*Annex 3 to the Learning Outcomes Verification System*

**PRINCIPLES OF THE PREPARATION OF PROJECTS**

**I. Basic requirements:**

1. The project is implemented by the student as part of the classes specified in the study program.
2. The project made by the student takes the form of a written assignment, prepared according to the guidelines set out below and detailed requirements indicated by the teacher in the course syllabus approved by the head of the given department.
3. The scope of the project prepared by the student is related to the student workload necessary to implement the project, reflected by the ECTS credits contained in the study plan.
4. The project is prepared by the student independently. Group projects are allowed. The size of the group is determined by the teacher.
5. The project is subject to evaluation.
6. Project preparation should develop the following skills:
7. active use of knowledge acquired during classes and applying it in practice,
8. obtaining information from the literature, databases and other sources, integrating and interpreting it,
9. noticing regularities occurring within the studied phenomena,
10. drawing conclusions, formulating and substantiating opinions,
11. conducting logical course of arguments,
12. preparing written papers,
13. using clear and precise language.
14. Depending on the specificity of the project, its implementation can further develop the following skills:
15. teamwork
16. identifying and assessing problems,
17. the practical application of analytical, simulation or experimental methods,
18. using properly selected methods for project management and process optimization,
19. planning scientific research and synthesizing obtained results.

**II. Editorial requirements**

1. The structure of the paper is determined by the course teacher and results from the specificity of the project. Each project has a title page prepared according to the template attached to this document.
2. Work format: A 4.
3. Font: *Times New Roman.*
4. Primary font size: 12 points
5. Line spacing: 1.5 points
6. Margins: left: 3.5 cm; upper, lower and right: 2.5 cm; in two-sided printout, mirror margins.
7. Mandatory use of text justification.
8. A hyphenation function is allowed.
9. All pages of the paper are numbered (page numbering in the footer, numbering of even pages left, on odd to right, *Times New Roman* font size 12 points. The first page (unnumbered) is the title page of the project.
10. *Principles of thesis writing* apply topreparing a bibliographic description, footnotes, tables, graphs, figures, block diagrams, and rules for placing formulas.

**III. Final Provisions**

Projects prepared by students are archived in accordance with the principles set out in the document entitled *Principles of Archiving Students’ Written Assignments*

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*Annex 1 to the Principles of the Preparation of Projects*

**WSB University**

Department…………………………………..

Field of study: ........................... ..

Mode of Study: ..................................

Semester: ........................................

Register number: ...............................

Student's first name and surname

PROJECT TITLE: ..................

Project written under the supervision of:

*Title / degree, name and surname*

*Place of submitting the project (depending on the University campus), date 20XX:*

Dąbrowa Górnicza, ................... (date)