

## **DEGREE AWARDING PROCEDURE**

### **§ 1. Preliminary remarks**

1. The present document contains the principles and information concerning the degree-awarding procedure at WSB University, hereinafter referred to as the university, directly resulting from the Study Regulations. The principles described in the present regulations apply to Bachelor's, Bachelor of Engineering and Master's theses.
2. The purpose of the preparation of the thesis and final examination is the verification of the students' achievement of selected learning outcomes, defined in the curriculum.

### **§ 2. Thesis supervisors**

1. A thesis supervisor can be a university academic teacher with the academic title of professor, or the postdoctoral degree or a degree of doctor.
2. In the case of the preparation of a thesis in co-operation with a company, it is allowed to select a thesis tutor who represents the company.
3. At the student's request the Dean assigns a thesis supervisor.
4. In justified cases, the Dean can change the supervisor.
5. The topics of theses supervised by a given supervisor should correspond to his or her research interests. The approximate topics of seminars and a description of the research interests of particular supervisors are included in the supervisor's information sheet, submitted by supervisors to the teaching departments, and then made available to students before the date of registering for seminars. A model of a supervisor's information sheet constitutes Annex 1 to the regulations.
6. The supervisor's tasks include:
  - 1) giving a candidate for a degree the possibility of consulting him or her during seminars, in the number of hours specified in the curriculum,
  - 2) directing the student's way of thinking and helping him or her at all key moments when it is necessary to make decisions, put forward propositions, plan the research procedure or analyse the results,
  - 3) verifying the student's progress in the preparation of his or her thesis,
  - 4) preventing all forms of law infringement concerning the protection of intellectual property in the preparation of theses,
  - 5) indicating the necessary references,
  - 6) giving grades after every semester during which degree seminars take place, as well as a final grade,
  - 7) preparing a review of the thesis seven days before its defence.

### **§ 3. The declaration, approval, announcement and selection of thesis topics**

1. Thesis topics are determined during the first semester of the degree seminar.
2. The topic of a thesis can be proposed by a student, if it arises directly from his or her interests, yet the topic should remain closely related to the his or her field of study.

3. The topics of theses are approved by the Head of the Department responsible for a particular field of study.
4. After determining the topic of the thesis, the student is obliged to fill in a so-called thesis topic card and submit it at the Dean's Office (a model of the document constitutes Annex 2 to the regulations), which simultaneously constitutes a confirmation of the approval of the thesis topic by the supervisor.
5. The thesis topic card is submitted by the student to the Dean's Office as a condition of obtaining a course credit for the first semester of the degree seminar.
6. Every change to the thesis topic, during the course of the seminar, requires the supervisor's approval and is confirmed by submitting another thesis topic card with the justification of the change.

#### **§ 4. The degree seminar**

1. A thesis is supervised during regular consultations in which both the student and the supervisor are obliged to participate.
2. The purpose of the degree seminar is the control of students' progress and help with the preparation of their theses. During the seminars, the student should acquire knowledge on the following topics: the principles of writing a thesis, documenting research results, referring to relevant literature and other sources, the methods of presenting the results of his or her work and discussing them in public.
3. The subject-matter and editing requirements for theses are contained in a separate document, *The Principles of Writing Theses*, which constitutes Annex 3 to the regulations.
4. Obtaining a course credit for the Bachelor's/Bachelor of Engineering/Master's degree seminar is tantamount to the approval of the thesis by the supervisor and its acceptance for defence.
5. All theses are subject to an obligatory analysis following the anti-plagiarism procedure in accordance with the Anti-plagiarism Procedure Regulations.

#### **§5. The submission of theses**

1. It is the student's duty to submit his or her thesis by the deadline set by the schedule for the academic year.
2. It is the student's duty to submit his or her thesis two weeks before the scheduled date of the final examination.
3. The thesis approved by the supervisor ought to be submitted to the Dean's Office in the following form:
  - 1) One hardback copy printed on both sides; the first page is the student's declaration that he or she has written the thesis himself or herself,
  - 2) Two plastic spiral-bound copies printed on both sides,
  - 3) The thesis text in electronic form saved on a CD, accompanied by a description.
  - 4) Together with the thesis, the student ought to submit the set of documents enumerated in the *Instructions for Submitting a Thesis*.

#### **§ 6. The review of a thesis**

1. The reviewer of a thesis can be a university academic teacher with the academic title of professor or with a postdoctoral degree or a degree of doctor. In the case of a Master's thesis written under the supervision of an academic teacher with a degree of doctor, a review by a professor or a teacher with the postdoctoral degree is required.
2. The reviewer is appointed by the Dean from the body of specialists in a given field, however, a reviewer can also be a person employed outside the university, meeting the requirements specified in §6, para. 1.
3. The thesis is evaluated by the supervisor and the reviewer.
4. The reviews of theses should be detailed and carefully prepared. They should include the evaluation of:
  - 1) correspondence between the contents of a thesis and its title,
  - 2) the structure of the thesis, completeness of the propositions put forward in it, the subject-matter content of the thesis, including the author's contribution to the thesis content,
  - 3) the contribution of the thesis in terms of a new approach to the thesis topic,
  - 4) the correctness of the use of bibliographic sources,
  - 5) the formal side of the thesis,
  - 6) the ways and possibilities of using the thesis, for example, as a publication or in another form made public.
5. A thesis ought to be reviewed in accordance with the model in force, constituting Annex 4 to the regulations, and submitted by the reviewer and the supervisor to the Dean's Office at least seven days before the scheduled date of the defence of the thesis.
6. The grade given to a student for his or her thesis is the arithmetic mean of the grades given by the supervisor and the reviewer, in accordance with the following principle:
  - 1) 4.75 and above – very good,
  - 2) 4.25-4.5 – good plus
  - 3) 3.75 – 4.0 – good
  - 4) 3.25-3.5 – satisfactory plus
  - 5) 3.0 – satisfactory.
7. A student has the right to obtain insight into the review of his or her thesis in the period of seven days before the defence of the thesis.
8. It is necessary to obtain two positive reviews: one from the supervisor and one from the reviewer.
9. In the case of a negative review by the reviewer, the Dean asks another reviewer for his or her opinion. In the case of a negative review by the other reviewer, the Dean, at the student's request, allows the student to repeat the last semester of his or her studies.

