University of Technology Faculty Engineering of Management Issue 2 dated 28.04.2014.
- 10.4.Regulations for theses realization and diploma exam procedures for fields of study at Poznan University of Technology Faculty Engineering of Management Issue 3 dated 01.10.2014.
- 10.5.Regulations for theses realization and diploma exam procedures for fields of study at Poznan University of Technology Faculty Engineering of Management Issue 4 dated 03.10.2015.
- 10.6.Regulations for theses realization and diploma exam procedures for fields of study at Poznan University of Technology Faculty Engineering of Management Issue 5 dated 23.10.2017.
- 10.7.Regulations for theses realization and diploma exam procedures for fields of study at Poznan University of Technology Faculty Engineering of Management Issue 6 dated 25.02.2019.
- 10.8.Regulations for theses realization and diploma exam procedures for fields of study at Poznan University of Technology Faculty Engineering of Management Issue 7 dated 01.10.2020.