



RESOLUTION No. 1/2016
of the Rector of the University of Opole
of 15 January 2016

**on changes regarding the rules for preparation and submission of diploma theses
(master's, bachelor's, and engineer's) in the University of Opole**

Pursuant to Article 167a and Article 167b of the Act of 27 July 2005 – Law on Higher Education, (i.e. Official Journal 2012.572 as amended), the Statute of the University of Opole and Study Regulations at the University of Opole, the following is hereby decided:

§ 1

Receiving a positive grade for the written master's, bachelor's or engineer's thesis, hereinafter referred to as a written diploma thesis, shall be the condition for taking a diploma exam.

§ 2

An electronic version of a diploma thesis shall be uploaded to the Archive of Theses of the University of Opole (APD) and two hard copies of the diploma thesis printed out from the APD system shall be submitted to the Dean's Office/Institute two weeks prior to the planned diploma exam date. The procedure of issuing and archiving diploma theses is described in Annex 1. APD services manuals for supervisors, reviewers, and students are available on the websites of the faculties and institutes.

§ 3

Hard copies of diploma theses shall be printed two-sided on A4 sheets. Hard copies shall be prepared by thermobinding (sheets permanently bound, thin covers, transparent front cover).

§ 4

A diploma thesis shall be edited (citation, references, works cited, etc.) in line with the standards approved in a particular discipline, agreed on with the supervisor. A diploma thesis shall be written using a font not larger than "12" pt, line space 1.5, standard margins.

§ 5

The faculty council may determine particular requirements regarding the form, contents, minimum and maximum number of pages, a thesis content, taking into consideration specific nature of a given course of studies.

§ 6

A diploma thesis title page shall be prepared in line with the template provided in Annex 2

hereto.

§ 7

A diploma thesis shall include a maximum 1-page long summary in the language of original and in English (also in Polish, if the language of original is other than Polish) and 2-5 key words in the language of original and English (also in Polish, if the language of original is other than Polish).

§ 8

A student's declaration stating that the thesis was written independently shall be placed on the last page of the thesis. The declaration, the template of which is defined in Annex 3 hereto, shall be attached to a diploma thesis after printing it from the APD system (it shall not be included in the PDF-file uploaded to the APD system).

§ 9

In the event of plagiarism occurrence in a diploma thesis, the University shall immediately commence procedures pursuant to separate regulations.

§ 10

The provisions of this regulation do not exclude application of common law regulations and the provisions of the University of Opole Statute, as well as the Study Regulations of the University of Opole regarding preparation and submission of diploma theses, their assessment and conditions for taking a diploma examination.

§ 11

All academic teachers, students and the Dean's offices personnel shall follow the APD instruction manual available on the websites of the faculties and institutes.

§ 12

Resolution No. 7/2015 of the Rector of the University of Opole of 12 March 2015 on the rules for preparation and submission of diploma theses (master's, bachelor's, and engineer's) in the University of Opole shall expire.

§ 13

This Resolution shall become effective upon signing.

Diploma process procedure

1. The Faculty/Institute/Programme Council submits, within the specified period, topics of diploma theses in original and the English language (also in Polish, if the language of original is other than Polish) and names of supervisors and reviewers. A list with the above mentioned information and the date of approval shall be sent to the Dean's offices (also as electronic files) by the end of April for students graduating in the summer semester, and by the end of November in winter semester.
2. A Dean's Office initiates a theses filing process in the USOS system.
3. Having his/her diploma paper approved by the supervisor, a student shall:
 - a) enter the following data in the university Archive of Theses– APD (apd.uni.opole.pl):
 - summary in the original and the English language (also in Polish, if the language of original is other than Polish),
 - key words in the original and the English language (also in Polish, if the language of original is other than Polish),
 - b) upload a PDF-file with the thesis to APD (file name: author's surname_ author's first names_ current calendar year)
4. Having received information that the thesis is in the APD system, the supervisor shall:
 - a) check whether a student uploaded the appropriate summaries, key words, and a file with the thesis in the APD system, and whether the thesis topic in the file is the same as in the system,
 - b) check whether the thesis contains all the elements enumerated in item 3,
 - c) check the thesis using the anti-plagiarism OSA system (Open Anti-Plagiarism System integrated with the APD system), print, fill and sign the check report (**the report signed by the supervisor shall be submitted to the Dean's Office before the date of the diploma exam**).
 - d) accept the thesis in the APD system (by forwarding for review) and inform the student.
5. A student, having his thesis approved by the supervisor, prints out the thesis from the APD system in two copies, attaches a declaration (Annex 3 to the Resolution) and submits to the Dean's Office no later than two weeks prior to the planned date of the diploma exam.
6. The Dean's office/Institute shall:
 - a) verify whether a thesis was printed out from the APD system,
 - b) check whether a thesis contains all the elements referred to in item 3 and if the topic is the same as the one approved by the Faculty/Institute/Programme Council.
 - c) forward copies to the supervisor and the reviewer,
 - d) enter the date of the thesis submission and the date of a diploma exam.
7. The supervisor and reviewer complete the review forms in the APD system and approve

the reviews in the APD system, three days prior to the planned date of the exam, at the latest. Failure to approve the reviews within the defined period shall result in postponing the date of a diploma exam.

8. The reviews, diploma thesis form and a diploma exam protocol are printed at the Dean's Office before the exam and signed during the exam.

*Annex 2 to Resolution No. 1/2016
of the Rector of the University of Opole of
15.01.2016*



THE UNIVERSITY OF OPOLE

FACULTY

Institute/Department

Chair/Unit Education Centre

MASTER/BACHELOR/ENGINEER DIPLOMA THESIS

Name and family name

THESIS TITLE (in original language)

THESIS TITLE (in English)

THESIS TITLE (in Polish, if the language of original is other than Polish)

The thesis written under the supervision of
title, scientific degree, name and surname of the supervisor

Opole 20.....

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Name and surname

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Faculty

.....
Major

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Specialisation

DECLARATION

Aware of legal liability, including criminal liability, defined in article 233 of the Act dated 6 June 1997 Penal Code (Official Journal 1997.88.553, as amended), I hereby declare that the submitted master/bachelor/engineer*) thesis titled

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was written by myself independently, with the use of the indicated works cited and source materials.

I simultaneously declare that the thesis does not violate any copyright, pursuant to the Act of 4 February 1994, on copyright and derivative rights (i.e. Official Journal 2006.90. 631 as amended) and personal effects protected by civil law.

I also declare that the above mentioned thesis does not contain data and information obtained illegally and it has not been subject to any procedure related to obtaining the title of master/bachelor/engineer*).

Simultaneously, I consent to the use by the university of the work created by me as a result of performing my duties related with studying, with no remuneration and time or territory restrictions. The use of the work shall involve its dissemination, including recording in computer and network memory, in order to verify the thesis using anti-plagiarism systems as well as granting access to the thesis to third parties.

Additionally, I declare that I have been made aware of the content of article 233 § 1 of the Act of 6 June 1997 - Penal Code (Official Journal 1997.88.553, as amended), pursuant to which “Anyone who gives false testimony or who withholds information while giving testimony to be used in a court proceedings or in any other proceedings carried out pursuant to the Act, shall subject to the penalty of deprivation of liberty for a term up to 3 years.” as well as

Article 233 § 6 of the Penal Code, pursuant to which “The regulations of § 1-3 and 5 shall apply to the person, who provides false testimony, if the law provides the possibility to receive the declaration under the pain of penal liability, respectively” as well as of the resulting penal liability for false testimony, regarding my independent authorship of the diploma thesis.

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Student's signature

*) strike out if unnecessary