## **§7. The final examination**

1. To be accepted for the final examination requires the student to:
  - 1) obtain positive grades in all examinations included in the curriculum and course credits in modules ending with a course credit,
  - 2) submit the thesis and other necessary documents before the required deadline,
  - 3) settle all financial obligations to the university.

2. At the student's or the supervisor's request, the examination can be a public examination. Such a request should be made at the time of submitting the thesis. The decision to hold a public final examination is made by the Dean.
3. The final examination takes place in front of an examination commission composed of the chairperson, the supervisor and the reviewer. The chairperson of the commission can be the Dean or another person appointed by the Dean. Participants in a public examination who are not members of the commission cannot ask the student any questions, nor participate in the discussion in the closed session evaluating the examination.
4. During the final examination, in the presence of the remaining members of the commission, the student:
  - 1) makes a presentation of his or her thesis,
  - 2) answers the question asked by the supervisor,
  - 3) answers the question asked by the reviewer.
5. In the case of long-cycle studies as well as first-cycle and second-cycle studies, the commission formulates three questions that are evaluated separately:
  - 1) question I related to the topic of the thesis, formulated by the reviewer of the thesis (in the evaluation, the commission takes into consideration the preparation and presentation of the thesis, as well as the student's detailed explanation of the thesis)
  - 2) question II related to the topic of the thesis, formulated in the context of the problems of the specialization being studied – formulated by the thesis supervisor,
  - 3) question III related to the topic of the thesis, formulated in the context of the problems of the field of study – formulated by the thesis reviewer..
6. The presentation of the thesis should include its purpose of the thesis, its most important propositions, the range of the analyses conducted, and the conclusions. The presentation should be prepared in Power Point or Prezi and delivered with the use of a multi-media overhead projector.
7. The condition of obtaining a positive grade in the final examination is obtaining positive grades in the particular components of the final examination defined in §7, sec.4.
8. The Dean's Office is responsible for the preparation of the technical aspects of the final examination (including the necessary teaching and audio-visual aids).
9. The examination commission is obliged to prepare a protocol of the final examination, in accordance with the model in force at the university.
10. The final grade is calculated up to two decimal places and constitutes a sum of the mean grade obtained during the studies, the grade for the thesis and the grade for the final examination, in the following proportions:
  - 1) 50% - the mean grade obtained during the studies,
  - 2) 25% - the grade for the thesis,
  - 3) 25% - the grade for the final examination.
11. The final grade is calculated in accordance with the following principle:
  - 1) satisfactory (3.0) – with a mean grade up to 3.25,
  - 2) satisfactory plus (3.5) – with a mean grade between 3.26 and 3.75,
  - 3) good (4.0) – with a mean grade between 3.76 and 4.25,
  - 4) good plus (4.5) - with a mean grade between 4.26 – 4.50,

- 5) very good (5.0) - with a mean grade of 4.51 or more.
12. Graduation from university takes place after passing the final examination with at least a satisfactory grade. The graduate obtains a diploma of completing tertiary education and the degree of:
  - 1) Bachelor – in the case of first-cycle studies,
  - 2) Bachelor of Engineering – in the case of first-cycle engineering studies,
  - 3) Master – in the case of long-cycle studies and second-cycle studies,
  - 4) Master of Engineering – in the case of second-cycle studies if the curriculum includes learning outcomes leading to the acquisition of competences in engineering, in accordance with the guidelines of the National Qualifications Framework for Higher Education.
13. In the case of obtaining an unsatisfactory grade in the final examination or an unjustified failure to take the final examination on the scheduled date, the Dean sets another date as the final one. The second examination can take place no earlier than one month and no later than three months after the date of the first examination.
14. In the case of failure to pass the final examination at the second attempt, the Dean makes the decision to remove the student from the list of students.
15. The documentation of the final examination is transferred to the Dean's Office.
16. After the final examination, the student receives a certificate confirming that he or she has obtained a positive grade in the final examination. The certificate shall be exchanged for a diploma.

#### **§8. Archiving theses**

1. Theses are archived both in paper form (in the graduate's personal file) and in electronic form – on the CD submitted together with the thesis, and it is allowed to store theses in the university's electronic thesis database.
2. Theses are archived by the Dean's Office.

#### **§9. Responsibility for the actions specified by the regulations**

People responsible for the actions specified in the regulations include:

- 1) The Dean: he or she appoints the supervisors and reviewers of theses, makes the decision to hold a public final examination, chairs the examination commission during the final examination or appoints the chairperson, makes decisions in the case of the negative reviews or the student's failure to pass the final examination.
- 2) The Head of the Department: approving the supervisors' information sheets, general supervision of the quality of the degree seminars conducted by the supervisors,
- 3) The supervisor conducting the seminar: filling in the supervisor's information sheet, conducting the degree seminar, verifying the thesis by means of the anti-plagiarism system, preparing a review of the thesis, and participation in the work of the examination commission during the final examination,
- 4) The employees of the Dean's Office: archiving supervisors' information sheets, preparing the technical aspects of the final examination, archiving the documentation on the final examination.

## **§ 10. Related documents**

1. The Study Regulations
2. The regulations of the anti-plagiarism procedure.

### Annexes:

1. The supervisor's information sheet
2. The thesis topic card
3. The principles of thesis writing
4. The thesis review form
5. A model thesis title page.

**SUPERVISOR'S INFORMATION SHEET**

**NAME AND SURNAME** .....

**RESEARCH AND TEACHING SPECIALIZATION** .....

I HEREBY DECLARE THAT I CAN CONDUCT DEGREE SEMINARS IN THE FOLLOWING SPECIALIZATIONS (please, choose the specialisation:

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....
- 6) .....
- 7) .....

PLANNED TOPICS OF THE DEGREE SEMINAR (the general topic, key words)

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.....  
.....

THEMATIC AREAS OF THESES

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.....

EXAMPLES OF THESIS TOPICS, for example, DEFENDED IN THE PREVIOUS ACADEMIC YEAR OR CURRENTLY BEING SUPERVISED (5-10 examples)

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

Dąbrowa Górnicza, .....

.....

(student's name and surname)

Register number:

Field:

Specialization:

Program: First-cycle/Second-cycle\*

Mode: Full-time/part-time \*

**THESIS TOPIC CARD:**

TOPIC OF THE THESIS:

SUPERVISOR:

1. DESCRIPTION OF THE RESEARCH PROBLEM:
2. DESCRIPTION OF THE RESEARCH METHODS AND TOOLS APPLIED:
3. THESIS STRUCTURE:
4. REFERENCES

a).....

b).....

c).....

d).....

e).....

(date)

(supervisor's signature)

(student's signature)

*CONFIRMATION THAT THE TOPIC OF THE THESIS HAS BEEN APPROVED*

Dąbrowa Górnicza, on.....

Stamp and signature of the Dean (or any other person authorized by the Dean)

Instruction:

The thesis topic card should be submitted by the student:

- of the fourth semester of Bachelor's degree studies (the first-cycle program)



- of the fifth semester of Bachelor of Engineering degree studies (the first -cycle program)
- of the first or second semester of Master 's degree studies (the second-cycle program)

The card is submitted to the semester tutor at the end of the semester (pursuant to the instruction).

## **PRINCIPLES OF THESIS WRITING**

### **I. Basic requirements**

1. A (Bachelor's, Bachelor of Engineering, Master's) thesis
  - a) is prepared independently by the student, under the supervision of the supervisor
  - b) the topic of the thesis should be related to the field of study,
  - c) is subject to review,
  - d) is the subject of discussion and assessment during the final exam.
2. The preparation of the Bachelor's and Bachelor of Engineering theses should develop the following skills:
  - a) studying the literature independently,
  - b) identifying and assessing problems,
  - c) recognizing the regularities occurring within the studied phenomena,
  - d) drawing the right conclusions,
  - e) actively using the knowledge acquired during the studies and applying it in practice,
  - f) inferring logically,
  - g) independently solving specific diagnostic or design tasks,
  - h) preparing written works in the field of selected specialization with the use of basic research tools,
  - i) using clear and precise language.
3. The preparation of the Master's thesis should develop the following skills:
  - a) evaluating theoretical achievements in a given discipline,
  - b) searching for source materials in existing studies, scientific reports, and statistical materials independently,
  - c) identifying and assessing problems and embedding them in the literature,
  - d) designing new solutions or modifying the existing ones,
  - e) using research workshops, and in particular, using the methods of scientific work,
  - f) identifying and analyzing observed phenomena, making a critical assessment, drawing correct conclusions,
  - g) using knowledge acquired during the studies actively and applying it in practice and in theoretical reasoning,
  - h) carrying out the arguments to their logical conclusions,
  - i) using clear and precise language.

### **II. Character of the thesis**

1. In the case of social studies (including economics, management, administration and national security, international relations, and sociology), the thesis may be of the nature of:
  - a) design (e.g. organization project, management system project, system project, information system for management project, capital supply system design, project for acquiring financial

capital, infrastructure or software project, crisis management system project, and information in administration circulation project

project for securing personal data, system of command in public order services project),

b) projection (e.g. the business plan of the undertaking, marketing plan, the diagnosis of the situation, market analysis),

c) analytical (e.g. solving a practical problem, empirical research in organizations or enterprises based on data collected in specific companies, institutions and offices, the analyses of the economic system, financial system, the systems of market trends, sales management, production management, human resources management, public administration, local taxes and fees, property administration, organization of security forces, empirical research based on data collected in organizations and social institutions, including specific companies),

d) research (e.g. solving a practical problem, empirical quantitative or qualitative research into social phenomena and processes).

2. In the case of **technical fields**, the Bachelor of Engineering thesis should be related to a specific goal defined in engineering categories, such as, in the case of computer science:

a) development of the program,

b) development of hardware solutions,

c) examination of information systems,

d) analysis of the operation of specific applications.

or in the case of logistics field:

a) optimization of the problem / logistic issue in the enterprise,

b) development of the design, concept of the logistics system,

c) a comparative analysis of various logistic solutions using engineering techniques,

d) analysis of the operation of specific IT systems used in logistic systems,

e) development of a logistic processes management system,

f) solving the logistic problem with the use of an IT tool,

g) analysis of the development of the transport system in terms of urban logistics,

h) shaping the transport system with the use of urban logistics tools,

i) analysis of the operation of an element of the urban logistics system with the use of research tools.

3. In the case of social and humanities fields (e.g. in the field of pedagogy), a thesis may be:

a) a project (e.g. the project of educational, educational and therapeutic, rehabilitation and adaptation activities in individual cases, including own pedagogical forecasts),

b) of analytical and projection nature (e.g. analyzes and diagnoses of pedagogical problems in educational, social, system and prophylactic terms),

c) research (e.g. pedagogical monographs of problems, cases, institutions, empirical and analytical research in socio-educational environments, theoretical and practical analysis of pedagogical problems).

4. In the case of humanities (e.g. in the field of philology), the Bachelor's thesis refers to the following fields: literature and culture of a given language area, linguistics, translation studies, foreign language teaching. A Bachelor's thesis should be a problematic study. In the thesis in the field of:

a) literature, the student should independently analyze a selected literary work, translate a work into Polish or a foreign language or analyze the motif or a problem in a group of related literary works or literature periods or other cultural works,

b) translation studies, the student conducts a comparative analysis of language material, starting from the classic works of literature through specialized vocabulary, to the analysis of audiovisual translation,

c) linguistics, the student analyzes the use of language in a wide range of contexts, both in the historical and contemporary perspective. The main research areas are grammar, semantics, syntax, pragmatics, phonology and phonetics, and comparative and historical linguistics,

d) foreign language teaching, the student should present the course and results of research related to the selected methodology of teaching English or a pedagogical problem.

5. In the case of fields belonging to two **technical and social areas** (e.g. management and production engineering fields), the Bachelor or Engineering thesis should be related to a specific goal defined in engineering and management categories, such as:

a) analysis of the compliance of the quality management system based on the case study of the enterprise,

b) analysis of hazards at the workplace, based on the case study of a selected position in a production enterprise,

c) analysis of the IT system functioning in a given enterprise,

d) the identification of hazards and occupational risk assessment illustrated with an example,

e) analysis of the process of supply chain management in the enterprise,

f) the description of the implementation of integrated management systems in the enterprise.

6. Bachelor's, Bachelor of Engineering and Master's theses should include:

a) the clear description of the research problem;

b) references to the basic relevant literature;

c) a description of how to solve the problem (methods, techniques, and research tools used).

#### **IV. General requirements:**

a. A4 format;

b. font: Times New Roman;

c. basic font size: 12 points;

d. line spacing: 1.5 points;

e. margins: left: 3.5 cm; upper, lower and right: 2.5 cm; in printed, double-sided work, mirror margins;

f. it is mandatory to use text justification (alignment to both margins),

g. the word syllabification function is allowed, with the exception of works written in the field of philology (English philology);

h. apply paragraphs when starting the next verse. Verses should be at least three-, four-sentence long;

i. Hardback, double-side printing,

j. all thesis pages are numbered (page numbering in the footer, even page numbering to left, odd to right, Times New Roman font, size 12 points). The first page (not numbered) is the title page of the thesis, numbering starts from the table of contents (page 3);

k. each subsequent chapter (and another part of the work equal to the chapter, e.g.:

introduction and conclusion) should start with a new page, while observing the rule that the table of contents, introduction, chapter I, conclusion, and references should start on odd-numbered pages;

- l. recommended volume of work: 45-60 pages (Bachelor's thesis), 70-90 (Master's thesis);
- m. chapter titles should be written in capital letters in bold size 14 points.;
- n. titles of subchapters should be written in bold font, size 12 points;
- o. do not put full stops at the end of the titles of chapters and subchapters;
- p. an office copy should contain the student's statement about writing the submitted work independently.
- q. in the case of theses written in the field of philology, English philology:
  - a thesis is written in English, and a summary of the thesis in Polish,
  - a summary of the thesis may not exceed the A4 format page and is at the end of the thesis, before references,
  - the thesis contains two title pages - in English and Polish (a specimen of the title page is attached to this document).

## **V. Formal requirements**

### **1. The layout of the thesis:**

- a. title page; in the case of a thesis written in the field of philology, English Philology - 2 title pages;
- b. table of contents;
- c. introduction (introduction should outline the general background of the issue examined, indicate reasons for choosing the topic of the thesis, define the purpose and scope of the thesis, indicate research methods, as well as present general information on the content of individual chapters and sources);
- d. chapters containing the main text of the thesis - the use of numbering within each subchapter (e.g. 1.1, 1.2, 1.2.1, 1.2.2, 1.2.3, 1.3, 1.3.1, 1.3.2, 1.4, etc.);
- e. conclusion (the conclusion should indicate the synthetic conclusions from the thesis, optionally mention the possibilities of future solutions, respond to the research problem and research hypotheses);
- f. A list of the cited literature in alphabetical order consistent with the requirements of the bibliographic description and the list of legal acts used. In the theses, where a significant number of sources have been referred to, references can be divided in the following subsections:
  - i. Non-serial publications;
  - ii. articles in non-serial publications;
  - iii. articles in serial publications;
  - iv. list of the legal acts used, in alphabetical order by dates of creation (indicating the place of publication or a note "unpublished");
  - v. netography (a list of Internet sources used);
  - vi. list of documents used (indicating the place of publication or a note "unpublished");
  - vii. other (if necessary);
- g. list of tables;
- h. list of figures (diagrams, maps, etc.);
- i. list of appendices.

## **VI. Editorial requirements:**

### **1. The main text:**

- a. paragraphs should start with the same indentation for the whole document (by means of the top ruler or in the paragraph formatting window). Do not use the spacebar or tab for this purpose. You also cannot start the next line of the text with single letters, e.g. "a", - a word processor determines their location.
- b. spaces between words should always be 1 space. It is made easier by enabling the "Show all (Ctrl + \*)" function, marked on the taskbar with the symbol "¶"
- c. do not insert space before the following characters: full stop, comma, colon, semicolon, closing parentheses, closing quotation marks, footnote reference, percent sign;
- d. do not insert space after the following characters: an opening bracket, an opening quotation mark;
- e. do not insert space between the initials of the names (an example of the correct form: J.I. Kraszewski);
- f. no spaces are used to set words or data in columns. Use tabs or tables (with invisible grid lines) instead;
- g. no slashes are used as brackets;
- h. in the texts in Polish, „.....”quotation marks are obligatory. In the texts in other languages, use quotation marks appropriate to this language, e.g. "English text", « French text ». Avoid the sign " (usually when the scanned text is pasted);
- i. exact quotes are entered using „.....”quotation marks. For a quote in the quote use "French" quotation marks. French quotation marks should be inserted from the character table (command: insert a symbol), do not replace it with a double sign <i>. A separate paragraph with a smaller-sized font can also be used. In texts written in foreign languages, the quote in the quote is marked in a way appropriate for this language;
- j. you do not put a prime sign (') in place of an apostrophe (');
- k. in the case of a foreign language text, correct diacritical marks should be used (e.g. à, á, â, ã, ä). It is not allowed to substitute such marks with an apostrophe or a prime sign added before or after the letter (e.g. 'a, a');
- l. the *italic* variant is used in: the titles of printed works (*History of philosophy*), foreign language inclusions (*a propos, ex lege*), Latin medical terms (*variola vera*), Latin systematic names (*Corvus corvus*), Italian musical terms (*staccato*), the names of legal acts. Do not apply italics to quotes;
- m. Non-italicized font with the use of a quotation mark is used in: titles of typescripts (e.g. unpublished doctoral dissertations), titles of journals ("Dialogue");
- n. parts of the text can be made distinct by bold font, *italics* or spaced-out character/letter spacing. Underlining cannot be used to make part of the text distinct. You should also avoid using several types of distinctions. They should be applied uniformly and consistently. In texts written in foreign languages, use the distinction relevant for this language;
- o. pay attention to the logical correctness of the internal division of the text, to maintaining the proper hierarchy of subheadings. In the case of a collective work, the subheadings of the same order must have the same style in all articles;
- p. pay attention to the logical correctness and consistency during the use of numbered lists or bullet points, especially multistage lists. The use of automatic bullet points is not

- recommended. An en dash (–) and an em dash (—) are allowed as a punctuation mark; dots, squares, stars and other graphic characters are not allowed;
- q. numbers longer than four digits (with the exception of catalog numbers, etc.) are grouped in threes, e.g. 1 234; 1 234 567;
- r. signs of mathematical operations appearing in the continuous text, are separated by spaces, e.g.  $a = 12$ ;
- s. do not use a hyphen (-) or an en dash (–) for minus (-) In the case of doubts about the inserted symbol, it is worth adding an equal sign. The minus sign always falls in the middle ( $a = -1$ ), unlike the hyphen ( $a = -1$ ) and an en dash ( $a = -1$ );
- t. The text cannot be raised/lowered for superscripts or subscript (e.g. the notation should be  $a^2$  or  $a_2$ ),
- u. font scaling is not used or condensing/ expanding spacing between characters (except for spacing-out);
- v. A superscript should be used in the notation of hours (e.g.  $10^{30}$ , not 10.30);
- w. the following rules apply to the use of the hyphen, an en dash and an em dash:
- i. the hyphen (-) is used for example in: Polish-Russian, Szelburg-Zarembina. A short hyphen never occurs separately;
- ii. En dashes (–) without a space are used in "from-to" expressions (e.g. 1939–1945, pp. 14–18);
- iii. An en dash (–) with a space is used in the function of a dash;
- iv. Em dashes (—) are used in bullet points (in multi-level bullet lists, an en dash is also used);
- x. when writing dates in the text, the following notation should be applied: 1 December, 2011 or 1.12. 2011 (it is a mistake to precede the day of the month with the digit "0", e.g. 01 December 2011, 01.12.2011 and linking the year with the sign "r.", e.g. 2011r. (in Polish). It is also a mistake to write dates in the reverse order: 2011.12.1). The notation of years in the text should be the same, e.g. 2011 r. or 2011 rok or rok 2011 (in Polish).

## **2. Footnotes (in the case of philology, English Philology)**

- a. in the case of the thesis written in the field of philology, English philology, Harvard / Oxford style of referencing inside the text should be used, e.g.: (Pieńkos 2003: 140), where: Pieńkos - author's surname, 2003 - year of publication, 140 – a number of the page number with a referenced fragment;
- b. in the footer, we write translations, comments or the comments of the authors referred to, in the form of a footnote;
- c. Comments should be inserted automatically in the form of footnotes (Times New Roman font: 10 points, 1.0 space);

## **3. Footnotes (in the case of other fields of study)**

- a. Automatic footnotes are required (Times New Roman 10 pt,1.0);
- b. continuous numbering within the entire document;
- c. do not insert non-standard characters as links. It particularly refers to inserting numbers as special characters. An exception to this rule is the character \*, which can be used in a justified case (e.g. information about the author of the article in collective work);

- d. do not create footnotes to footnotes;
- e. in the main text, the footnote reference is placed before all punctuation marks with the exception of inverted commas, question mark and parenthesis (here, the reference mark is placed depending on the context);
- f. Footnotes are inserted automatically, with the exception of a quotation mark, question mark and a parenthesis,
- g. Footnotes to a table should not be inserted automatically. A footnote to the table must be placed directly under the table and therefore it should be entered manually;
- h. when using the footnotes of authors using a different way of writing them, it is obligatory to apply the rules set out in this Annex.

#### **4. Principles of referencing: apply to thesis written in the field of philology, English philology**

##### **English**

##### **4.1. non-serial publications:**

- a. surname, first name initials or initials separated by commas,
- b. the year of the publication of the work is in parenthesis,
- c. the title of the work is written in *italics*;
- d. publishing address (place and year of publication) according to the following examples:

##### **Examples:**

Balcerzan, E. (1998) *Literatura z literatury. Strategie tłumaczy*. Katowice: Śląsk.

Catford, J. (1965) *A Linguistic Theory of Translation*. London: Oxford University Press.

Newmark, P. (1988) *A Textbook of Translation*. New York: Prentice Hall.

Milton, J., Bandia, P. (2009) *Agents of Translation*. Philadelphia: Benjamins Translation Library.

##### **4.2. articles in non-serial publications**

- a. surname, first name initials or initials separated by commas,
- b. the title of the article is written in *italics*,
- c. the formula [in:],
  - a. initial of the name, surname of the editor/s,
  - b. the formula (ed.), (eds.) should be used;
- c. the title of the work is written in *italics*,
- d. the page numbers should be given in parenthesis,
- e. at the end, the name of the publishing house is given.

##### **Examples:**

Mackey, W.F. (1998) The ecology of language shift. In P.H. Nelde (ed.) *Languages in Contact and in Conflict* (pp. 35-41). Wiesbaden: Steiner.

Marien, C., Pizam, A. (1997) Implementing sustainable tourism development through citizen participation in the planning process. In S. Wahab and J. Pigram (eds.) *Tourism, Development and Growth* (pp. 164-78). London: Routledge.

##### **4.3 articles in journals**

- a. surname, first name initials or initials separated by commas,
- b. non-italicized title of an article;
- c. the title of the journal written in italics,
- d. the volume number and page numbers in the formula "from -to" should be given . A colon



should be inserted between the volume number and page numbers.

**Examples:**

Shehadeh, A. (2011) Effects and student perceptions of collaborative writing in L2. *Journal of Second Language Writing* 20(4): 286–305.

Storch, N., Wigglesworth, G. (2010). Learners' processing, uptake, and retention of corrective feedback on writing. *Studies in Second Language Acquisition* 32: 303–334.

**4.4. Websites**

a. website address,

b. date of access,

**Examples:**

- as referenes:

Schwarz, B. (2003) *Translation in a Confined Space*. Accessed at <http://accurapid.com/Journal/23subtitles.htm>. Date of access: 26.09. 2012.

- as footnote in the text: (Schwarz 2003)

**5. Principles of referencing: apply to theses in other fields of study.**

**5.1. non-serial publications:**

a. initial of the name and surname of the author or initials of the names and surnames of the authors, separated with a comma. In the case of more than three authors, you should limit yourself to

giving the first three, replacing the names of the others with the formula "i in." ("et al.");

b. NOTE: In the footnote, first write the initial of the name and then the surname

(J. Kowalski); while in references (due to the alphabetical order), first write the surname and then the initial (Kowalski J.);

c. the title of the work and, if applicable, the subtitle (separated from the title with a full stop) - using an italic typeface;

d. initial of the name and surname of the scientific editor, preceded by an abbreviation (red.) [(ed.)] (in the case of a collective work);

e. NOTE: In this case, we always first write the initial of the name, and then the surname of the editor - regardless of whether we make a footnote or references.

f. publishing parts are written in Arabic numerals, e.g. vol. 2, part 4;

g. publishing address (place and year of publication), and in the absence thereof - the following abbreviations are used in square brackets: [b.r.w.] (no year of publication) - [n.d.].

[b.m.w.] (no place of publication) - [n.p.]

h. in the footnote to the quotation from the reference item, the page number is given; when we refer to a given item, but do not quote it, the description is preceded by the abbreviations:

zob., por. (see, cf.)

**Examples:**

- as a footnote:

J. Wolff, *Wybrańcy sztuki. Szkice*, Warszawa 1982, s. 40.

Zob. J. Wolff, *Wybrańcy sztuki. Szkice*, Warszawa 1982, s. 40.

Por. D. Buttler, H. Kurkowska, H. Satkiewicz, *Kultura języka polskiego. Zagadnienia poprawności leksykalnej*, Warszawa 1982, s. 123 i n.

S. Brodzka, H. Zaworska, S. Żółkiewski (red.), *Literatura polska 1918–1975*, t. 1: 1918–1932, [b.m.r.w.], s. 300–315.

J. Wolff, *Wybrańcy sztuki. Szkice*, Warszawa 1982, p. 40.

Zob. J. Wolff, *Wybrańcy sztuki. Szkice*, Warszawa 1982, p. 40.

Cf. D. Buttler, H. Kurkowska, H. Satkiewicz, *Kultura języka polskiego. Zagadnienia poprawności leksykalnej*, Warszawa 1982, p. 123 et subseq.

S. Brodzka, H. Zaworska, S. Żółkiewski (eds.), *Literatura polska 1918–1975*, vol. 1: 1918–1932, [n.d, n.p.] pp. 300–315.

- as references:

Wolff J., *Wybrańcy sztuki. Szkice*, Warszawa 1982.

## **5.2. articles in serial publications:**

a. initial of the name and surname of the author or initials of the names and surnames of the authors, separated from each other by commas;

b. title of the publication - using italics (ending with a comma);

c. formula [in:];

d. the title of a serial publication - using italics;

e. initial of the name and surname of the scientific editor, preceded by an abbreviation (oprac.) or (red.) -

(ed.);

f. publishing parts given in Arabic numerals, e.g. vol. 2, part 4;

g. publishing address (place and year of publication); and in the absence thereof, the following abbreviations in square brackets: [b.r.w.] (no year of publication) - [n.d.]. [b.m.w.] (no place of publication) - [n.p.]

h. in the footnote to the quotation from the reference item, the page number is given; when we refer to a given item, but do not quote it, the description is preceded by the abbreviations: zob., por. (see, cf.)

Examples:

- as footnote:

J. Warońska, *Zbigniew Herbert a kultura masowa*, [w:] *Kicz, tandeta, jarmarczność w kulturze masowej XX w.*, (red.) L. Rożek, Częstochowa 2000, s. 50.

(J. Warońska, Zbigniew Herbert and mass culture, [in:] *Kicz, tandeta, jarmarczność w kulturze masowej XX w.* (ed.) L. Rożek, Częstochowa 2000, p. 50.

NOTE: If we refer to the chapter in the work of one author, we use the following form of notation:

R. Szwed, *Prezysi Związku Miast Polskich*, [w:] tegoż, *Samorządowa Rzeczpospolita 1918–1939. Wybór rozpraw i artykułów*, Częstochowa 2000, s. 140.

R. Szwed, *Prezysi Związku Miast Polskich*, [in:] tegoż, *Samorządowa Rzeczpospolita 1918–1939. Wybór rozpraw i artykułów*, Częstochowa 2000, p. 140.

- as references:

Warońska J., *Zbigniew Herbert a kultura masowa*, [w:] *Kicz, tandeta, jarmarczność w kulturze masowej XX w.*, (red.) L. Rożek, Częstochowa 2000.

Warońska J., *Zbigniew Herbert a kultura masowa*, [in:] *Kicz, tandeta, jarmarczność w kulturze masowej XX w.*, (ed.) L. Rożek, Częstochowa 2000.

### **5.3. articles in serial publications (works published in journals):**

- a. initial of the name and surname of the author;
- b. title of the article - using italics;
- c. the title of the journal in quotation marks;
- d. the year of publication;
- e. the subsequent number of volume, issue or bulletin within annual volumes.

#### **Examples:**

- as a footnote:

M. Grabałowska, *Jak integruję dzieci poprzez taniec?*, „Edukacja Elementarna w Teorii i Praktyce” 2006, nr 1, s. 10.

M. Grabałowska, *Jak integruję dzieci poprzez taniec?*, „Edukacja Elementarna w Teorii i Praktyce” 2006, no 1, p. 10.

- as references:

Grabałowska M., *Jak integruję dzieci poprzez taniec?*, „Edukacja Elementarna w Teorii i Praktyce” 2006, nr 1.

Grabałowska M., *Jak integruję dzieci poprzez taniec?*, „Edukacja Elementarna w Teorii i Praktyce” 2006, no 1.

### **5.4. works included in annual journals:**

- a. initial of the name and surname of the author;
- b. title of the article - using italics;
- c. the title of the annual journal is in quotation marks;
- d. the subsequent number of a volume, issue or bulletin within annual volumes (Roman numerals);
- e. initial and surname of the editor, preceded by an abbreviation (red) - (ed.);
- f. place and year of publication.

#### **Examples:**

- as a footnote:

T. Rygalik-Weźgowiec, *Dorożki w Częstochowie*, „Ziemia Częstochowska”, t. XXX, (red.)

M. Antoniewicz, Częstochowa 2003, s. 50.

U. Nowacka, *Analiza postaw studentów*, „Prace Naukowe AJD w Częstochowie. Seria: Edukacja Techniczna”, z. I, (red.) A. Gil, Częstochowa 2003, s. 28.

T. Rygalik-Weźgowiec, *Dorożki w Częstochowie*, „Ziemia Częstochowska”, t. XXX, (ed.) M. Antoniewicz, Częstochowa 2003, p. 50.

U. Nowacka, *Analiza postaw studentów*, „Prace Naukowe AJD w Częstochowie. Seria: Edukacja Techniczna”, bulletin. I, (ed.) A. Gil, Częstochowa 2003, p. 28.

- as references:

Nowacka U., *Analiza postaw studentów*, „Prace Naukowe AJD w Częstochowie. Seria: Edukacja Techniczna”, bulletin. I, (ed.) A. Gil, Częstochowa 2003.

### **5.5. unpublished materials:**

- a. archives:
  - Name of the document;
  - author;
  - place and date;

- name of the archiving location (archives);
- file reference number

**Example:**

Sprawozdanie roczne Muzeum Częstochowskiego, Częstochowa 1.12.2007 r., Archiwum Państwowe

w Częstochowie, sygn. 15/07

Annual report of the Częstochowa Museum, Częstochowa 1.12.2007, State Archives in Częstochowa, reference number 15/07

**b. typescript / manuscripts:**

- initial of the name, author's surname,
- information on the technique of making it (typescript / manuscript)
- the nature of the work (e.g. a Master's thesis),
- in the case of the Master's thesis and doctoral dissertation, the initial of the name and the surname of the supervisor,
- name of the institution where the work was written or where it is located,
- place and year of writing.

**Example:**

A. Stawicka, „Dzieje legendy Józefa Sułkowskiego 1798–1984” (maszynopis pracy magisterskiej pisanej pod kierunkiem J. Ziółka), Katolicki Uniwersytet Lubelski, Lublin 1990.

A. Stawicka, „Dzieje legendy Józefa Sułkowskiego 1798–1984” (typescript of the Master's thesis written under the supervision of J. Ziółka), Katolicki Uniwersytet Lubelski, Lublin 1990.

**c. interviews:**

- name and surname of the person interviewed,
- place and date of the interview.

**Example:**

An interview with Adam Kowalski, Kraków, 15.5.2008.

**d. correspondence:**

- name and surname of the author-sender,
- name and surname of the recipient,
- place and date of writing the letter.

**Example:**

Adam Kowalski's letter to Jan Kowalski, Kraków, 15.5.2008

**e. website:**

- website address, in the footnote preceded by the wording "source:"

- access date.

**Footnote example:**

5 Source: Training at Dell's factory in Ireland, [www.dell.pl/2007/08/28/szkolenia\\_w\\_fabryce\\_della\\_w\\_irlanii](http://www.dell.pl/2007/08/28/szkolenia_w_fabryce_della_w_irlanii) on 5 November, 2007

- as references:

**5.6. legal acts:**

When referring to normative acts, it is recommended to arrange legal acts in hierarchy. The highest position in the hierarchy of normative acts is occupied by the Constitution of the Republic of Poland, followed by the act, then executive acts, which include ordinances and regulations as well as normative acts issued by local self-government bodies, as well as provincial governors. In references, we order legal acts alphabetically and ascending by the dates of their creation.

Examples:

The Act of 18 September 2001 on Electronic Signature (Journal of Laws No. 130, item 1450, as amended);

The Act of 27 April 2001. Environmental Protection Law (Journal of Laws of 2008 No. 25, item 150, consolidated text as amended)

Regulation of the Minister of Finance of 14 July, 2005 on the issue and transmission of invoices in electronic form, as well as their storage and making them available to the tax authority

or to the fiscal control authority (Journal of Laws No. 133, item 1119);

Regulation No. 64/70 / P of the Minister of Justice of 5 September, 1970 on the organization of social adaptation centers (unpublished).

**5.7. electronic documents:**

When referring to electronic documents, it is recommended that: as for an electronic document on an optical disc, information about the data storage medium should be provided.

Example:

Marszałek N., Motywacja bez granic [CD-ROM], Helion, Gliwice 2007.

**5.8. standardization documents:**

When referring to standardization documents, it is recommended to enter the standard number with the symbol, after the colon of the year of issue, then the name of the standard.

Example:

PN-ISO / IEC 11770-3: 2000. Information technology: Security techniques. Key management -

Mechanisms using asymmetrical techniques.

PN-ISO / IEC 11770-1: 1998. Information technology: Security techniques: key management: structure.

**5.9. patent document**

When referring to a patent document, enter the patent author or proprietor, patent title, secondary liability, e.g. name of the institute, country or office granting the patent, type of

a patent document, e.g. a patent description, number, date of issuing a patent document.

Example:

Reda, Janusz, Sposób zasilania plazmotronu łukowego do cięcia pod wodą i plazmotron łukowy do cięcia pod wodą, Instytut Energii Atomowej, Otwock-Świerk, Polska, Opis patentowy, 152 261, Opubl. 31.05.1991.

Reda, Janusz, The method of feeding the arc plasma plectropron for cutting under water and arc plectropron for cutting under water, Institute of Atomic Energy, Otwock-Świerk, Poland, Patent description, 152 261, Published. 05/31/1991.

### 5.10. Shortening footnotes:

a. When shortening footnotes, the Polish or Latin notation should be used consistently in the entire thesis:

tamże – ibidem; tenże – idem; dz. cyt. – op. cit.

b. the full bibliographic description is only given the first time round. When the same work is referred to, it is sufficient to enter only the title. If the title is long, ellipsis with a comma is used.

Examples:

5 A. Artaud, *Teatr i jego sobowtór...*, p. 79.

NOTE: If in one thesis, we only refer to one work by a given author, the abbreviation "dz. cit." (or its Latin equivalent - "op cit. ") can be used instead.

5 A. Artaud, op. cit., p. 79.

- when referring to the same work several times in a row, we use the formula "tenże" (or Latin equivalent - ibidem or ibid.).

- when referring to the work of one author several times in a row, we use the formula: tenże / taż "(or Latin equivalents - idem / eadem or id./ead.).

1 E. Polanowski, *Maria Dąbrowska w Russowie i o Russowie*, Kalisz 1976, s. 7.

2 Tenże, *Maria Dąbrowska. W krainie dzieciństwa i młodości*, Poznań 1989, s. 10.

3 Tamże, s. 12.

7 E. Polanowski, *Maria Dąbrowska w Russowie...*, s. 10.

10 E. Polanowski, *Maria Dąbrowska. W krainie dzieciństwa...*, s. 45.

1 E. Polanowski, *Maria Dąbrowska w Russowie i o Russowie*, Kalisz 1976, p. 7.

2 Ead., *Maria Dąbrowska. W krainie dzieciństwa i młodości*, Poznań 1989, p. 10.

3 Ibid., p. 12.

7 E. Polanowski, *Maria Dąbrowska w Russowie...*, p. 10.

10 E. Polanowski, *Maria Dąbrowska. W krainie dzieciństwa...*, p. 45.

### 6. Tables:

a. tables should be designed taking into account the publication format (A4) only in black and white (the use of a colored table background is not recommended). One table pattern should

be used consistently in the entire thesis;

b. the number and title of the table are above the table, font size smaller by 1 point than the font size in the main text (11 points). After the title of the table, no full stop is entered;

c. footnotes to the table are placed directly under the table (font size smaller by 3 points than the font size of the source (9 points);

d. under the table (or under footnotes to the table), the wording "Source: ..." is placed (e.g. "Source: author's own calculations "), font size smaller by 2 points than the font size of the main text

(10 points), without a full stop at the end;

e. the text in the table should be edited in the most concise manner;

f. the collation of data in the table should be logical and concise;

g. no other table formatting is apart from the grid. All grid lines have to have the same thickness. Special formatting of text in the head or side of the table is allowed, consistently in the entire thesis. Table frames should fall within the outline of the text; if it is necessary to draw up a smaller table, it should be centered on the text;

h. it is recommended to center the numerical data in relation to the item with the largest number of digits.

Data justification by units is required.

i. Numbers with more than four digits should be grouped by three. Four-digit numbers should be grouped if there are more numbers in the columns of numbers than four digits.10. No empty headings are left in the table. The following characters apply:

- dash (–) – the phenomenon does not occur;

- zero (0) – the phenomenon exists, however in quantities smaller than the numbers that can be expressed in digit characters shown in the table;

- full stop (.) – lack of information or lack of reliable information;

- x character – it is impossible or pointless to fill the column due to the table layout;

- "including" – means that you do not give all the components of the sum.

## **7. Graphs:**

a. graphs should be designed taking into account the format (e.g. A4);

b. the number and title of the graph is placed above the graph, font size smaller by 1 point than the font size of the main text (11 points);

c. under the graph, the wording "Source: ..." (e.g. "Source: author's own calculations") is entered, the font size smaller by 2 points than the font size of the main text, without a full stop at the end (10 points);

d. it is recommended to create graphs using Microsoft Office software (Excel, Microsoft Graph);

e. graphs made with other software and pasted as figures must meet the following criteria:

1) the minimum figure resolution is 1200 dpi;

2) the size of the figure must be adjusted to the format of the publication;

3) data and descriptions placed on the graph must be entered with the appropriate typeface and size (depending on the publication, e.g. in the publication where the main text is Times New Roman, 11 points - descriptions on the graph should be Times New Roman 9 points);

4) in black and white publications, color and three-dimensional graphs that will be illegible

should not be designed; one-dimensional black and white graphs are recommended (patterns);  
5) the field borders of the graph and the borders of the graph key are not used;  
6) no background other than white is used;  
7) the title of the graph or the entry "Source: ..." is not repeated in the area where a graph is drawn.

## 8. Formulas

a. The authors should prepare formulas with particular care. It is the authors (and scientific editors) of texts on mathematics, physics, chemistry etc. that are responsible for the technical preparation of materials provided to the publisher;  
b. Mathematical formulas should be prepared in the Word equation editor. The format of the future publication should be taken into account. All elements of the formula must be properly scaled depending on the font size in the main text (for example: with a font size of 11 points, the default size "normal" is reduced from 12 points to 11 points, the default size of "subscript/superscript" - from 7 points to 6 points etc.);  
c. Formulas created in other applications should be scaled as recommended in point 2 and provided in the form of a graphic file (tif, bmp, jpg), with 1200 dpi minimum resolution;

## 9. Figures:

a. The number and title of the figure are written below it, 1 font size smaller than the font size of the main text. It is recommended to give a source (e.g. own photography, bibliographic description of the book from which the figure was scanned, website address).  
Figures that perform information functions should have a caption. Captions should be concise and uniform throughout the publication. Captions begin with a capital letter, and there is no full stop at the end (unless it is an abbreviation). Captions can be one-size, consisting of a main part. For figures consisting of the main part and detailed explanations of parts of figures, e.g. technical drawings, the main part of the description should be followed by a key in a smaller font. Each part of the key should be separated by a semicolon.

Example:

Fig.1. Laboratory of wireless networks

S - server; K - computer; R - robot

b. Figures should be selected taking into account the type of publication (black and white or colour).

c. The minimum resolution of figures/photos is 1200 dpi.

d. The size of the figure/photo must be adapted to the format of the publication.

e. If there are different types of figures in the chapter, each type should have its own numbering, e.g.: Fig. 1 ...; Fig. 2 ...; Photo. 1 ...; Photo. 2 ...

## 10. The creation of flow charts (COMPUTER SCIENCE)

In Bachelor of Engineering theses related to software development, it is necessary to use flow charts. A flow chart is a graphical representation of a procedure or programme created for illustrative purposes or as a representation of an algorithm written in a programming language.

Fragments of the programme code should be distinguished with the appropriate font (sans-



serif). The code of the whole programme should be in an attachment or in electronic form on a CD.